

General Info

These instructions are ONLY for changing your password when 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: 877-286-3200.

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 Ethernet using your adapter.

You cannot change your password connected to the company Wi-Fi - you must plug in using an Ethernet cable.

Locate the ethernet cable at your desk (note: the color may not necessarily be blue):



Plug it in to your USB to Ethernet adapter. It will look similar to the one below. Plug the USB-C end into your Mac, then plug the Ethernet cable into the ethernet port:





- 2. Verify that the Mac is connected to Ethernet and not Wi-Fi:
 - a. Click on Apple Menu, then click on System Preferences:



- b. Open **Network** Network
- c. Click on the **Ethernet** in the left column, then verify on the right **Status: Connected** (#1 and #2 below):

Apple Mac: Changing your password at a Company Location



	Network	Q Search
Location:	Automatic	1 0
AX8817thernet Connected Bluetooth PAN Not Connected	Status:	Connected AX88179 USB 3.0 to Gigabit Ethernet is currently active and has the IP address 192.168.1.102.
• ThundeIt Bridge	Configure IPv4:	Using DHCP
Wi-Fi	IP Address:	192.168.1.102
Inactive	Subnet Mask:	255.255.255.0
	Router:	192.168.1.1
	DNS Server:	192.168.1.1, 2600:8800:281:fb6c:5a
3	Search Domains:	safeway01.ad.safeway.com, safeway02
	IPv6 Address:	2600:8800:281:fb8:e029:c400:5841
	802.1X:	WiFi (WIRELESSN Connect
+ - &-		Advanced ?
		Revert Apply

- d. Verify that Wi-Fi shows Inactive (#3 above).
- e. Click the **left arrow** at the top of the screen (#4 above) to go back to the **System Preferences**.
- 4. Change the Password:



a. Open Users and Groups



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

	Password Log	in Items
Michelle Admin, Mobile • Omer Osers Guest User off • Groups	Michelle	Change Password
Login Options	Contacts Card: C	pen
Click the lock to make ch	nanges.	3

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

Current User	- associal cognitions	
Michelle Admin, Mobile	Michelle	nge Password
▼ Other Users		
Off		
Login Options	Contacts Card: Open	
	Allow user to administer this computer	

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



Old password:	•••••
New password:	••••••
Verify:	•••••
Password hint: (Recommended)	
(Cancel Change Password

- e. Type a **new password** into the **New Password box** (passwords must be at least 16 characters, with one upper case, one number and one special symbol).
- f. Type the same new password from #e above into the Verify box
- g. If desired, in the Password Hint box, type in something to remind you of the new password. (Do not type in the actual password!)
- h. Click the Change Password button.

IMPORTANT: You will not receive any type of message when your password expires. It will expire every 90 days. To ensure that it does not fully expire before you change it, set a recurring reminder in your Calendar for 80 days from now to change it again.

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