

## General Info

These instructions are **ONLY** for changing your password when **NOT** working at a company location.

**At least once per week: ensure you are connecting to the company network via Checkpoint VPN.** This ensures that your machine checks in with the network to keep all accounts and company updates current and you will receive the warnings when your password is about to expire.

**IMPORTANT:** Use these directions **ONLY** if your password has **NOT FULLY EXPIRED**. If your password has fully expired, you will need to contact the Service Desk for assistance: 877286-3200.

**How do I know if my password has expired?** Try connecting to VPN following the **Connect to VPN** steps below. If your password has expired, you will be unable to log in.

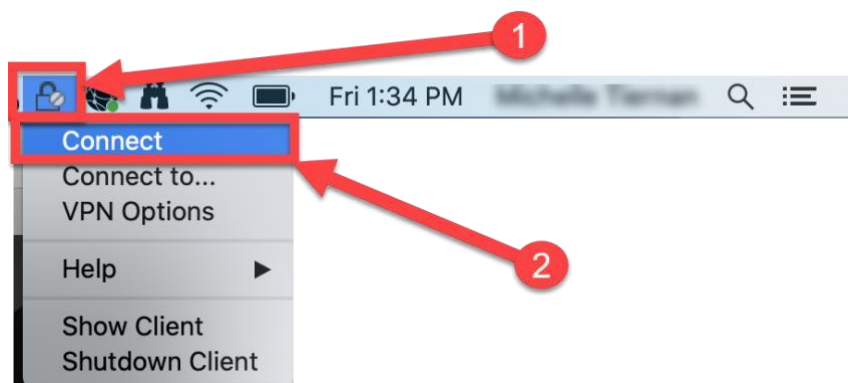
If you see a pop-up to change your password – **do NOT change it on the web site**. This will cause your passwords to be out of sync. **Follow the specific directions below.**

If you have already changed your password at the web site and now your passwords are not synchronized, you must call the Service Desk (877-286-3200) and a member of the IT Staff will assist you

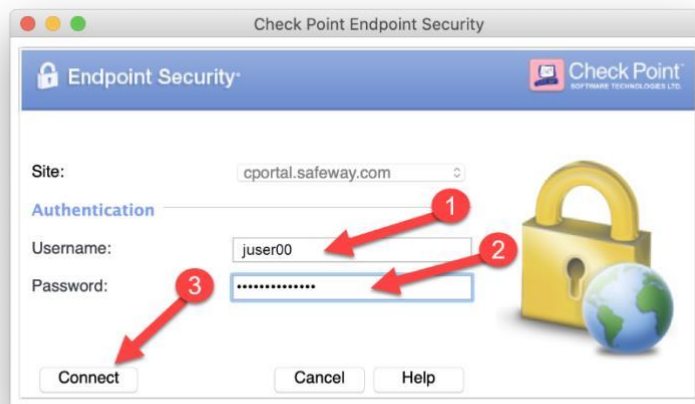
## Details/Steps

### 1. **Connect to VPN:**

Click on the **VPN icon** from the top right area of the menu bar, then choose **Connect**:



- a. In the **Endpoint Security** screen, type in your **user ID** and **password**, then click **Connect**:



- b. MFA validation is now required. **Take the steps for the MFA option you have set up on your account:**
  - i. **Call Me:** the system will call your cell phone. Answer the call and listen to ensure it is from Albertsons Companies, then press “#” on your phone keypad for verification.
  - ii. **Text Me:** a window will appear asking you to enter your Microsoft verification code and look similar to this:




The system will send a text message to your phone with the response code. Check the text messages on your cell phone for

the code, then type it into the "Response" box on the computer screen. Click the "Connect" button.

- c. **Pop Up** (Notify through the app): A pop up message will appear on your **phone** asking you to approve sign-in:

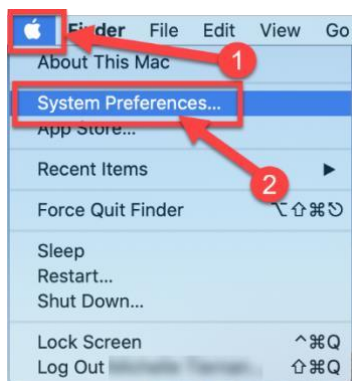


Tap "**Approve**" on the pop up message.

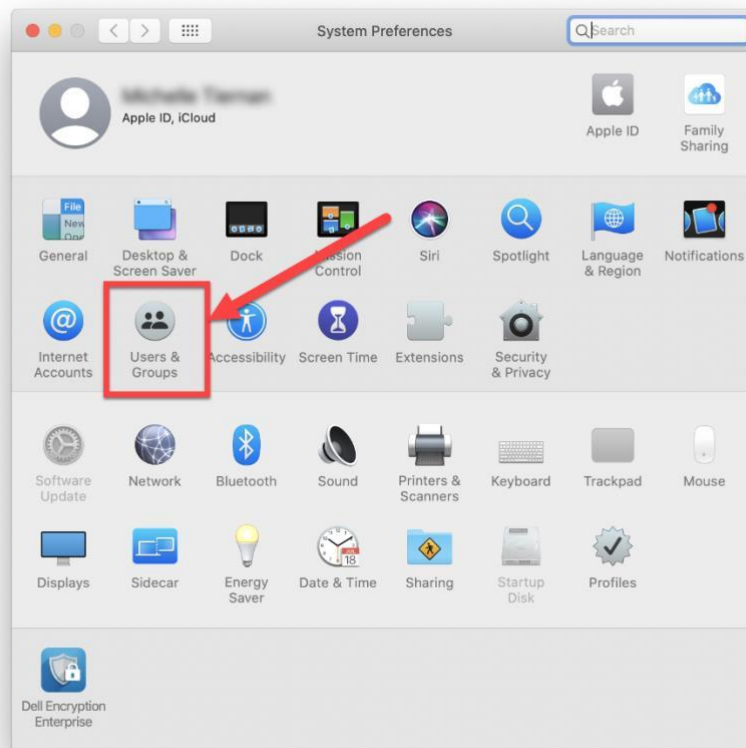
CheckPoint VPN will notify you that your connection has succeeded, and the CheckPoint icon will have a green dot on it: 

