

Resetting a user's password on a Mac

Note: These steps are for Mac OS X v10.3 or later. For information about resetting a password in Mac OS X v10.2.8 or earlier, please call the Help Desk @ x271.

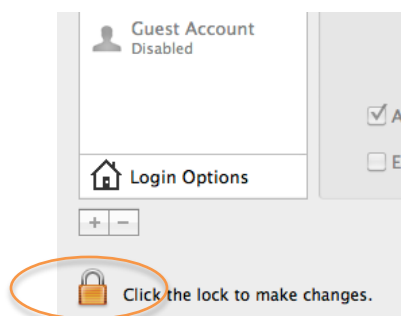
1. Log in with an administrator account. **Note:** If you don't know the password of any administrator accounts, please call the Help Desk @ x271.
2. From the **Apple** menu choose **System Preferences**.



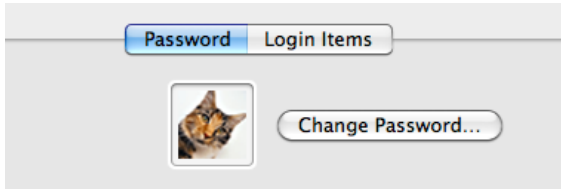
3. From the **View** menu choose **Accounts**.



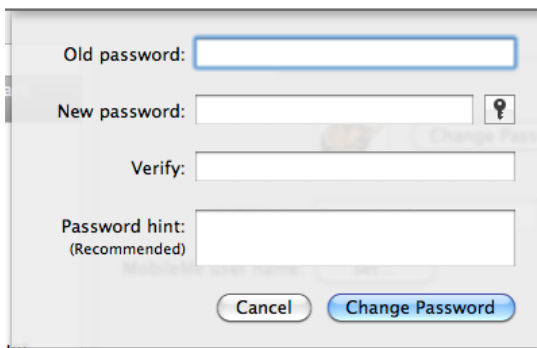
4. Click the lock button if it appears locked; enter the administrator password.



5. Select the username whose password you want to change (it should have defaulted to your account).
6. Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).



7. Enter a new password in both the Password and Verify fields, and add a hint if desired.



8. Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).
9. If a dialog box appears with the message "Your Keychain password will be changed to your new account password," click OK.

Important: Passwords for administrator accounts should not be blank.

You're all done!