

**Your username is your first initial, middle initial and your last name**

**Example: John M Doe username is jmdoe**

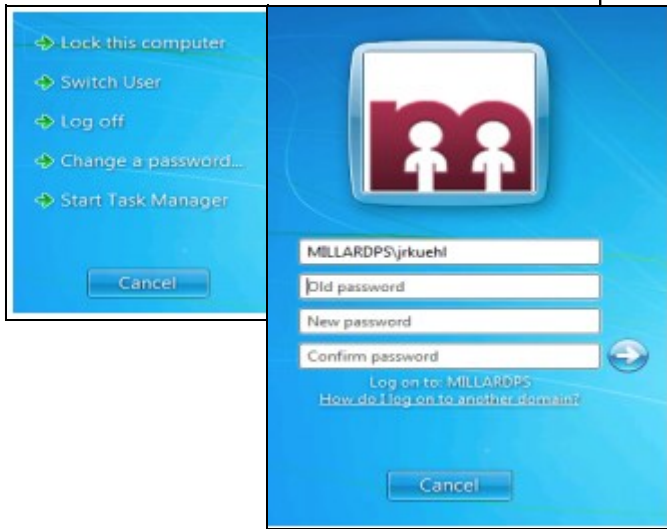
You were provided a temporary password when you were hired. Please change your password to something personal as soon as possible by following the steps listed below. \*NOTE The following must be done ONLY while connected to the MPS Network at an MPS building. This cannot be done at any other location.

### Changing Network Passwords



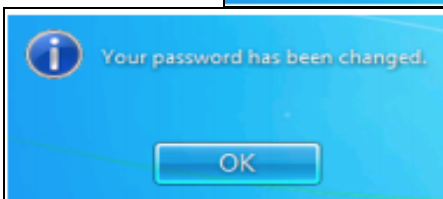
#### Apple - Mac Machines

- 1) From the Apple menu, select System Preferences.
- 2) From the System Preferences window, select Users & Groups.
- 3) From the Users & Groups panel, click on the Change Password button.
- 4) When the window opens, enter your old network password, and your new network password. Click the Change Password button.
- 5) Enter new password make sure the new password is a minimum of 8 characters and does not match any of your 5 previous passwords.
6. When you have successfully changed your network Password, you will receive the following message. Click Ok to the message.
- 7) At this point you have successfully changed your OSX password and can close out of the System Preferences/Users & Groups window.



#### Windows - HP Machines

- 1) After logging onto the network, press CTRL-ALT-DEL to change password, select "change a password."
- 2) Enter your old password in the appropriate box.
- 3) Enter new password in the appropriate box and confirm it. Make sure the New Password you select is a minimum of 8 characters and does not match any of your previous 5 passwords.
- 4) Select the arrow to continue.
- 5) You will be returned to a "PASSWORD HAS BEEN CHANGED" screen. Your password change is complete.



**If you have any questions or forget your new password, please call the help desk at 402-715-1000.**