

## *BPS Password Synchronization on Apple Computers*

### **INTRODUCTION**

Boston Public Schools and the City of Boston have been working together on a password synchronization system that will allow you to update and use the same credentials for logging into:

- The BPS network including Windows and Macintosh computers
- Any smartphone set up to send/receive BPS email or tablet, including iPads
- BPS Email ([expost.mybps.org](mailto:expost.mybps.org))
- The SIS/Aspen ([sis.mybps.org](http://sis.mybps.org))
- MyBPS ([www.mybps.org](http://www.mybps.org))
- LIZA (<http://bpsintranet/liza>)
- The BPS Data Warehouse (<https://bpsdepot.mybps.org/dw/>)
- The HUB (<https://hub.cityofboston.gov>)

This guide will inform you of what to expect from password synchronization on your **BPS Apple computer**.

### **GENERAL INFORMATION**

Once you have chosen a new password, it will be synced amongst systems. Use this new password to access the systems listed above.

Every 90 days thereafter, the password associated with your BPS employee ID will expire. You will be required to enter a new password when your password expires.

Your password cannot be the same as your old password, and must conform to certain requirements. These requirements are:

- a. Password must be at least **eight** characters in length
- b. Password must have at least **one** upper-case letter
- c. Password must have at least **one** lower-case letter
- d. Password must have at least **one** number

You can change your password manually on your computer or on The Hub ahead of your password expiration date, which will restart your 90-day countdown to password expiration.

### **ON YOUR MAC...**

1. You can only change your password from your Mac when you are on BPS network. If you change your password on The Hub, your new password will not apply to your Mac until you are on the BPS network.
2. If your password is expired when you reach the login window, you will be prompted to change it.
3. Ten (10) days before your password expires, your Mac will begin notifying you at the login window.
  - You can proactively change your password when you see the notification by clicking “Change Password” and then entering a new password at the following password change prompt.
  - You can delay changing your password when you see the notification by clicking “Continue”, at which point you will be logged into your Mac.
4. When you change your password at the login window and proceed to log in, you will be prompted to also update your **Keychain Password**. Choose the “**Update Keychain Password**” button. You will be prompted to enter your previous password, and this will re-enable access to your Keychain and all saved passwords contained within.

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Screenshots for Mac password change dialogue:

### Password Expiration Notice:



### Password Change Dialogue:



### Keychain Password Update Dialogue:

