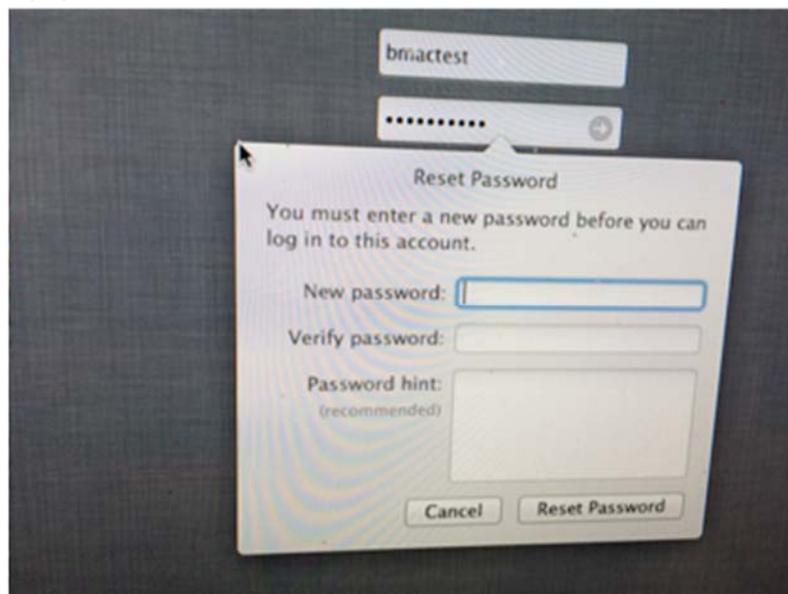# Two Mac User Enabled Password Reset Tools   03-19-2014

This password reset information is intended for you faculty and staff MAC users whose passwords have not changed within the last year.* Starting today, you are required to change your passwords once a year. Students are not required to change passwords.

· Your new password **cannot** contain three or more consecutive characters from your name or username, nor can it be the same as your current password.

· New passwords must contain three of the following four items, be at least seven characters long and can't contain your name or username:

1. Lower-case letters (a-z)
2. Upper-case letters (A-Z)
3. Numbers (0-9)
4. Characters such as symbols & punctuation marks. (Avoid #4.)

1) **If you want to change your password starting March 19ᵗʰ, <u>using the Mac Logon Screen</u>,** you will be presented with this screen when you logon with your YC username and (old) password.

Enter and verify your new password. Click "Reset Password." Give the system several moments to settle on your Desktop

and Zdrive. You will need to enter your new password in Outlook Mail, when prompted.

Once you have changed your password, you will not be prompted for a new password at the Logon Screen for one year. However, you can still change your password anytime, using #2 below, whereupon the requirement to change date becomes one year from that most recent change. *

2) **To change your password before or after March 19th <u>without the Logon Screen</u>,** do it here: http://www.yc.edu/password

This is a simple process but, if you need help on this page, USE "Need Help?", **NOT "Learn How."**

Enter your username then click on "**Next**"
Enter your current password then click on **"Next"**
Enter your new password and confirm it. Click on **"Set My New Password"**
You will receive this screen: Your password was changed successfully!

Log off your Mac and logon with your username and new password. You will need to enter your new password in Outlook Mail, when prompted.
That's it. You will then be done with mandatory password changes for a year.
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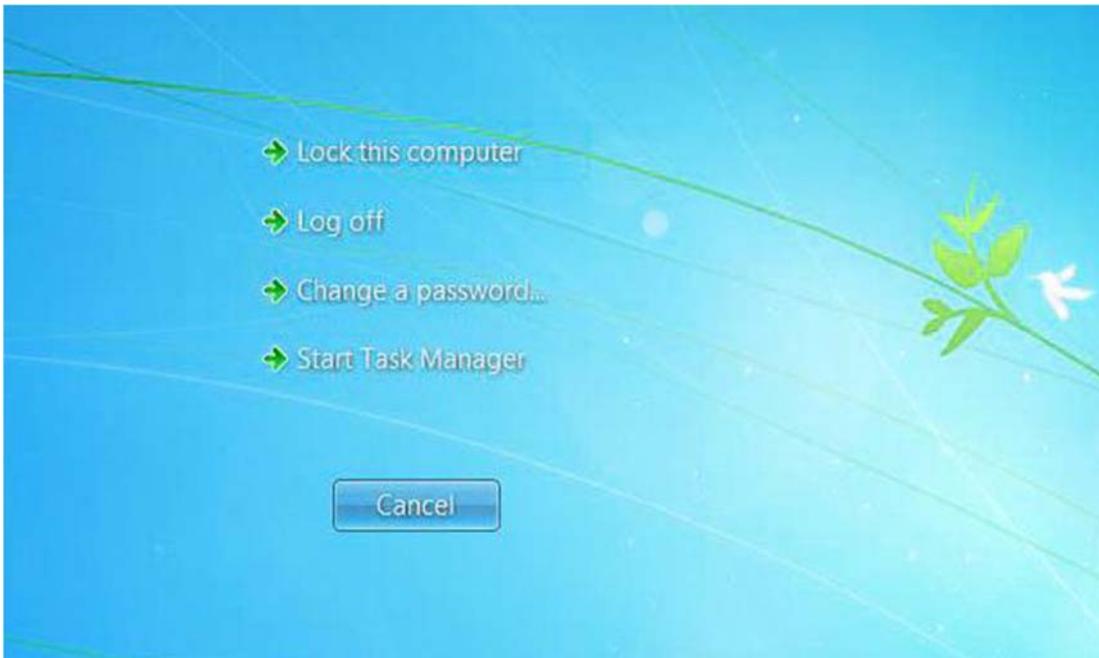
* *This password reset stuff is cross platform, Mac and Win. So, if you need to change your password within the one year grace period, and only have a Win machine available at YC, do this:*

