Changing your Password with System Preferences

1) First, go to the Apple Symbol on the top left in the menu bar, and click System Preferences under that menu.
2) Next, click Users & Groups.

3) Now, click “Change Password” button next to your username.
4) In the following window, please type your current password into the “Old password” field, then type in your new password in the “new password” and “verify” fields and click “Change Password.” Keep in mind it cannot contain part of your name or username and it must contain at least 3 of the following: uppercase, lowercase, numbers, or symbols. Your password must be at least 8 characters long and cannot be a recently used password.

5) After clicking “Change Password” you will not get any message that it worked if you did it correctly. It will only give you a message if the password was not able to be changed.