

Information for Resetting Your CASD Password

- Your password needs to be reset every 6 months
- Your new password must be one that you haven't used in the past, contain at least 8 characters, and contain at least one letter, capital letter, and lower case letter.
- You cannot pick a password that you have used in the past
- Your MacBook will prompt you to reset your password ONLY if you are on the school district's wifi network. If the password expires while you at home, you will be locked out of your account until you come back to school.
- It is suggested that you change your password before it expires: Find one of the PCs in the school —> Login —> Press the Ctrl, Alt, and Delete keys —> Select "Change Password" and change your password.

Things That Need to be Done After a Password Reset

1. Update password for the iPad's email

Settings —> Mail, Contacts, Calendars —> Chambersburg Exchange (or just Exchange) —> Account —> Type your new password in the "Password" field

2. Update email password for the MacBook

Open Outlook —> click Outlook (top left corner) —> Preferences —> Accounts —> Type in your new password where it says password.

Alternatively, Outlook will give you a pop-up prompting you to put in your new password when you open it. Make sure that you also choose to save the password in your keychain.

3. Clear up the Keychain Pop-Ups on the MacBook

Open Finder (face icon) —> Click on the "Go" menu (top toolbar) —> Press and hold the option key —> Click Library —> Find and open the "Keychains" folder —> Delete the contents of the folder including the folder named with a string of letters and numbers. Do NOT delete the "Keychains" folder itself, just the contents within it. —> Restart your computer