

## CHANGING YOUR NSCAD PASSWORD ON A WINDOWS COMPUTER

**Note:** If you use your email username and password to log in to your Windows computer, this will also change your email and Web Advisor passwords.

1. Hit CTRL-ALT-DEL. The following window will appear:



2. Click on the Change Password button. The window will change to the following:



3. In the blank to the right of “Old Password:”, enter your current password.
4. Click on the blank to the right of “New Password:” and type in your new password.
5. Click on the blank to the right of “Confirm New Password:” and type in your new password again.
6. Click on OK.

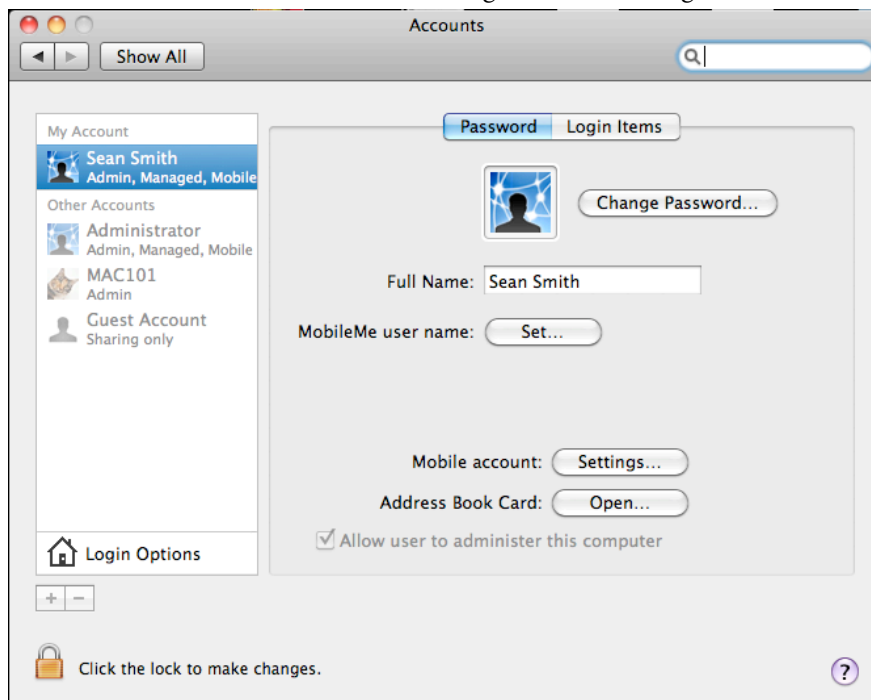
## CHANGING YOUR NSCAD PASSWORD ON A MAC

**Note:** If you use your email username and password to log in to your Mac, this will also change your email and Web Advisor passwords.

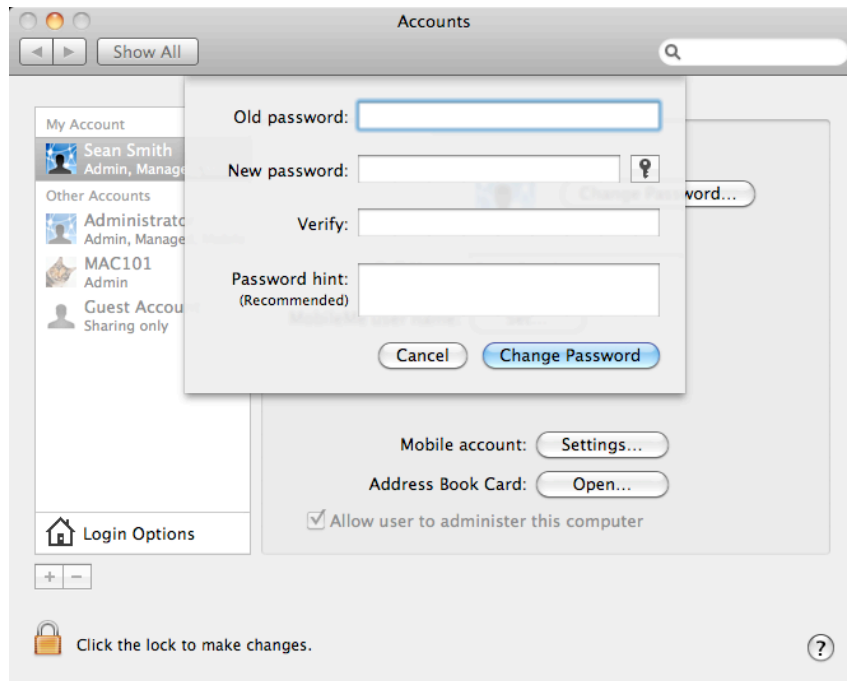
1. Open System Preferences, either by selecting  >> System Preferences... or by selecting it from your Dock. A window similar to the following will appear:



