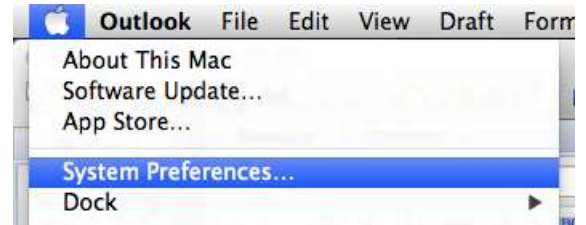


CHANGING YOUR PASSWORD ON A MAC

When you need to **change your password**, there are 2 ways to do it. Below are the directions for both options. We recommend using "System Preferences", which we have documented first.

RECOMMENDED METHOD FOR CHANGING YOUR PASSWORD

1. Log onto the computer with your current password.
2. Select the Apple menu, scroll to and select "System Preferences".
3. Under "System" section, choose "Users and Groups":

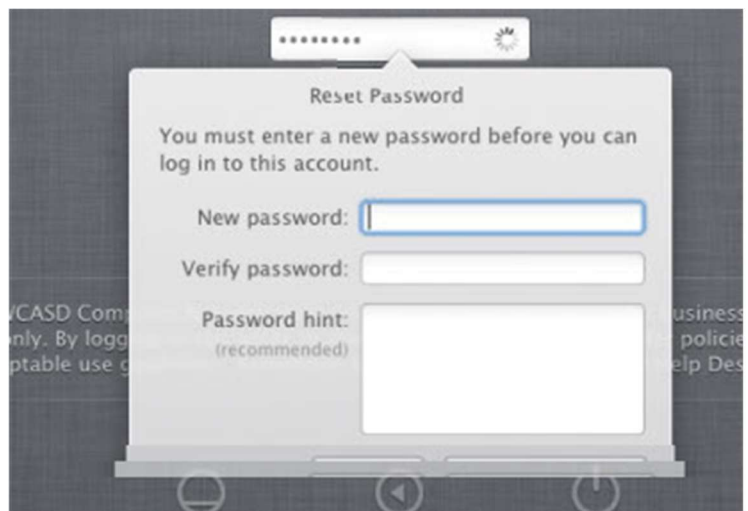


4. Make sure your username is highlighted, and choose the "Change Password" box on the right:
5. Change your password and then log off. Log back on with your new password.



SECOND OPTION

When you first power up your laptop in the morning, and type in your username / password and the option to "change password" appears, change it there.



After you change your password, you may notice more password request windows. Please enter your new password to update the settings.