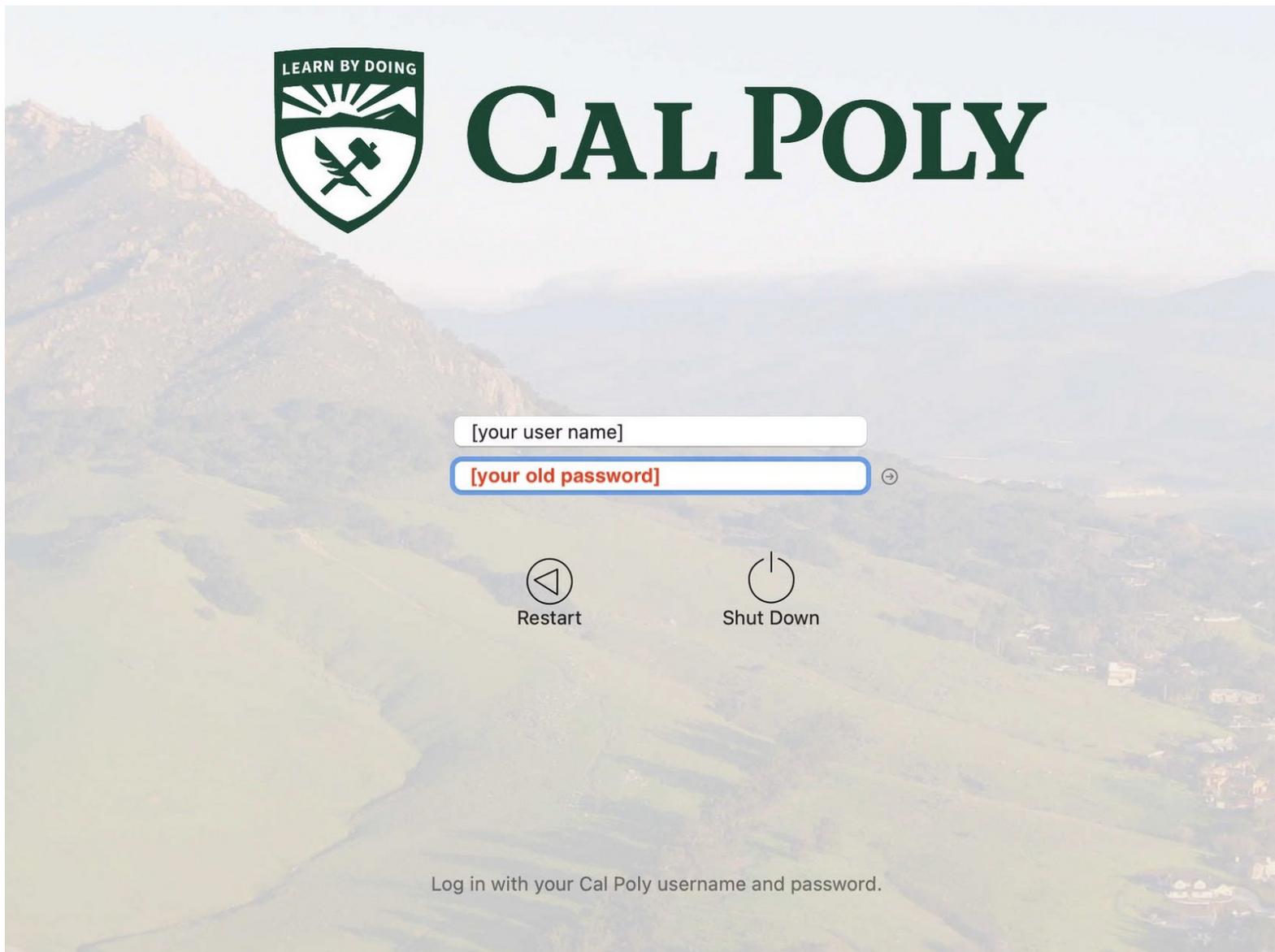


Cal Poly Art and Design

Update Your Password on Art Lab Computers

Steps to synchronize (update) previous lab computer user passwords with your current Cal Poly password.