2. Click on Accounts. The window will change to the following:



3. Click on Change Password. The window will change to the following:



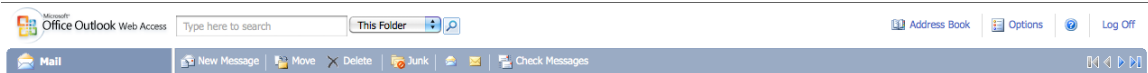
4. In the blank to the right of “Old password:”, enter your current password.
5. Click on the blank to the right of “New password:”. In that blank, enter your new password.
6. Click on the blank to the right of “Verify:”. In that blank, enter your new password again.

**Note:** You will have to enter your new password in your mail client (Mac Mail, Entourage, Outlook) the next time you attempt to access your mail if you stored it on your Mac.

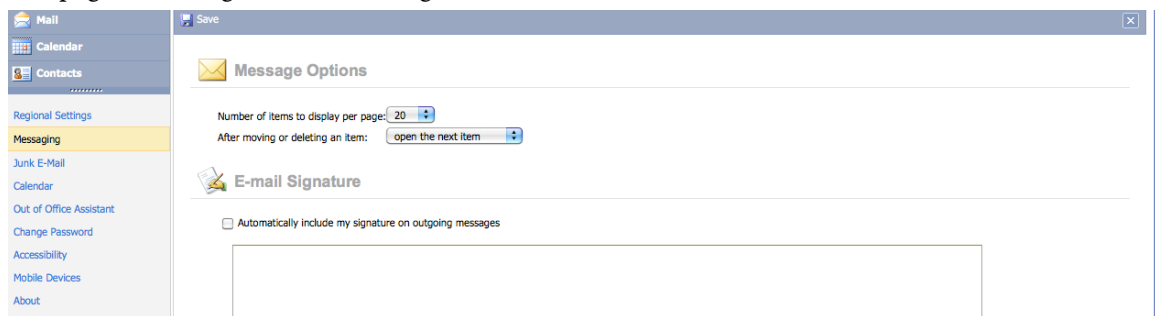
## CHANGING YOUR NSCAD PASSWORD USING WEBMAIL

**Note:** If you use your email username and password to log in to your computer (Windows or Mac), this will also change that password as well as your WebAdvisor password.

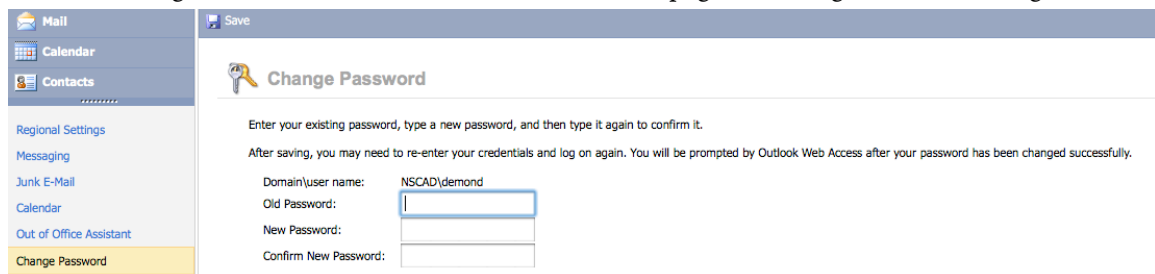
1. Open a web browser such as Internet Explorer, Safari, or Firefox.
2. Go to <https://mail.nscad.ns.ca> and log in using your email username and password.
3. In the right upper corner of the page that appears, click on Options.



