

CHANGE YOUR PASSWORD

PART 1

Go to minidokaschools.org and select Employees. Click on Account Manager

(This step is only needed once for all devices, skip to part 2)

- Click on My Account, and then enter current user name and password.
- You must enter at least two questions, if not previously done so. There is a drop down button, select question and answer.
- Click on Password button and enter old password and then NEW password.

PART 2

FOR MAC ONLY

(Windows skip to Part 3)

Restart Computer

Log in using OLD Password Make sure spelling is correct

Did it log you in?

Yes

No

Go to **Apple icon** and select **System Preference**
Click on **Users & Groups**
click on **Change Password**

Does it display Old password and New password dialogue boxes

Enter Old password and New password twice.

Restart Computer

Log in using NEW Password

Box will appear "Update Keychain" push UPDATE and put in OLD password to allow it to change.

Process is complete

Does it display iCloud password dialogue boxes

Select Change Password
Enter Old password and New password twice.

Try NEW password

Did it log you in?

Yes

No

Box will appear "Update Keychain" push UPDATE and put in OLD password to allow it to

Process is complete

PART 3

FOR WINDOWS ONLY

Restart Computer

Log in using OLD Password
Make sure spelling is correct

Did it log you in?
Yes **No**

A. Select **START** button then **Control Panel**
B. Change View By Category to small icon
C. Click on **USER ACCOUNTS**

1. Select **Change Password**
2. Enter Current password and
New password twice.

Restart Computer

Log in using NEW Password

Box will appear "Update Keychain" push UPDATE
and put in OLD password to allow it to change.

Process is complete

Try NEW password

Did it log you in?

Yes

No

Process is complete