Written By: Matt Corippo

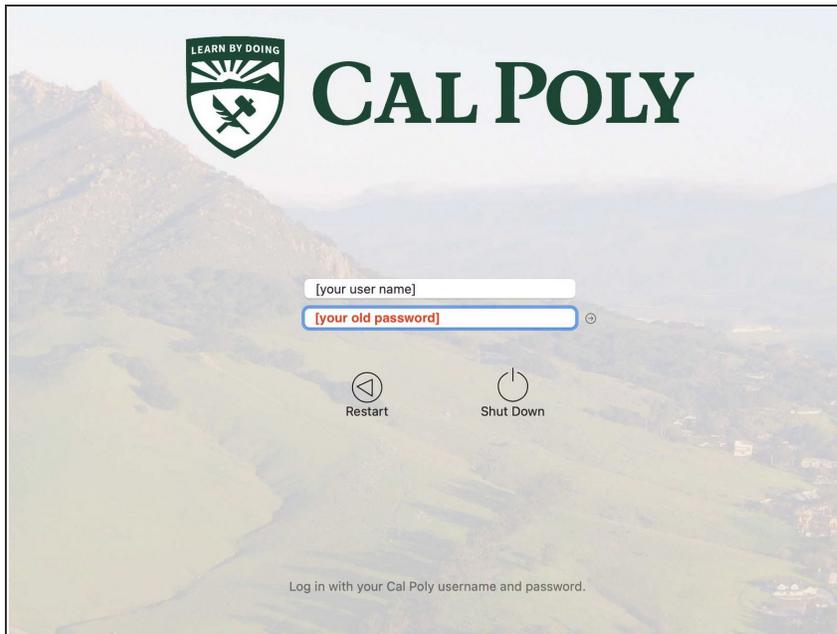


INTRODUCTION

Most services (The Portal, email, WiFi, etc.) on campus will automatically use your latest Cal Poly password when you change it.

Mac lab computers do **not** update automatically, so users must manually update their login password on every Mac lab computer they have used with their previous (old) password.

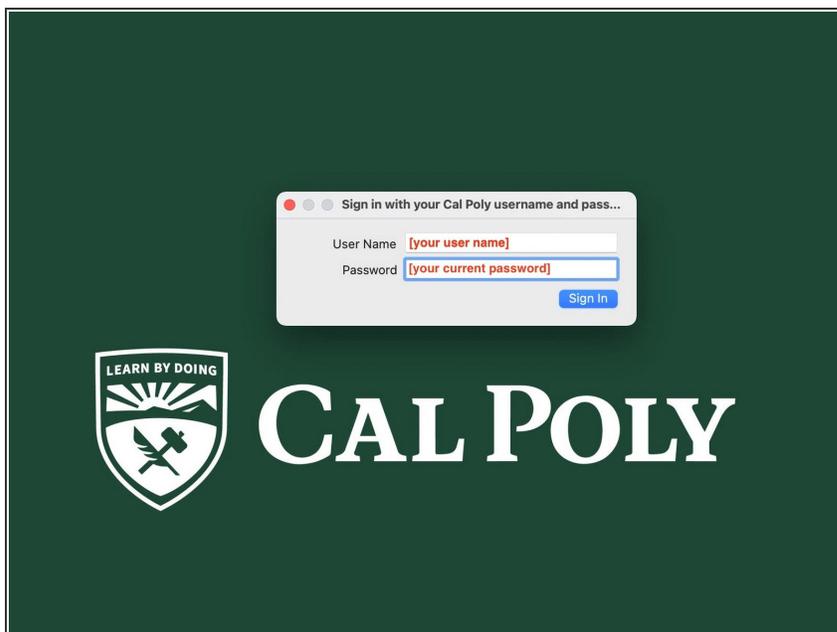
Step 1 — Login With Your Old Password



- Log in with your Cal Poly user name, and use your **previous** (old) Cal Poly password.

