Changing your Password
For Apple/MacOS
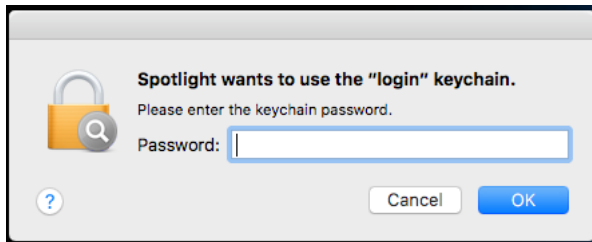Information Technology & Resources 610-902-8366 itrhelp@cabrini.edu

CABRINI
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The following is documentation on how to reset your password on an Apple/Mac computer.

1. Resetting your Password while on Campus or Off Campus
   a. Once logged into the computer.
   b. Verify that Microsoft Outlook is running, if not, please launch the applications.
   c. Click the following Link to change your existing password: reset.cabrini.edu
      i. Login with your existing username and password
      ii. Enter **Existing Password**, then **New Password** and **Confirm New Password**
      iii. Close the Internet Browser
   d. **WAIT** to be prompted by Outlook! Please continue to perform normal operations, for up to 10 minutes. Then click **YES**
   e. Enter your **New Password**, and check **Save this password in your keychain if prompted**.
   f. You may be prompted to enter the "login" keychain, and enter your **Old Password**. If not, move to Step g:
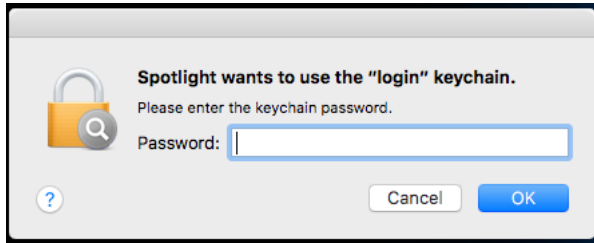

   g. Open the **Keychain Access** Application (⌘+Space – Type Keychain, Press **Enter**)
   h. Click **Edit**, then choose **Change password for keychain "Login"…**
   i. Enter **Old Password**, then **New Password** and **Confirm New Password**
   j. **NOTE: You may need to continue signing into your computer with your previous password until you return to campus**

2. Resetting your Password while on Campus
   a. Once logged into the computer.
   b. Verify that Microsoft Outlook is running, if not, please launch the applications.
   c. Click the following Link to change your existing password: reset.cabrini.edu
      i. Login with your existing username and password
      ii. Enter **Existing Password**, then **New Password** and **Confirm New Password**
      iii. Close the Internet Browser
   d. **WAIT** to be prompted by Outlook! Please continue to perform normal operations, for up to 10 minutes. Then click **YES**
   e. Enter your **New Password**, and check **Save this password in your keychain if prompted**.

f. You may be prompted to enter the "login" keychain, and enter your **Old Password**. If not, move to Step 10:

g. Open the **Keychain Access** Application (⌘+Space – Type Keychain, Press **Enter**)
h. Click **Edit**, then choose **Change password for keychain "Login"…**
i. Enter **Old Password**, then **New Password** and **Confirm New Password**

3. <u>Reconnect to Eduroam after resetting your password</u>
   a. Click on the wireless icon on the top menu bar and select **Open Network Preferences**…
   b. In **Network Preferences**, select **Wi-Fi** (you may have to click the padlock if locked).
   c. If prompted, enter your administrator credentials (for your Mac) and click **Modify Configuration**.
   d. Click **Advanced**...
   e. From the **Preferred Networks** list, select **eduroam**, click - (**the minus sign**), then click **OK**
   f. In **Network Preferences**, click **Apply** and close the window.
   g. Click on the Wireless Icon, then select **Turn Wi-Fi Off**. Next, click **Turn Wi-Fi On**.
   h. Click the wireless icon and select **eduroam**.
   i. Enter your Cabrini email address and password
   j. Click **Join**