

## How to change your password

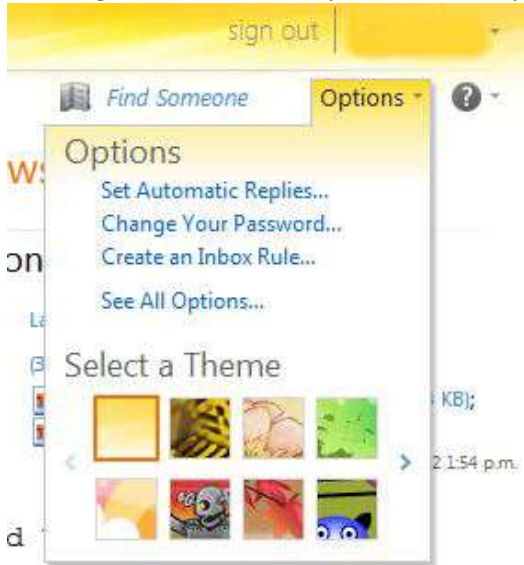
### FROM ANY COMPUTER:

Go to the district webmail or click on this link:

<http://Webmail.dinuba.k12.ca.us>

Sign on with your username and password.

Once signed on, click on “options” in the upper right corner on your webmail and choose “Change Your Password”



If you get this authentication prompt, type your username and password again and click “Log in”.

An authentication dialog box titled 'Authentication required' for the URL 'https://webmail.dinuba.k12.ca.us'. It contains two input fields: 'Username' and 'Password'. At the bottom, there are two buttons: 'Log in' and 'Cancel'.

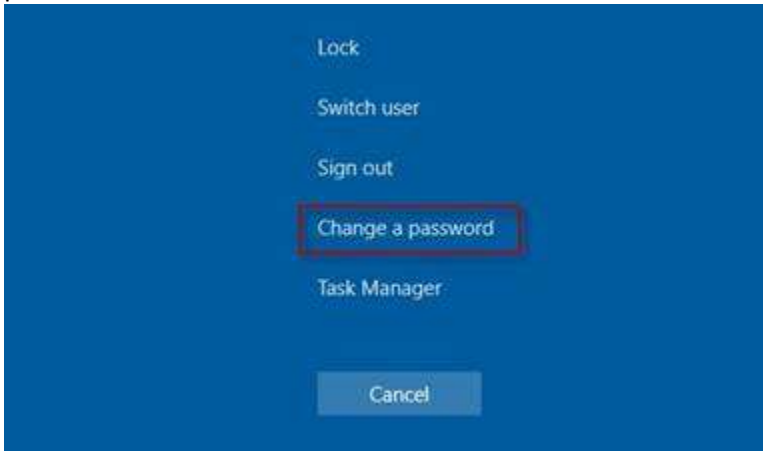
Lastly, enter your current password, followed by your new password and confirm new password. Click “Save” to finish. Sign out of webmail.

A 'Change Password' form with a navigation bar at the top containing icons for Mail, Calendar, General, Sent Items, Regional, and Password. The form contains the following text: 'Enter your current password, type a new password, and then type it again to confirm it.' and 'After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.' Below this text are four input fields: 'Domain/user name: DUSD\Ramon.Rivera', 'Current password:', 'New password:', and 'Confirm new password:'. At the bottom right of the form is a green 'Save' button.