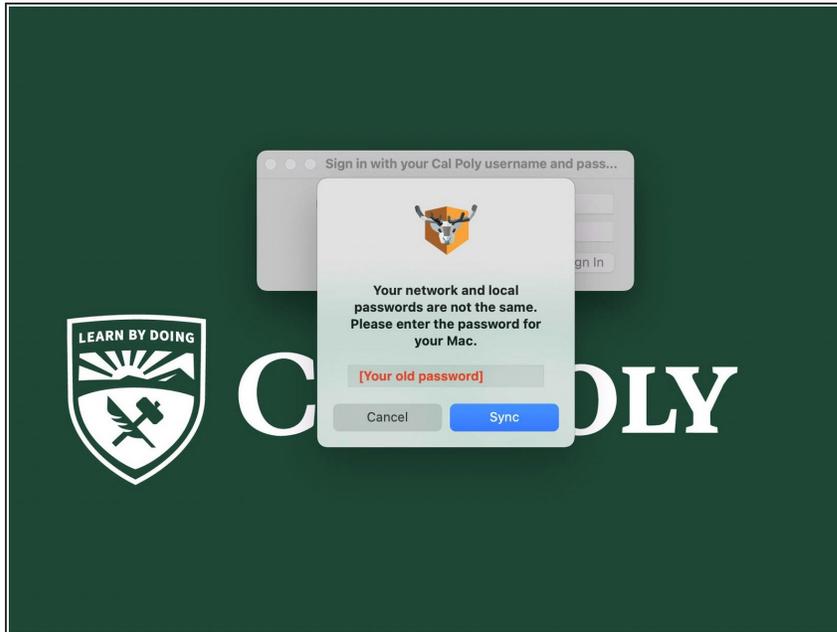
⚠ *If you don't remember your previous Cal Poly password, please contact the area tech for assistance.*

Step 2 — Enter Your New Nassword



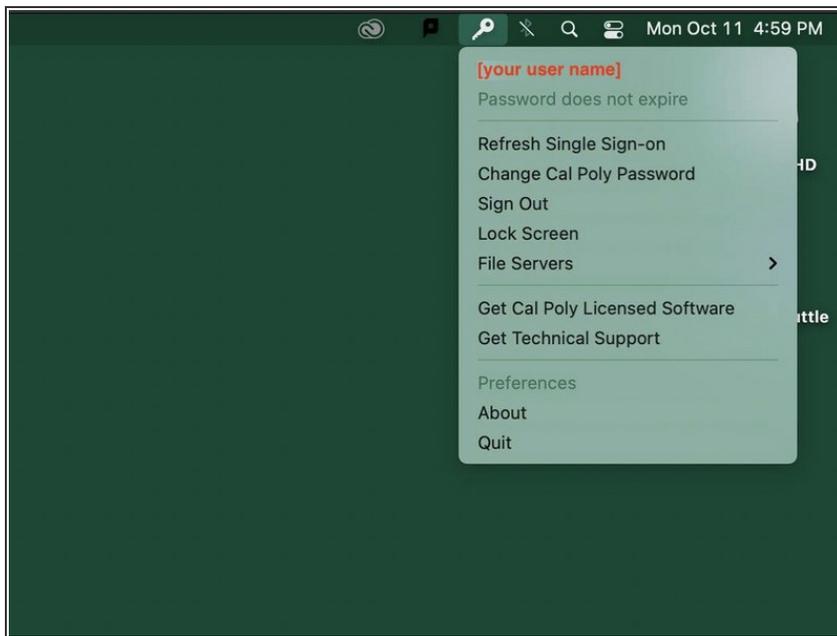
- After you log into the desktop, you should be presented with a dialog box.
- In the NoMAD dialog box, enter your Cal Poly user name, and your **current** (new) Cal Poly password.
- Click the **Sign In** button.

Step 3 — Enter Your Old Password



- A second dialog box should appear, asking for your **old** Cal Poly password.
- Enter your **old** Cal Poly password (that you just entered to log into the desktop).
- Click the **Sync** button.
- ① *Your password for the local user account on this Mac has now been synchronized with your new Cal Poly password, and you no longer need your old password on this lab computer.*

Step 4 — Verify



- To verify, click on the **Key Icon** on the top toolbar. If you see your user name and the same menu items pictured, your Cal Poly password has been successfully synchronized (updated) on this computer.

This process must be repeated on **every Art lab computer** that you have logged into this school year.