To change your password for your computer login, please follow these directions:

- 1. Click on the apple located on the top menu bar in the left corner.
- 2. Select System Preferences (will open this window).

| ••• | | | System Pr | eferences | | Q Search | |
|-------------------------------|---------------------------|-----------------|-----------------------|----------------------|-----------------------|------------------------|---------------|
| General | Desktop & Screen Saver | Dock | Mission Control | Language & Region | Security & Privacy | Q Spotlight | Notifications |
| CDs & DVDs | Displays | Energy Saver | Keyboard | Mouse | Trackpad | Printers & Scanners | Sound |
| iCloud | Internet Accounts | Extensions | Network | Bluetooth | Sharing | | |
| Users & Groups Profiles | Parental Controls | App Store | Dictation & Speech | Date & Time | Startup Disk | Time Machine | Accessibility |
| Flash Player | Flip4Mac | Java | SMART Board | | | | |

3. Locate and select the icon "Users & Groups" under the System Preferences.

4. In this window, select "Change Password".

| 00 | Accounts | |
|---|----------|------------------|
| Show All | | Q |
| My Account Escalante Admin, Managed, Mobile ✓ Other Accounts ✓ Tech Admin Cuest Account Sharing only Cuest Account Cuest Account C | Password | Settings Open |
| + - | | |
| Click the lock to make ch | anges. | ? |

5. You will be asked to enter your Old Password and the New Password. Your new password must be a minimum of 8 characters (alphanumeric). Then select "Change Password".

| Show All | Accounts | Q |
|-------------------------------------|---------------------------------|----------------------|
| | | ~ |
| My Account | Old Password: | |
| Escalante Admin, Manage | New Password: | P |
| ▼ Other Accounts → Tech Admin | Verify: | assword) |
| Guest Accou Sharing only | Password Hint: (Recommended) | |
| | Cancel Change | Password |
| | | Settings |
| Login Options | Address Book Card: | Open) computer |
| + - | | |
| Click the lock to r | nake changes. | $(\mathbf{\hat{o}})$ |

6. Your password for your network login is now changed. Please remember this password. If you forget this, we can reset it to default, but cannot tell you what you changed it to.