We are excited to offer the laptop check-out program to MSCP students. Below you will find instructions to create a unique password for your laptop to ensure security of the device and your private files. Beyond these instructions, the department is unable to offer technical support to you. If you have a **MAC**, you may contact the apple store directly for assistance but you are responsible for any fees incurred. If you have checked out a **Hewlett Packard** laptop, the department is unable to offer technical support to you. If you have checked out a **Dell** laptop, please contact the department immediately with any issues. You may contact the CSUF help desk for technical support for any of the machines.

**Changing the Password on a MAC**

**Permanent** User Name: Student

**Initial** Password: there is no password

1. Click on **System Preferences** (bottom of screen)
2. Go to **System**
   a. Click on **Accounts**
   b. Click on the **padlock** (it will begin “authenticating”)
   c. A password window will appear
      i. Leave **student** in the name field
      ii. Do not enter a password in the password field
      iii. Click **OK**
3. Click on **Student Admin** (on the right side of the **Account** window)
   a. Click on **Change Password…**
   b. In the new window:
      i. Leave **Old Password** blank
      ii. Enter a unique password in **New Password** and again in **Verify**
      iii. Click **Change Password**
      iv. Close **Accounts** window (red dot in top left corner)

**Changing the Password on a PC**

**Permanent** User Name: the word “User” and a letter

**Initial** Password: there is no password

1. Click on “Start”
2. Click on Control Panel
3. Click on User Accounts
4. Click on Change Your Windows Password
5. Click on “User A”
   a. Enter your new password
      i. Confirm your new password
         1. Enter a hit
6. Click on Create Password.

**You have now successfully changed your password!!**