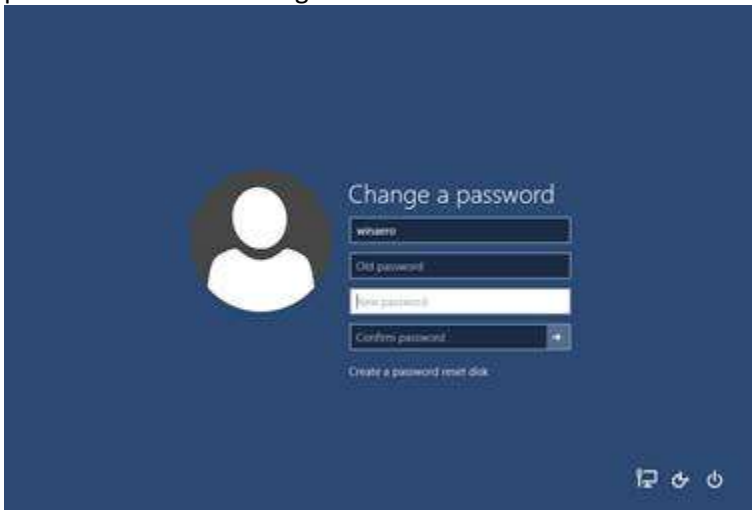
Once you change your password. This will be your new password for your computer (network), email and google drive. If you use Keychain on your Mac to manage your passwords, you will need to update your keychain password.

## WINDOWS COMPUTERS:

If you have a windows computer, Press the “Control-Alt-Delete” keys in your keyboard and click on “Change a password”:



Once you click on “Change a password”, type your Old password, followed by your new password and confirm new password. Click on the right arrow to submit.



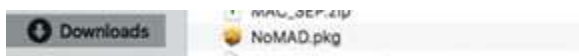
## APPLE COMPUTERS:

NoMAD is an application that will display the days left for password expiration. If you do not have NoMAD, this is How to install it for Mac Users

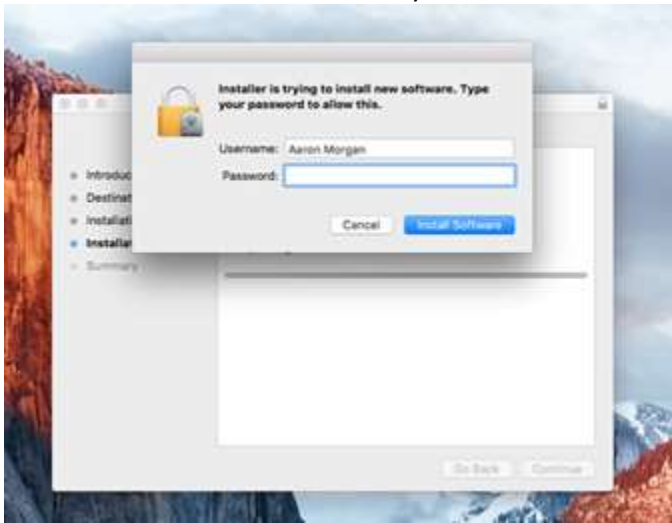
1. Download NoMAD Application:

<https://files.nomad.menu/NoMAD.pkg>

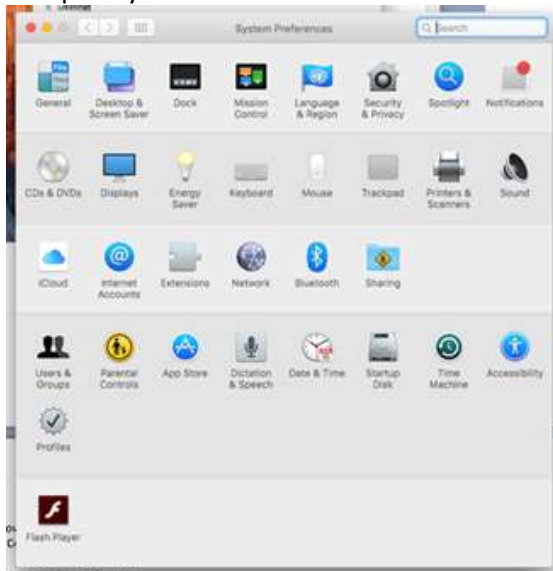
2. Once the .pkg file is downloaded, find it in your Downloads folder, double click to install it and follow the on screen instructions.



3. You will be asked for your credentials to install software, if you are unable to install software please contact your site STS to install the software for you.



