



## CHANGING YOUR WINDOWS OR MAC PASSWORD

**INTRODUCTION:** This guide will explain how to change your Desktop password for Windows & Mac OSX devices.

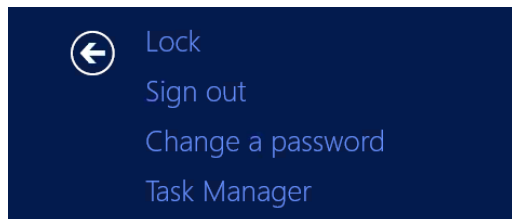
**SYSTEM REQUIREMENTS:** NA

### WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- Please note that images may change depending on your Operating system
- For Windows, follow steps 1-2
- For Mac, follow steps 3-5
- It is highly advisable you enter a strong password. This should be a mixture of letters, numbers, and special characters. Please note, windows may not let you change the password if it is considered too weak.

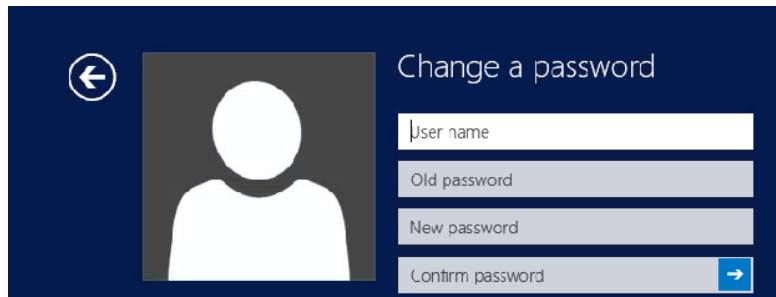
## STEP ONE

Press the following keys at the same time: Ctrl Alt Del. A pop up should appear, select the change a password option



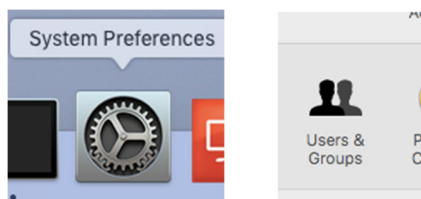
## STEP TWO

Type your old password, followed by your new password as indicated on the image below and then press enter or the confirm button



## STEP THREE

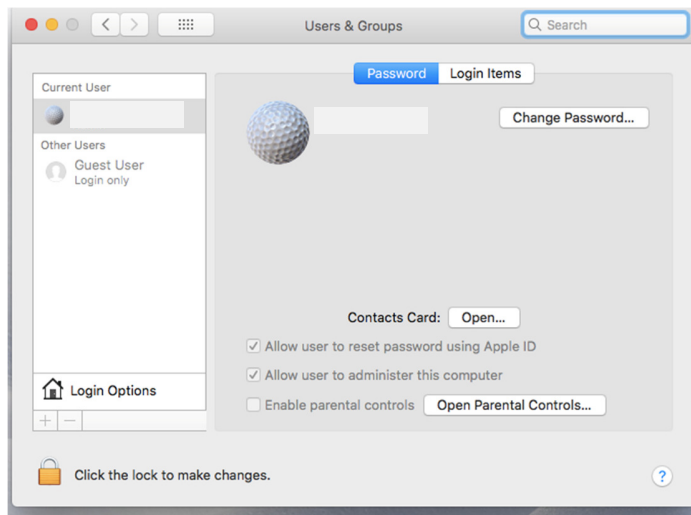
Open System preferences and select users and groups



For support please call +44 (0) 20 3740 1060, or email [support@it-logik.com](mailto:support@it-logik.com)

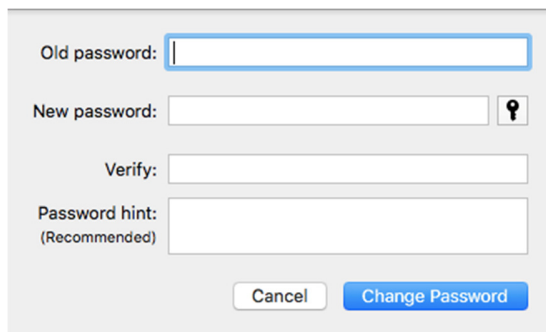
## STEP FOUR

Select the user you wish to change the password for and then click Change Password



## STEP FIVE

Enter your old password, followed by your new password as shown in the image below. Once this has been done, select Change Password

A screenshot of the macOS 'Change Password' dialog box. It contains four text input fields: 'Old password:', 'New password:', 'Verify:', and 'Password hint: (Recommended)'. The 'Old password:' field is currently selected with a blue border. To the right of the 'New password:' field is a key icon for password visibility. At the bottom, there are two buttons: 'Cancel' and 'Change Password'.