

# How to Change Your Password

## Frequently Asked Questions

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**Note: If you have your school email set up on a mobile device (phone, tablet, etc.), make sure you go into the account settings and enter your new network password once you have created it. Otherwise, your email will not synchronize to the phone, and your account may become temporarily locked.**

### What is a “Network” Password?

Your “network” password is the password which you use along with your network username to access resources on our network, such as CUSSD email, Blackboard, S: drive folders, Windows computers, and WiFi (wireless networks).

### What is a “Local” Password?

Your “local” password is the one you use to log into your CUSSD Mac computer. This does not apply to Windows computer users, as those computers are accessed with the network credentials.

### Can My Network and Local Passwords be the same?

**It is important to note that your network and local passwords are not linked or synchronized.** When you change one, it does not change the other. They must be changed individually. However, we **highly** recommend that when you change one, you go in and change the other so that they match. This will be far easier than trying to remember two different passwords.

### How Do I Change My Local Password (for Logging Into My Mac)?

1. Click on the Apple icon in the upper left corner, and then click System Preferences
2. Click on “Users & Groups”
3. Click on the lock icon in the lower left corner to unlock it
4. Enter your old local password
5. Click on the user account you want to change, then click “Change Password”

6. Enter your old local password, your new local password, verify the new local password, then click “Change Password”

## As a Mac User, How Do I Change My Network Password?

For Mac users, there is only one way to change your network password, and that is through the Outlook Web App (OWA):

1. Open a web browser (Safari, Chrome, or Firefox), and go to [www.ChristianUnified.org](http://www.ChristianUnified.org)
2. Click on ‘Staff Logins’
3. Click ‘Change My Password’
4. Enter your username and current password
5. Follow the instructions
6. If you have your school email set up on a mobile device (phone, tablet, etc.), make sure you go into the account settings and enter your new password.

## How Do I Change My Network Password if I Use a PC?

PC users have two options for changing their network passwords:

1. Via the school website:
  - A. Go to [www.ChristianUnified.org](http://www.ChristianUnified.org)
  - B. Click on ‘Staff Logins’
  - C. Click ‘Change My Password’
  - D. Enter your username and current network password
  - E. Follow the instructions
2. Via Windows:
  - A. While logged into a Windows computer, press Ctrl+Alt+Del
  - B. Click ‘Change a Password’
  - C. Enter your current network password
  - D. Enter your new network password, then confirm