Instructions to Change Your Password

1. Laptop must be plugged into an ethernet cable
2. Click on the Apple logo in the top left hand corner of the screen
3. Click on System Preferences
4. Click on Accounts
5. Click on Change Password
6. Enter current password
7. Enter desired password
   • Password must be at least 8 characters long
   • Must contain numbers & letters
   • One letter must be capitalized
   • ex: Hawaii808
8. Verify desired password
9. Then click Change Password
   • If your Change Password attempt fails, you must
   • choose a different password, it means your new
   • password does not meet the criteria or is too similar to your
   old password

*Reminder*

Changing your log-in password also
changes your password for:

KS email & KS Connect & Blackboard