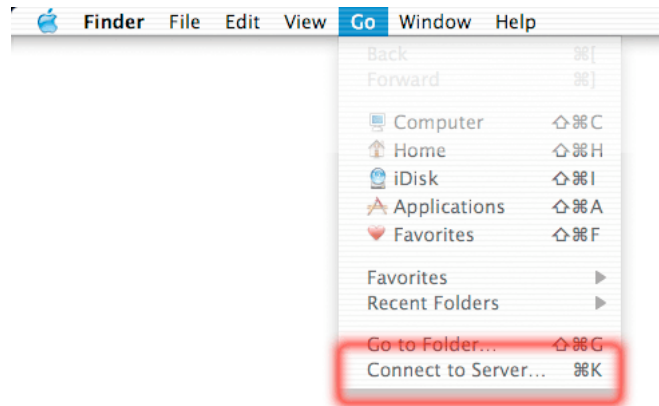


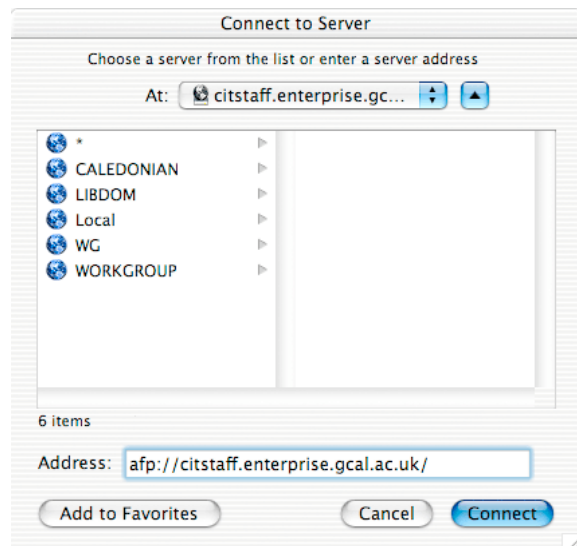
Changing your Caledonian domain Password when using an OS X Mac.

This password controls access to several services, such as your staff email account and the central staff file server.

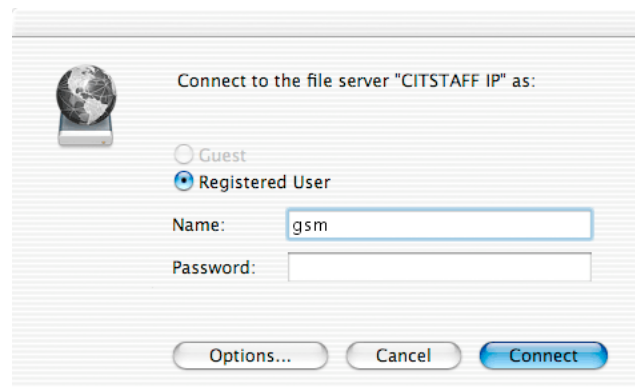
1. From the Finder, press **⌘K** – or go to the Go menu and select Connect to Server...



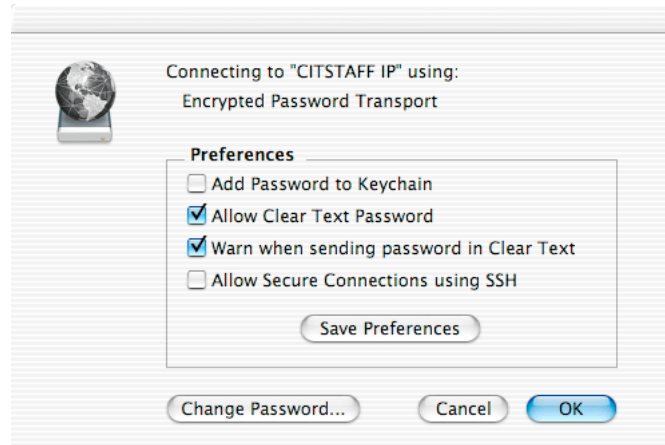
2. In the field at the bottom of this dialogue box, type in the address of the central staff server:
afp://citstaff.enterprise.gcal.ac.uk/ and click the **Connect** button.



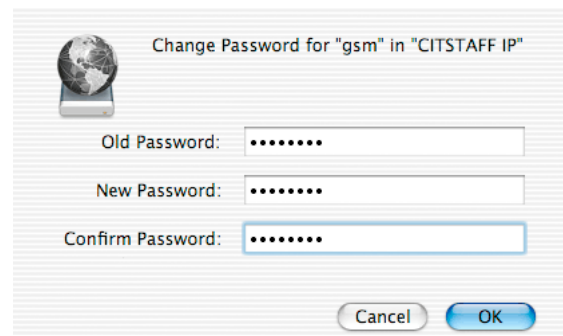
3. This will take you to the login window. You would normally type your login name and password here to login. However, to change your password, type in your login name and then click on the **Options...** button.



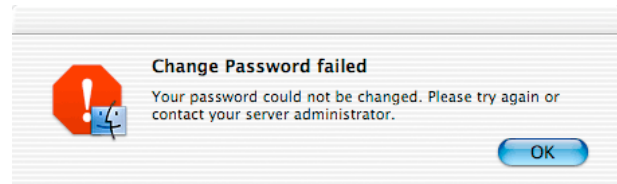
4. This next window will allow you to change various settings. The only thing that you should do here is click on the **Change Password...** button.



5. As directed, type in your old password, the new password that you want to select and then confirm the new password. Please make sure that your new password follows the password selection guidelines. When you have done this, click the **OK** button.



6. If your password is not successfully changed, you will get an error alert. If you have typed your old password wrongly, you will see this alert. Please try again, typing more carefully. The other alerts that may show up should be self-explanatory, such as trying to make the new password the same as the old password, or mistyping your confirmation password. Please proceed accordingly.



7. If your change goes successfully, you will arrive back at this dialog box. You may either proceed to log in (if this is what you normally do) or alternatively click **Cancel** to return to the Finder.

