

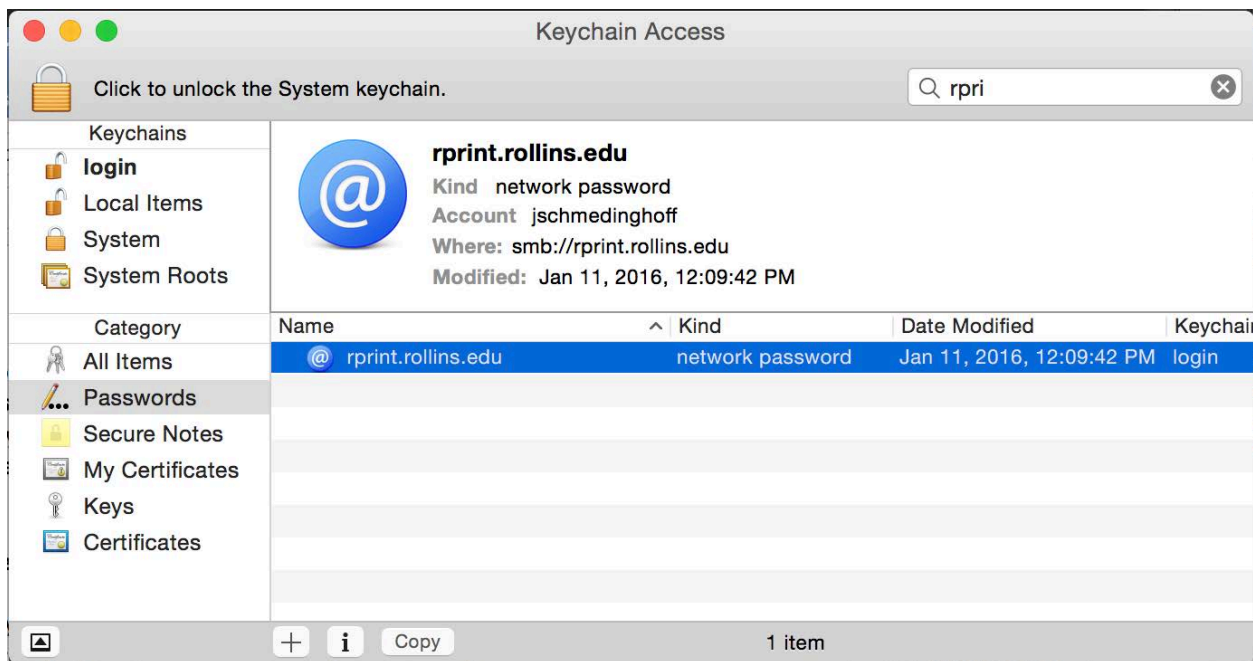
# Updating Mac's Keychain Access Application After a Password Change

Last Updated: 4/14/2016

## Step 1: Remove Your Old Password from OSX's Keychain

To locate Keychain, open a new Finder window and navigate to Applications > Utilities > Keychain Access. (You may also click the magnifying glass in the top right hand corner of the screen, type keychain access and press return.)

On the left hand pane select Passwords from the Category section. In the search box on the top right hand side of the Keychain Access window search for and delete any saved passwords for **rprint.rollins.edu**, **papercut01.rollins.edu**, and **webprint.rollins.edu**.

