Please take a moment to read and print these instructions out so you are not logged into your email while trying to reset your password. It is highly recommended that you do your passphrase update during regular business hours in case you encounter any problems.

Steps for getting through your passphrase setup if your primary workstation is a MAC laptop that was setup for you by IUSD and authenticates to the ADS domain. You will need to use this device to reset your passphrase while connected to the network via a network cable.

Requirements for passphrases can be found at the following link: [http://kb.iu.edu/data/acpu.html](http://kb.iu.edu/data/acpu.html)

1. Bring together all devices that you would use that access the IU network and IU email. This can include: desktops, laptops, iPads, iPhones, iPods, and android devices.
2. Turn off all wireless connections (Airport) on all of your devices and log out of all university related applications (Oncourse, Onestart, email, etc.) and log out of all open files or folders. This step is very important – if not followed, you may run the risk of your account becoming locked.
3. Go to: [https://passphrase.iu.edu](https://passphrase.iu.edu)
4. Click the Get Started button at the bottom.
5. Log in with your current university credentials – do not select change passphrase if prompted, click continue.
6. The next page should already be populated with your username and you will need to type in your current password/phrase on the second line. You will need to type your new passphrase on line three and again on line four.

*Note to Mac and Linux users: Currently, passphrases greater than 31 characters may not work when connecting to a VPN.*

7. Once you submit your passphrase change and it comes back as submitted successfully, then you need to wait for 15 minutes.
8. During this time on your MAC:
   a) From the Apple menu choose System Preferences.
   b) From the View menu choose Accounts.
   c) Click the lock button if it appears locked; enter the administrator password.
   d) Select the username whose password you want to change.
   e) Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).
   f) Enter a new password in both the Password and Verify fields, and add a hint if desired.
   g) Click the Reset Password button (Mac OS X v10.3 and v10.4) or the Change Password button (Mac OS X v10.5 or later).
   h) If a dialog box appears with the message "Your Keychain password will be changed to your new account password," click OK.
   i) Now restart your computer and log in with new passphrase.

9. You may or may not need to enter the passphrase for your email and wireless connections depending on whether or not they are set to prompt for login credentials. You will need to enter your new credentials when you use the VPN connection.
10. For mobile devices, it is recommended to change your passphrase on your email accounts as soon as the device is turned on. Then if you also use the wireless options, you should go to the settings for your wireless connection and update your passphrase there.

Should you encounter problems, you can contact the support center for assistance.

*Note: If you have web browsers that have your password saved, you may be prompted the first time you try to access the site to update your passphrase. Your home computers will now need to use the new passphrase as well when you log into University applications that require a sign on.