

Change Your Passphrase Using A Mac Computer

Warning:

Before changing your passphrase, please ensure your Mac is on campus and connected to the campus network with a wired Ethernet cable. Do NOT use these directions to change your passphrase on your Mac when away from campus or when using only a Wi-Fi connection.

1. Log into the Mac using your current passphrase.
2. In the upper left corner of the screen, click on the Apple Icon and then click “System Preferences” from the drop down menu.
3. In the System Preferences menu, locate the item names “Users & Groups” and select it.
4. Within the left column of the Users & Groups Menu, select the account you are trying to change the passphrase for. It should be highlighted by a blue box once selected.
5. With the proper account selected, look in the right column. Just to the right of the account profile picture, you should see a button named “Change Password...”. Click this.
6. In the menu that pops up, you should see three fields that need to be filled in. Fill these in as marked with your old passphrase and what you want the new passphrase to be.
7. Now click “Change Password” in the bottom right of the menu.

At this point, your passphrase is successfully changed. However, depending on how you have your Mac setup, there may be additional steps needed to update your Mac “Keychain”. If after completing step 7, you receive an additional dialog box concerning the keychain, please follow steps 8 through 10.

8. In the Keychain Dialog box, select the option to “Update Keychain”.
9. You will be prompted to enter your Keychain Password. This field requires you to use your old passphrase, i.e. the one you used prior to changing your it in the earlier steps.
10. Once you have entered the old passphrase, click “Update”.

Once all the steps are completed, we recommend that you restart your Mac while still connected to the campus through a wired Ethernet cable. After restart, verify that you can now log in with the new passphrase.

If you have any additional devices that may use your passphrase, such as a smartphone or tablet, please update those devices to your new password **IMMEDIATELY** after a successful password change to avoid your account being locked out.

If you have successfully completed a passphrase change, but find that your new passphrase does not seem to work, it is likely that the one or more of your secondary devices still has an older passphrase stored and has **locked out** your account. Until you identify the device and update the passphrase, you may continue to experience account lock outs. An account locked out will take up to an hour to reset, but **it is critical for you to identify and update all your devices or it will continue to be locked out.**

If you have any additional questions, please contact the Technology Resource Center.