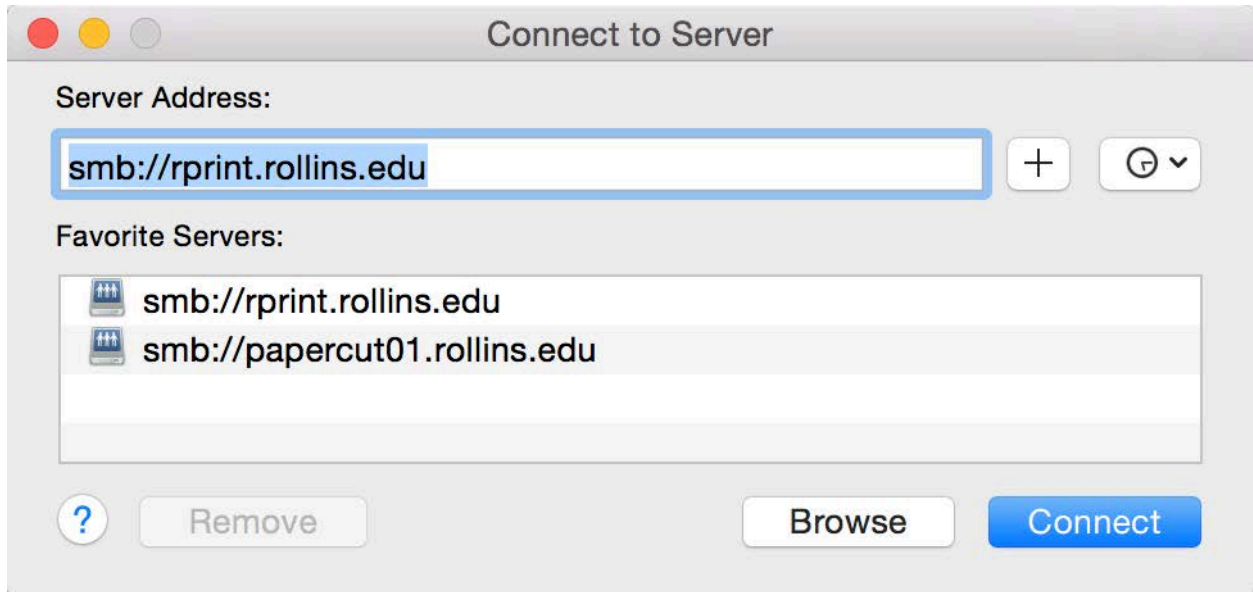


Note: All three password entries may not appear in Keychain Access.

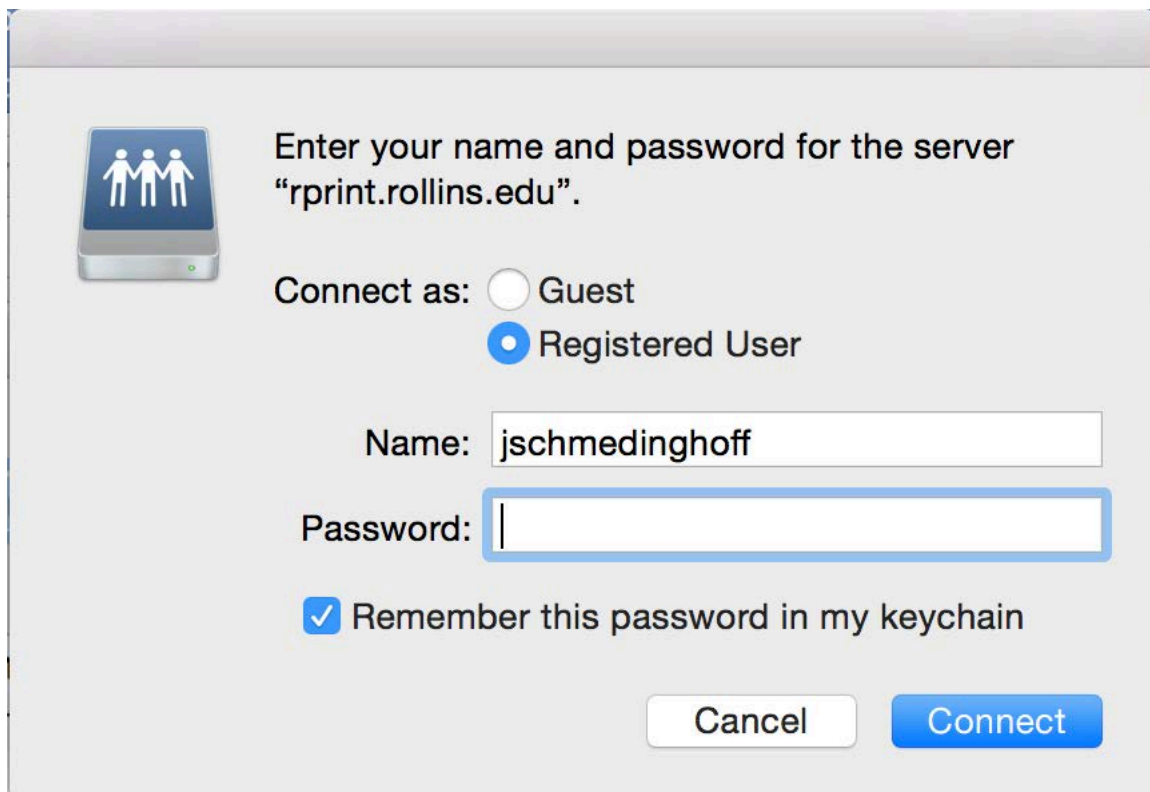
## Step 2: Reconnect To The Print Servers with Your New Password

Navigate to the dock and click Finder. Across the top of the screen click on "Go" and then choose "Connect to Server" from the list.

Enter **smb://rprint.rollins.edu** and choose Connect.



Log in as a Registered User using your Rollins credentials (Fox ID and password) and select the option to "Remember this password in my keychain".



Follow the same procedure for connecting to **smb://papercut01.rollins.edu**. Don't forget to select "Remember this password in my keychain".

After completing the steps above, open up Microsoft Word and choose File > Print. Choose a Departmental Toshiba printer from the Printer dropdown and then click Print. The PaperCut pop-up should appear showing the departmental budget to be charged as well as the cost of the print job.

If you do not see the PaperCut window after a few moments, or if you see the print job's status as "Holding for authentication", then please call the Help Desk at extension 6363 for further assistance.