## 2. **Change the Password:**

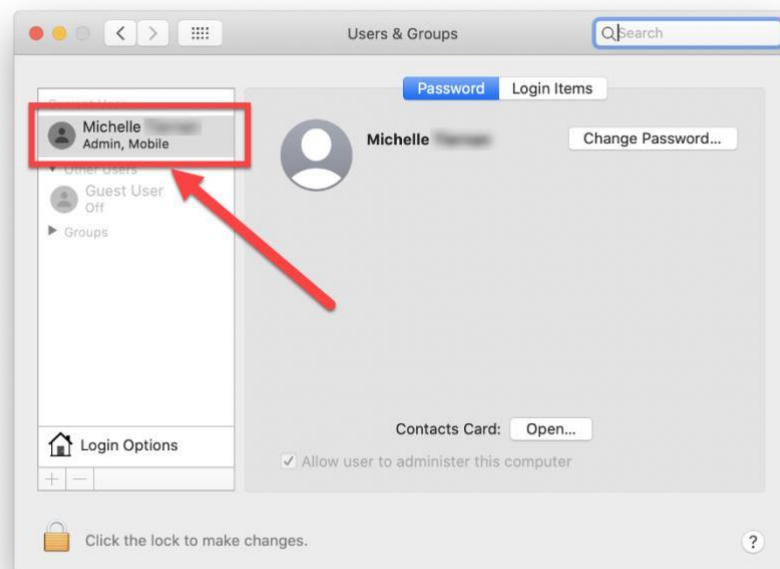
- a. Click on the **Apple** menu, then choose **System Preferences**:



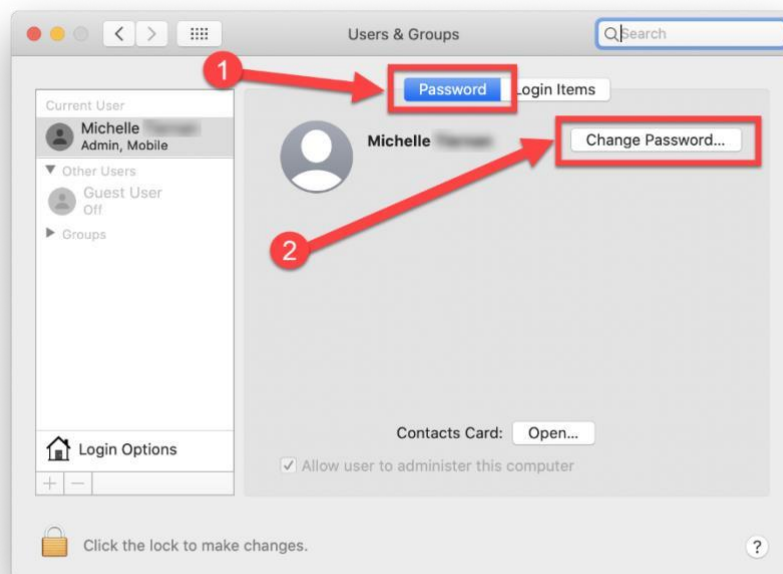
- b. Open **Users and Groups**:



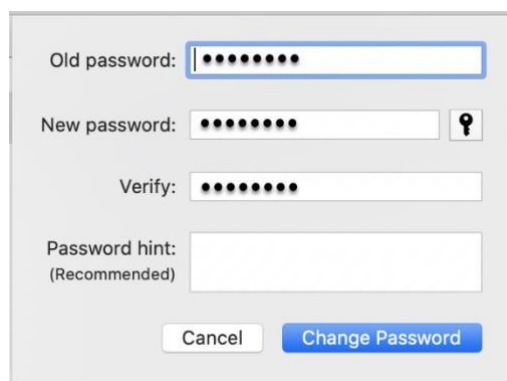
c. In the list at the **left**, click on **your name** to highlight it:



- d. On the **right**, click on the **Password tab**, then click the **Change Password button**:



- e. In the box that appears, type your **current password** into the **Old Password box**.



- f. Type a **new password** into the **New Password box** (passwords must be at least 8 characters, with one upper case, one number and one special symbol).
- g. Type the **same new password** from #f above into the **Verify box**
- h. If desired, in the Password Hint box, type in something to remind you of the new password. (Do not type in the actual password!)

- i. Click the **Change Password button**.

Your password has now been successfully changed!

If you need further assistance, please call the Service Desk (1-877-286-3200) and a member of your local IT staff will assist.