# Change your Career Account Password – Mac OSX

While we all hate to do it, changing your Career Account password is one of those things that you will need to do from time to time. And whether or not you realize it, your career account password is integrated into Mac OSX in a number of ways. For example, you may have already experienced the "Login Keychain" issue when you last changed your password.
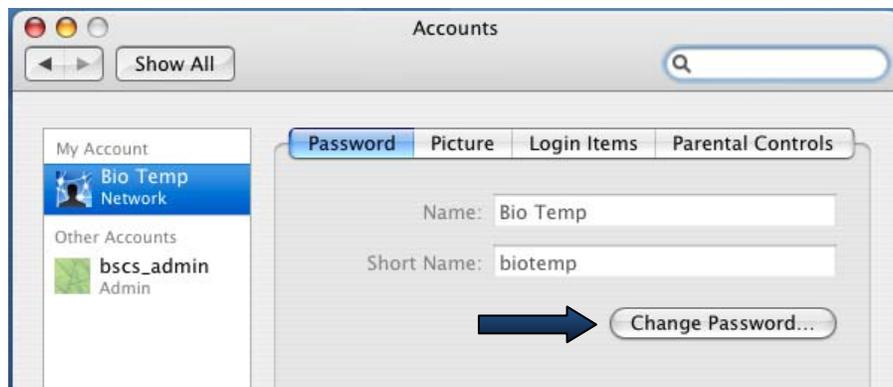
These steps will help you to change your password in such a way as to reduce such inconveniences to a bare minimum.

Step 1: Select the Apple menu, and then "System Preferences"

Step 2: Click on "Accounts" under the System header.
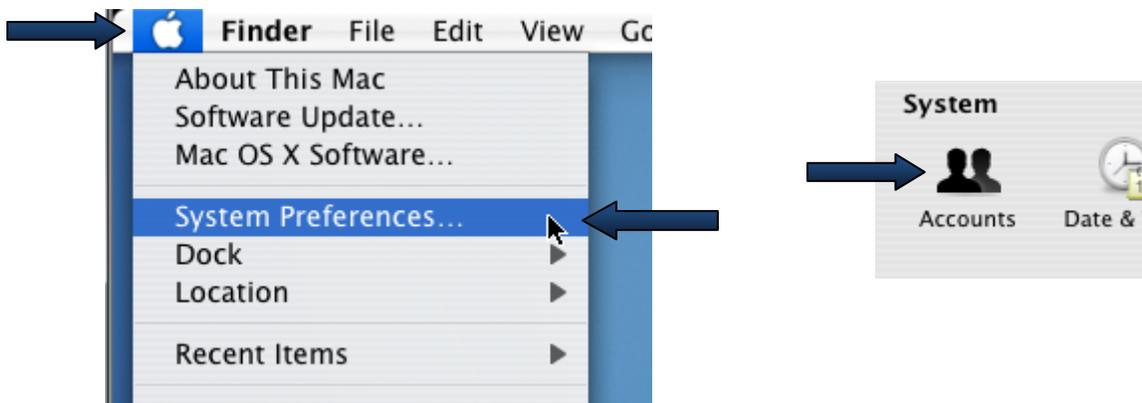
Step 3: Click on the "Change Password" button.

Step 4: Enter your current (old) password, your new password twice and click "Change Password".

Please note: Your new password must conform to the following Complexity Rules:

1. The password cannot contain all or part of your username .
2. The password must be ***at least*** eight characters long.
3. The password must contain characters from **three of the following four** categories:
    a. Uppercase letters (A through Z)
    b. Lowercase letters (a through z)
    c. Numbers (the digits 0 through 9)
    d. Any Non-alphanumeric characters such as exclamation point (!), dollar sign ($), number sign (#), or percent (%).

Passwords can be up to 128 characters long. You should use passwords that are as long and complex as possible. Clicking the 🔑 icon opens the "Password Assistant" which can help you pick a secure but memorable password.

Step 5: After you have changed your password, you will need to immediately logout from or reboot your Mac. If you are simultaneously logged into any other computers with your career account, you will need to immediately logout from or reboot those computer as well. Failure to do so may inadvertently cause your career account to be automatically "locked-out". In most cases the "lock-out" will expire after 10 minutes, but multiple failed password attempts can result in a permanent "lock-out". Should this occur, please contact BioIT during normal working hours.