

## How to Change Your Password

It is very important that you change the password that allows you access to the Lab Server and the eMail Server. By default your password is set to mca.

*To follow these instructions, you must use one of the computers in the labs on the second floor.*

### Step 1.

If the computer is not already on, turn it on and log in to the computer as Student.

Open the Go menu and select “Connect to Server”, as shown in image-1.

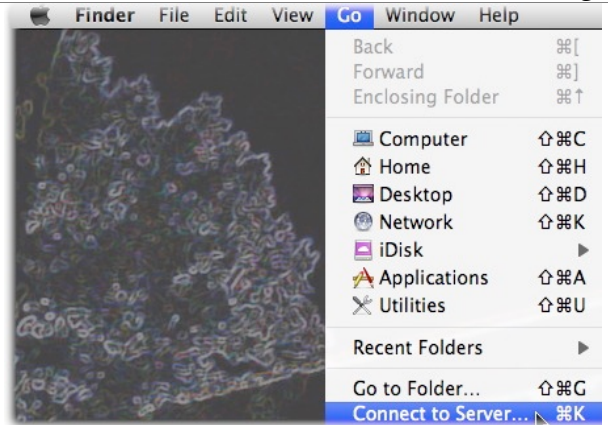


image -1

### Step 2.

To change your password for the **eMail Server**, enter the server address as shown in image-2: **mail.mcastudent.org**

To change your password on the **Lab Server**, enter the server address: **dali.mcalabs.net**

Click the “**Connect**” Button.

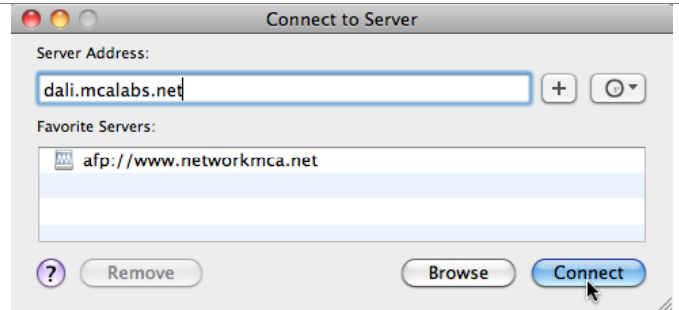


image-2

### Step 3.

At the log-in screen, enter your user name: last\_first (i.e. smith\_john, miller\_edward). [see note below]

Enter your default password : mca  
DO NOT click “connect”. Instead, click on the small “**Cog-wheel**” in the bottom left and click on “**Change Password**”

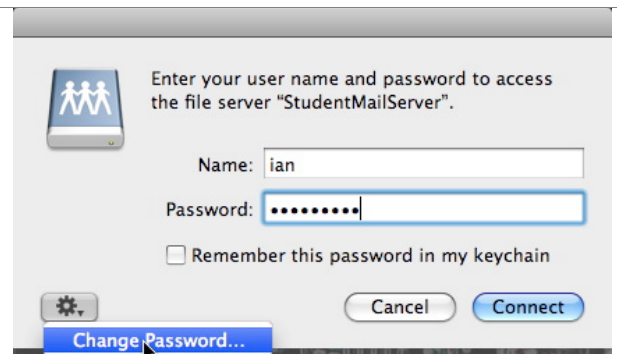


image-3

*Note: Your user name is created automatically by the registration system. It is determined by the name you registered as. If your last name is hyphenated, the part following the hyphen is used. If your last name has an apostrophe or space (ie. D’Marco, De Marco) it will be dropped in the user name. (dmarco, demarco)*

On the change password window (image-5) :

Enter the old password: mca

Then enter your new password twice, once for “**New Password**” and once for “**Verify**”. Then click on “**Change Password**”.

You should use the same password for both servers, to keep things simple.

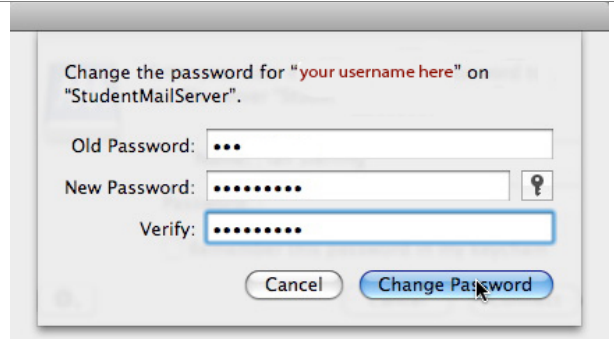


image-5

After pressing the “**Change Password**” button, you will get the option to mount a network drive. Press cancel here, we will verify that your password has been changed in the next step

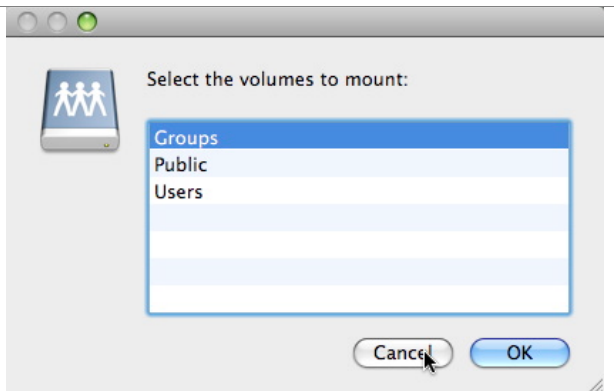


image-6

To verify your password has been changed, repeat **Step 1** and then when presented with the screen from **Step 3**, (image-3), enter your username and new password, then press the “**Connect**” button instead of the “**Cog Wheel**”.

After pressing the “**Connect**” button, you should see a screen like images 6 & 7. If you do, your password has been changed correctly, you can hit the “**Cancel**” button. If you don’t see this screen, repeat these steps again or contact the administrators below for assistance.

If you forget your new password, it will have to be re-set by a network administrator:

Gordon Dover – [gdover@mca.edu](mailto:gdover@mca.edu) - 272-5173

Ian Sterling – [isterling@mca.edu](mailto:isterling@mca.edu) - 272-5185

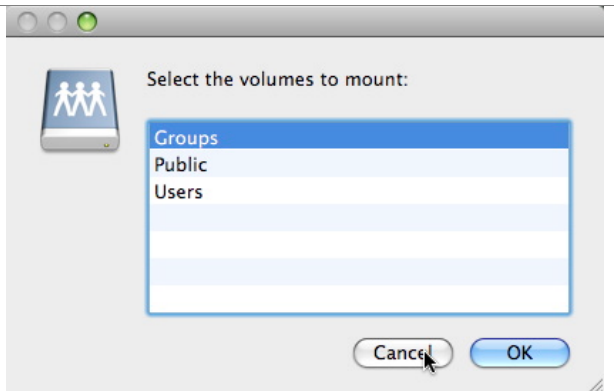


image-7