Resetting a user's password on a Mac

Note: These steps are for Mac OS X v10.3 or later. For information about resetting a password in Mac OS X v10.2.8 or earlier, please call the Help Desk @ x271.

1. Log in with an administrator account. Note: If you don't know the password of any administrator accounts, please call the Help Desk @ x271.

2. From the Apple menu choose System Preferences.

3. From the View menu choose Accounts.

4. Click the lock button if it appears locked; enter the administrator password.
5. Select the username whose password you want to change (it should have defaulted to your account).

6. Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).

7. Enter a new password in both the Password and Verify fields, and add a hint if desired.

8. Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).

9. If a dialog box appears with the message "Your Keychain password will be changed to your new account password," click OK.

**Important:** Passwords for administrator accounts should not be blank.

You’re all done!