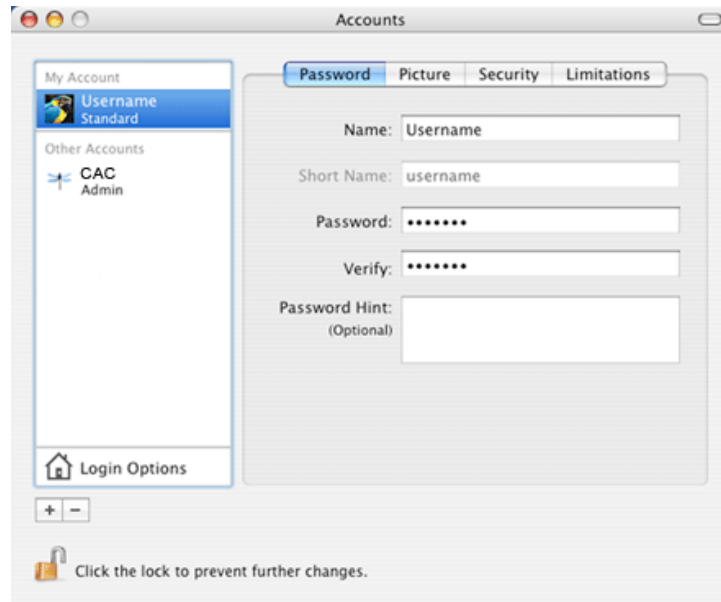


Changing your workstation password:

To keep your files and information protected and only accessed by you, please make sure that you change your workstation default password.

👉 Changing your CAC Mac workstation password:

1. Go to **System Preferences** under the **Apple menu**
2. In the **System** section, click **ACCOUNTS**
The Accounts dialog box appears.
3. In the **Accounts** section, select your username



4. Verify that the **Password** tab is selected
5. Click in the **Password** text box
6. When prompted for password authentication, enter your password
(default password: *faculty*)
7. Press **[enter]**
NOTE: If the current password you typed is incorrect, you will not be allowed to advance to the next text box.
8. In the **Password** text box, type your desired new password
9. Press **[tab]**
10. In the **Verify** text box, type your new password again
11. Press **[tab]**
Your password is now changed.
NOTE: This is the password you will use when you log in.
12. Select **Quit System Preferences** under the **System Preferences menu**

Strategies for creating a good password

- Your password should be at least 7 characters long.
- Create an acronym from the letters of the words in a phrase, song lyric, or quotation that is memorable to you (e.g., "To be or not to be?" could become "2BRnot2B?").
- Combine two words or a word and a number sequence that is meaningful to you, for example, your favorite fruit and a memorable year (e.g., "kiwi" and "1987" could be combined as "ki1987wi").
- Deliberately misspell words, or substitute phonetic replacements throughout (e.g., "Mississippi" could become "Mrs.lppi").
- Use a mixture of uppercase and lowercase letters.

Keeping your password secure

- Do not write your username and password in the same place.
- Never share your password with anyone.
- Never send anyone your password via email (even if the message requesting your password seems official).
- Change your password every six months.