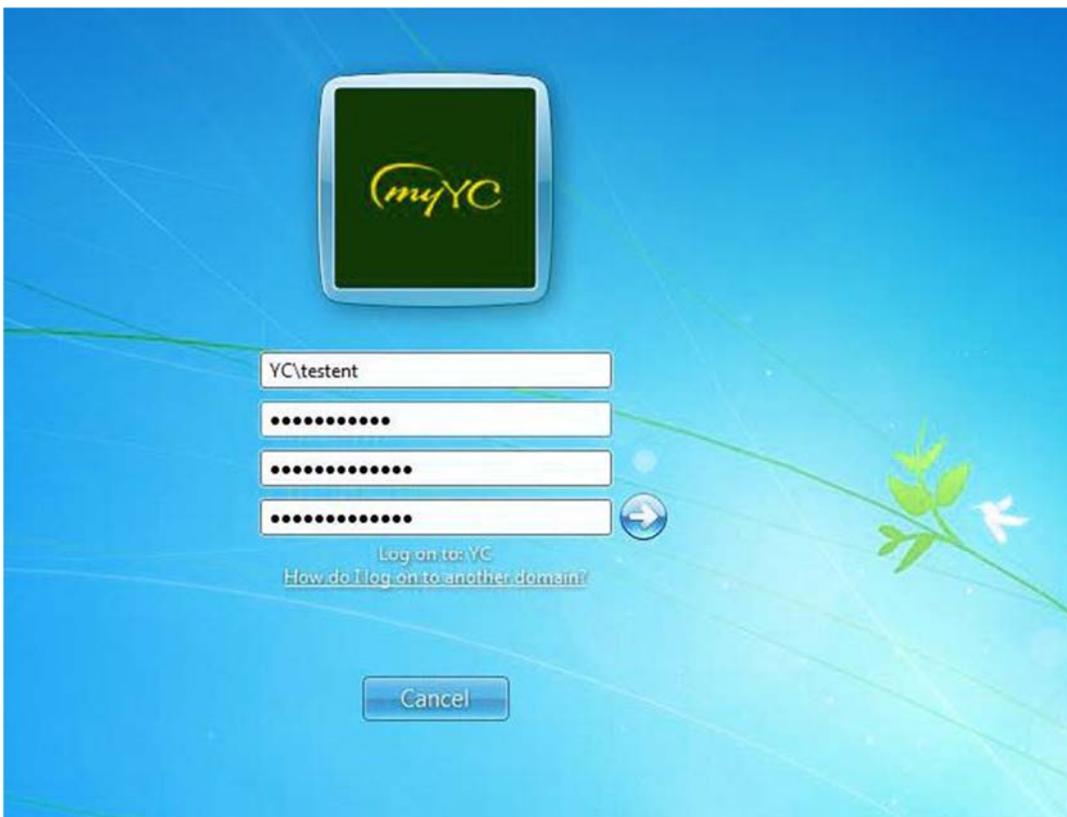Logon to the computer with your username and password.
At computer keyboard:
Hold down the Ctrl key, hold down the Alt key, and press the Delete key.
The following window will be displayed:

Click on "Change a password. . ."

Fill in "old password", "new password" and "confirm password" then click on the right arrow. Your password is now changed.
END