4. The page will change to the following:



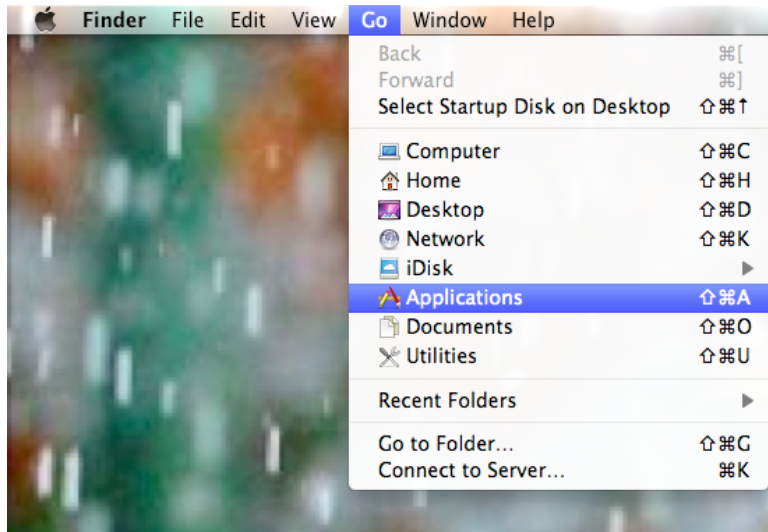
5. Click on Change Password in the column on the left. The page will change to the following:



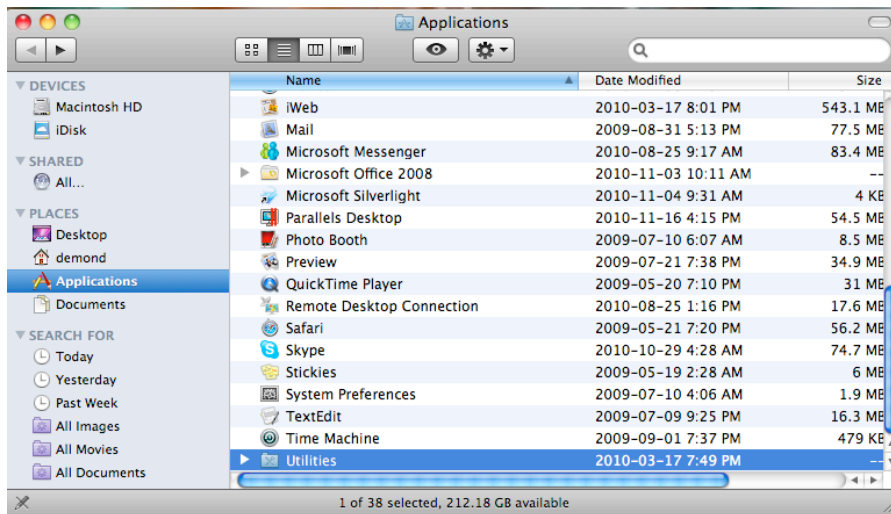
6. Enter your old password in the blank to the right of “Old Password:”.
7. Click on the blank to the right of “New Password:” and enter your new password.
8. Click on the blank to the right of “Confirm New Password:” and enter your new password again.
9. Click Save (on the top left to the right of “Mail”).
10. ADDITIONAL STEPS FOR MAC USERS:

Because this method of changing your password does not change your Keychain password, you will need to perform the following additional steps:

