

OPUSD Computer Login Password Change Quick Guide

updated Sept. 8, 2014

The district staff computer login (also known as the Active Directory login) is used for the following services:

- Signing in to a **district owned computer** (MacBook or iMac) on the district network - for accessing district file servers and shared folders
- Accessing district **email** (Microsoft Exchange email service via web, iPad/iPhone, or Outlook email client)
- Accessing **Q**, the district's **Student Information System**
- Accessing **My Big Campus**, the social media web portal run by Lightspeed Systems, the district's internet content filtering service.
- **Google Apps For Education** (GAFE) login (for Google Docs, Google Drive, etc. www.google.com)

Changing your district password **DOES NOT** affect these other systems, which maintain completely **separate** account passwords which you will need to manually change separately:

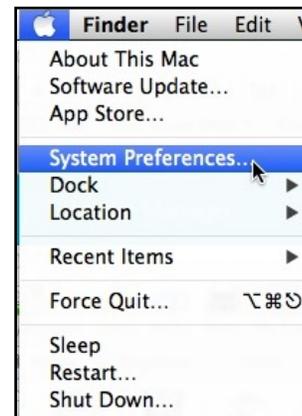
- My Help Desk (Tech Support Ticketing system - default password is Myhelpdesk24 until changed)
- Schoolwires (District webpage editing system)
- Escape (district accounting and Human Resources system)
- SIRAS (special ed management system)
- Apple ID for iTunes and Appstore

***** IMPORTANT***** After you change your district password, don't forget to also change it on any iPhone or iPad that is associated with your district Exchange email account, since it will have your old password and attempt to log in (and subsequently fail since it has the old password). If you don't update the Exchange password on your iPhone/iPad immediately, your email account may get locked out due to too many invalid login attempts by the device trying to associate with your email account with an outdated password. (You will need to put in a help desk ticket to get your email unlocked at this point if affected)

Step 1: Make sure your district computer (MacBook or iMac) is associated with the district's network - this means your laptop must be on site and attached to the wireless network or a wired network. You **cannot** change the district password on your laptop from home.

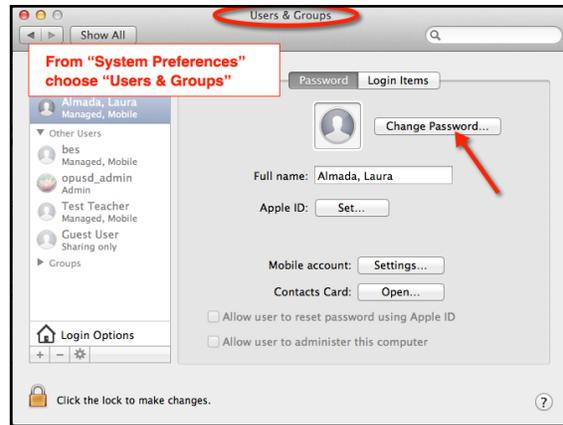
Step 2: Launch **System Preferences** on your MacBook/iMac.

Step 3: Choose "Users & Groups"

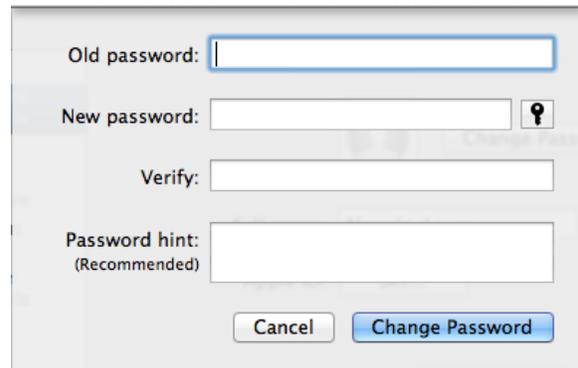


Step 4: Click on the “Change Password” button

TROUBLESHOOTING: If for some reason your computer does not allow you to click the “Change Password” button, there may be a “permissions” misconfiguration on your account. Please submit a Help Desk ticket to get this problem resolved.



Step 5: Input your Old password, and then your New password twice. Include a password hint if you would like. Passwords need to be at least **8 characters long and include both upper and lower case letters**. If you plan to use this same password for your Apple ID (for iTunes/Appstore), you will also need to include a number as part of your password, but you will have to manually synchronize/update your Apple ID password to match this one. It does not occur automatically.

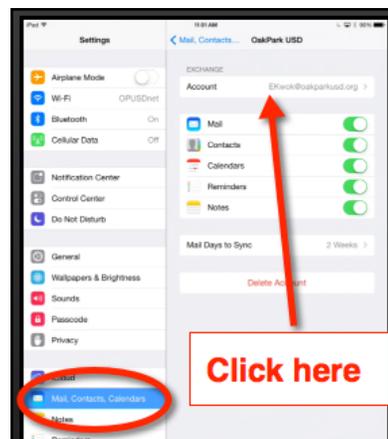


Step 6: **Restart your computer immediately** and try the new password while still attached to the district network. If the Mac OS asks you to update your keychain, go ahead and update the keychain with the new password. (you may need to input your old password into the keychain before it can update itself to the new one).

Step 7: **On your iPad and iPhone** (if you have set up District email service on those iOS devices) change the Exchange email password to match your new district password.

Under the **Settings** app, select **Mail, Contacts, Calendars**, choose your district email service (Exchange, or OPUSD mail, or whatever you named it)

Click on the **Account** field which shows your complete email address.



On the pop-up window, locate the **Password** field and delete the old password and replace it with the new one.

Click the **Done** button in the upper right corner to save your changes and verify that the emails are now correctly flowing into your iDevice's mail app.