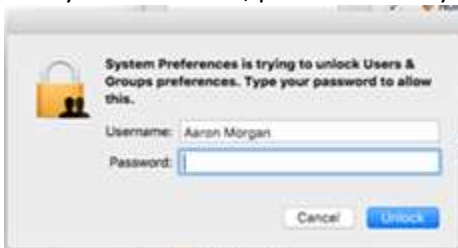
4. Open System Preferences



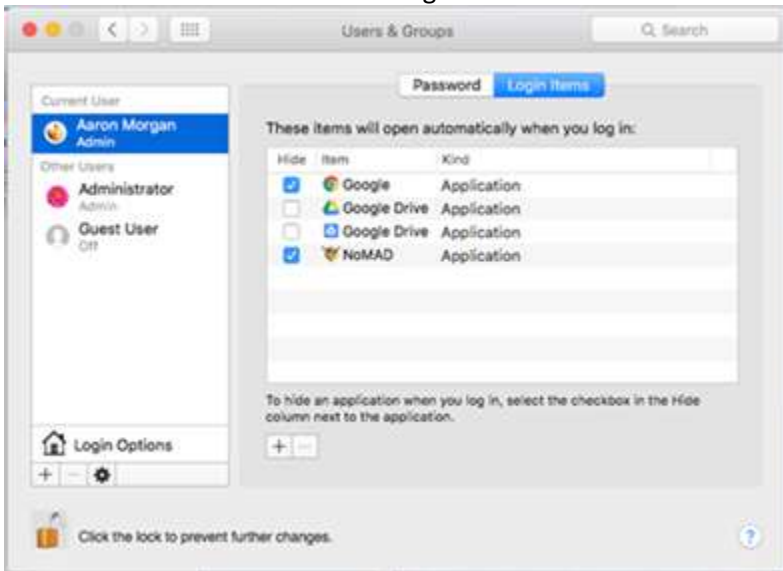
## 5. Select Users & Groups



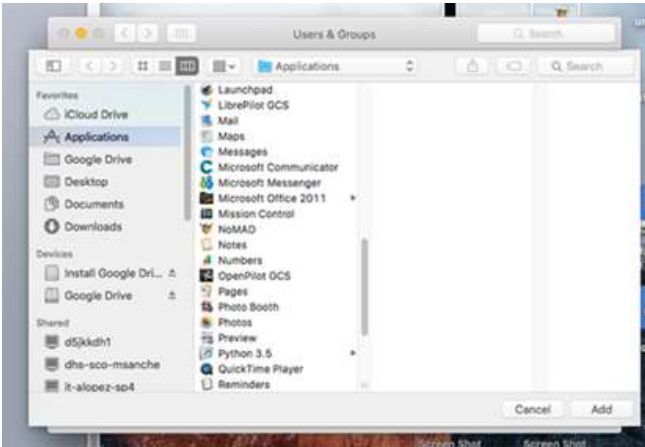
6. You will need to click the lock to allow the changes, you will be prompted for your credentials, if you do not have the ability to unlock this, please contact your site STS for assistance.



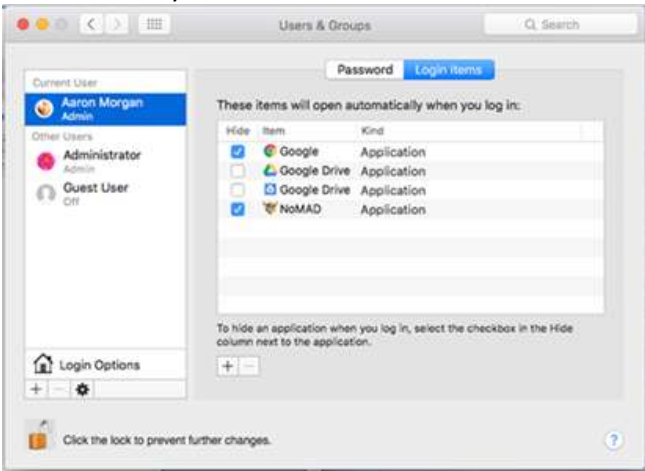
7. On the new window Click the Login Items tab



