Password Change Checklist

The following checklist will help you change the passwords on all your devices.

SECTION 1

IF YOU DO NOT HAVE ANY APPLE OR ANDROID DEVICES (SMARTPHONES OR TABLETS) CHECKING YOUR MTSU.EDU EMAIL, SKIP TO SECTION 2

☐ Have all your devices (smartphones and tablets) readily available.

☐ Put your devices in “Airplane mode” if possible. If you can’t do this, then power them down. If you change your FSA/Email passwords with your Apple or Android devices turned on and trying to access your mtsu.edu email, it will lock your account.

☐ Change your FSA password by following the directions below in Section 2. Once your FSA/Email password has been changed, please wait 5 minutes to allow the new password to be replicated throughout the FSA system. After the 5 minutes has passed, please continue with the next step.

☐ If your devices are in airplane mode, change the password for your email account on each device. You can find those directions at http://mtsu.edu/passwords.php. After the password on the device has been changed, turn off airplane mode. Your device should connect and update your email.

☐ If your devices are powered off, turn one device on, update the password using the directions located at http://mtsu.edu/passwords.php, and make sure it is able to successfully connect and update your email. Make sure it is working before turning the next device on and changing the password on it.
SECTION 2

FSA/EMAIL PASSWORD CHANGES

☐ If your computer is a member of the FSA domain, use the following steps to change your password on Microsoft Windows. These instructions are for Windows 7, but Windows XP is very similar. If you are unsure about FSA domain membership, please call the helpdesk at 5345.

1. Press CTRL-ALT-DELETE
2. Select “Change a password…”
3. Your FSA username is already in the first field
4. Enter your current password in the “Old password” field
5. Enter the new password you would like to use in the “New password” field
6. Enter your new password again to verify in the “Confirm password” field
7. Click the arrow pointing to the right

☐ Use the following link to change your FSA/Email password from your Apple Mac computer. You must have a personal email address registered with the system in order to change your password. You will receive a link in your personal email which will take you to the site to change your password. Please make sure you select the FSA checkbox. You may also change your PipelineMT password at this time as well.

https://itdwebapps.mtsu.edu/changepw/ChangePWEEmail.html

☐ Use the following steps to change your local password on Apple MacOS if you would like it to match your new FSA/Email password. There are some minor differences between versions of MacOS. If your Mac has been joined to the FSA domain, please call the Help Desk for assistance.

1. Log into your Mac
2. From the Apple menu choose System Preferences
3. Choose Users & Groups
4. Click the lock button if it appears locked, enter the administrator password if prompted
5. Select the name of the user whose password you wish to change
6. Click the Reset Password button or the Change Password button
7. Enter the old password if prompted, along with a new password in both the New password field and the Verify field
8. Click the Reset password or the Change Password button