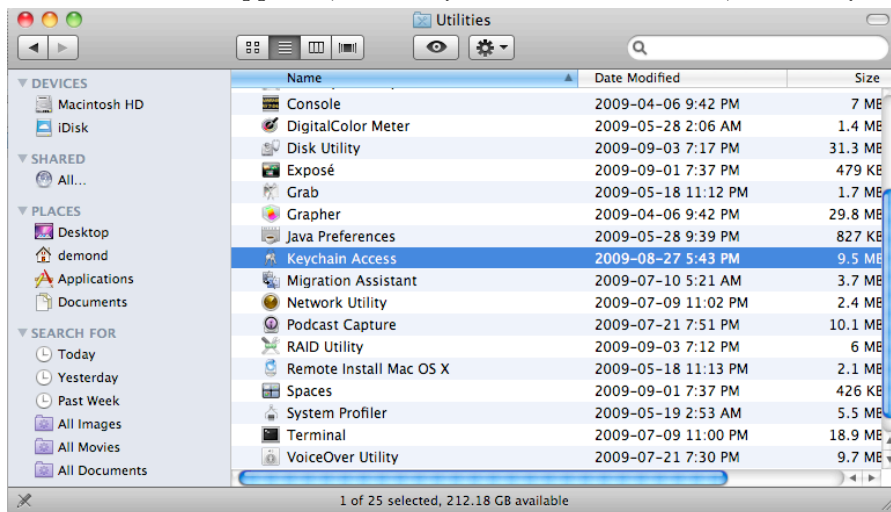
- a. In Finder, go to Go>>Applications as shown below:



b. In the window that appears (which may look like the one below), select Utilities:

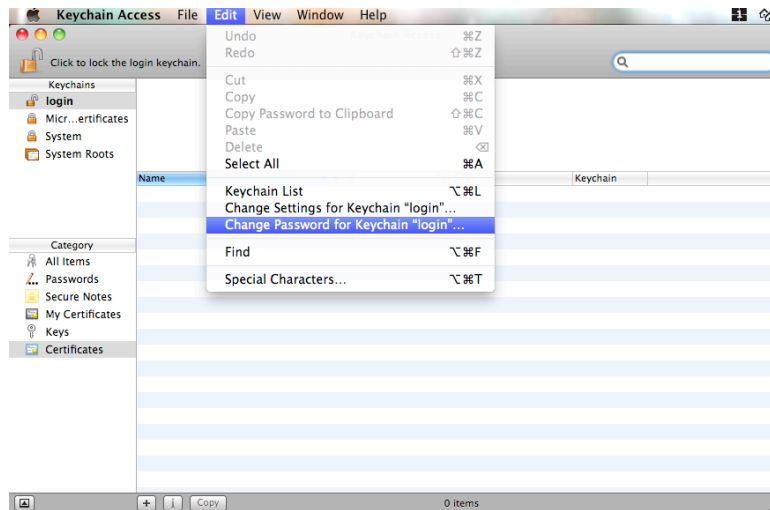


c. In the window that appears (which may look like the one below), select Keychain Access:

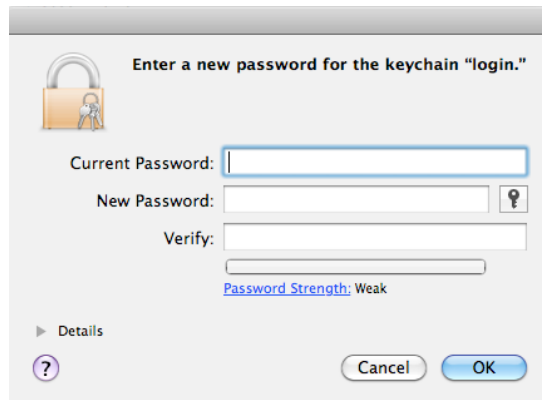


d. Select the login keychain from the list in the upper left of the window that appears:

- e. Select Edit > > Change Password for Keychain "login". If the keychain is locked, type your old password to unlock it.



- f. The following window will appear:



- g. Click on the blank to the right of "Current Password:" and enter your old email password.  
h. Click on the blank to the right of "New Password:" and enter your new email password.  
i. Click on the blank to the right of "Verify:" and enter your new email password.  
j. Click on OK.