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**INFORMATION TECHNOLOGY SERVICES**

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## **Updating Stored or Cached Credentials/ Passwords on Your Personal Computer**

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### **Purpose**

During the course of our IMSA career, you will be required to change your IMSA account password. During that same time, your password may become stored or cached on your personal computer. Every time you change your account password you will need to update the stored or cached password on your personal computer. This document covers the most common instances of stored or cached passwords.

## Wireless Network Connections (airIMSA and IMSApublic)

- After you change your IMSA account password your login to the wireless network airIMSA will need to be updated
- From time to time IMSA Information Technology Services will change the password to IMSApublic.

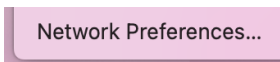
### For Apple/Macintosh OS

The best way to update a password for a wireless network is to remove the network and reconnect to it.

- Click on the wireless icon in the menu bar



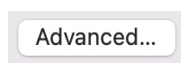
- Click on Network Preferences



- Click on WiFi



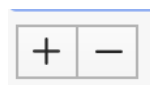
- Click on the Advanced button in the lower right corner of the window



- Find airimsa or IMSApublic in the list and click on it



- Click the “-“ (minus) button to remove airIMSA or IMSApublic from your preferred



wireless networks list

- Click OK when finished
- Click Apply to close control panel
- Task completed

## For Linux OS

Instructions not available.

## For Windows OS

The best way to update a password for a wireless network is to forget the network and reconnect to it.

### WINDOWS 10

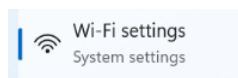
- Click on the wireless icon, or globe in the lower right hand corner of your screen.



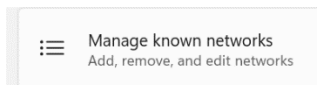
- Click on Network and Internet Settings
- Click on WiFi in the left hand menu
- Click on Manage known networks link
- Find airimsa or IMSApublic in the list and click on it
- Click the Forget button
- Task completed

### WINDOWS 11

- Type WiFi into the search or Cortana and click on WiFi Settings



- Click on Manage known networks



- Click on the Forget button next to airIMSA or IMSApublic



- Task completed

## Adobe Creative Cloud Desktop Client

If you have installed Adobe Creative Cloud, you will need to log out of the desktop client and re-login. Make sure you close all open Adobe applications before starting this process.

- Login to your computer
- Open the Creative Cloud Desktop application



- Click on the blue pie icon in the upper right corner of the window



- Click Sign Out
- You will receive a warning, click Continue
- Follow the on screen prompts to sign back in.
- Task Completed

## Connections to the IMSA Student Server

If you have connected to the IMSA Student Server or IMSA Print Server, your password could be cached.

### Apple/Macintosh OS

Apple/Macintosh OS using an application called Keychain to store or cache passwords. Follow the steps below to update or remove the cached passwords so new ones can be added.

- Open Finder
- Open Applications
- Open Utilities
- Double-click Keychain Access
- Click on Login in the left hand menu
- Find and select students.imsa.edu
- Press the Delete button on the keyboard
- Click Delete to confirm
- Reconnect to the IMSA Student Server to update and store your new password

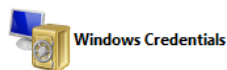
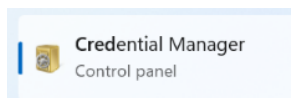
### Linux OS

Instructions not available

### Windows OS

Windows OS uses an application called Credential manager.

- In the search box or Cortana window type “credential”. Click on the Control Panel displayed



- Click on “Windows Credentials”
- Click on the down carrot, next to the Modified Date on the same line as the server name
- Click Edit
- Enter your new password and click Save
- Repeat for the other server(s)
- Task Completed