8. Hit the + to add NoMAD



9. Make sure you check the box next to NoMAD.

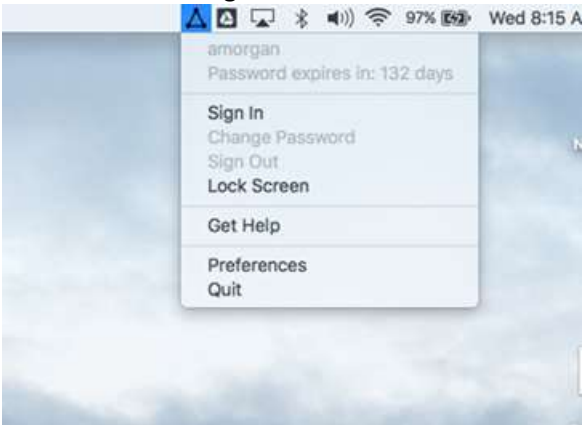


10. Restart your Mac to Launch NoMAD.

11. Locate the Triangle on the Menu bar



12. Click the triangle to show the NoMad Menu



13. Click the appropriate selection for what you wish to do.

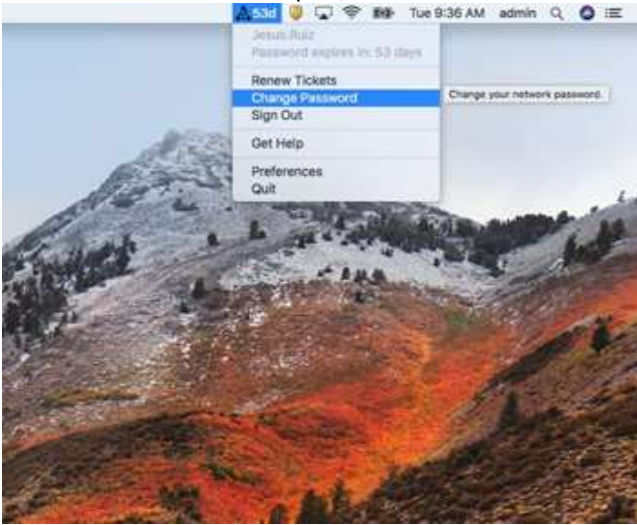
Once logged in you will see the number of days remaining until your password expires. You also now have the ability to change your password from this drop down menu as well.

## Changing Password on A MAC (once NoMAD has been installed)

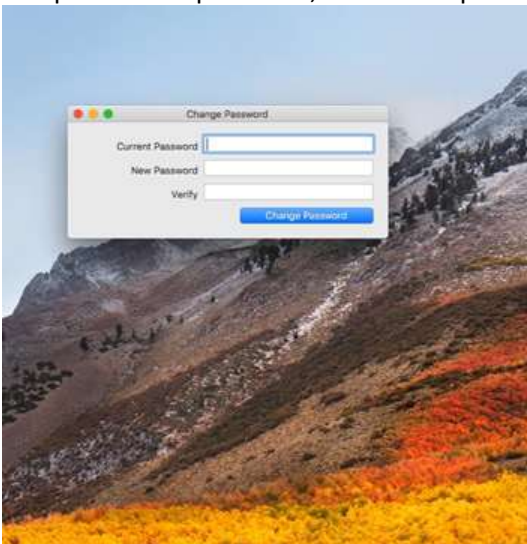
1. Select triangle icon at the top by clicking on it.



2. A menu window will open, from the list select "Change Password"



3. Input current password, and then input the new password on "New Password & Verify" boxes.



**Note: If you do not remember your log in password, please contact the IT Help Desk at (559)595-7337. A technician will reset the password and provide the user with a temporary one.**