# How to Change your OET password on a MAC

Note: If you are off campus, you will need to download and install the [Cisco AnyConnect VPN from UDeploy](#) to connect to the UD network. Directions for configuring the VPN software are available on [IT's web site](#).
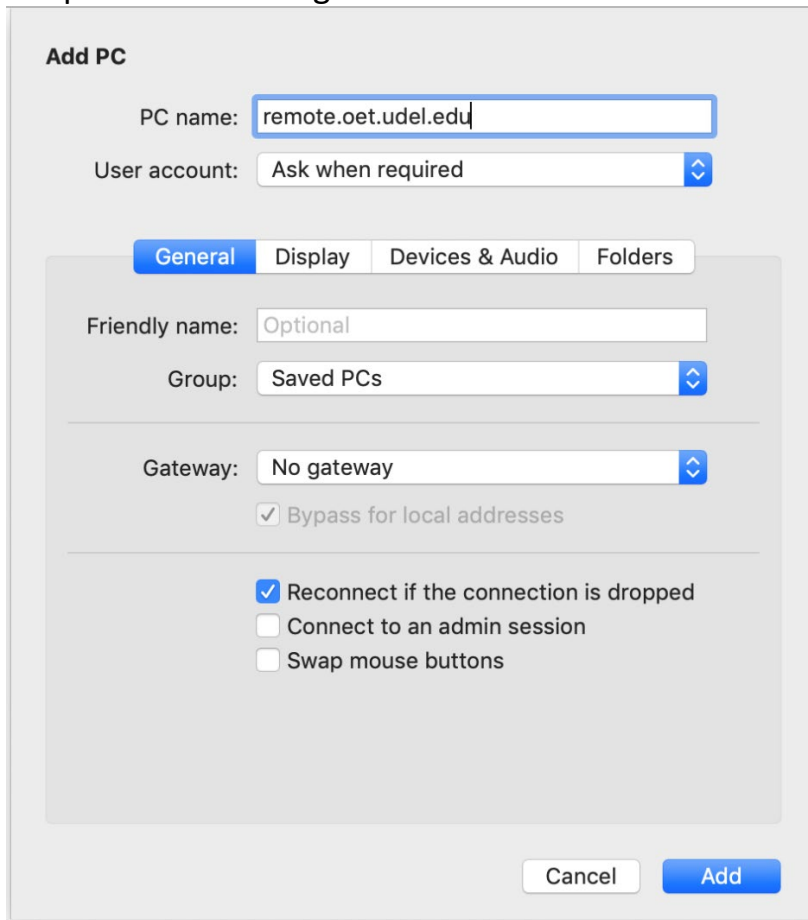
1. If you do not have the latest version of the Windows App, Download and Install the **Windows App** from the Mac App Store.

2. Open the Windows App, Click the **+** icon in the top righthand corner, and click the **Add PC** option.
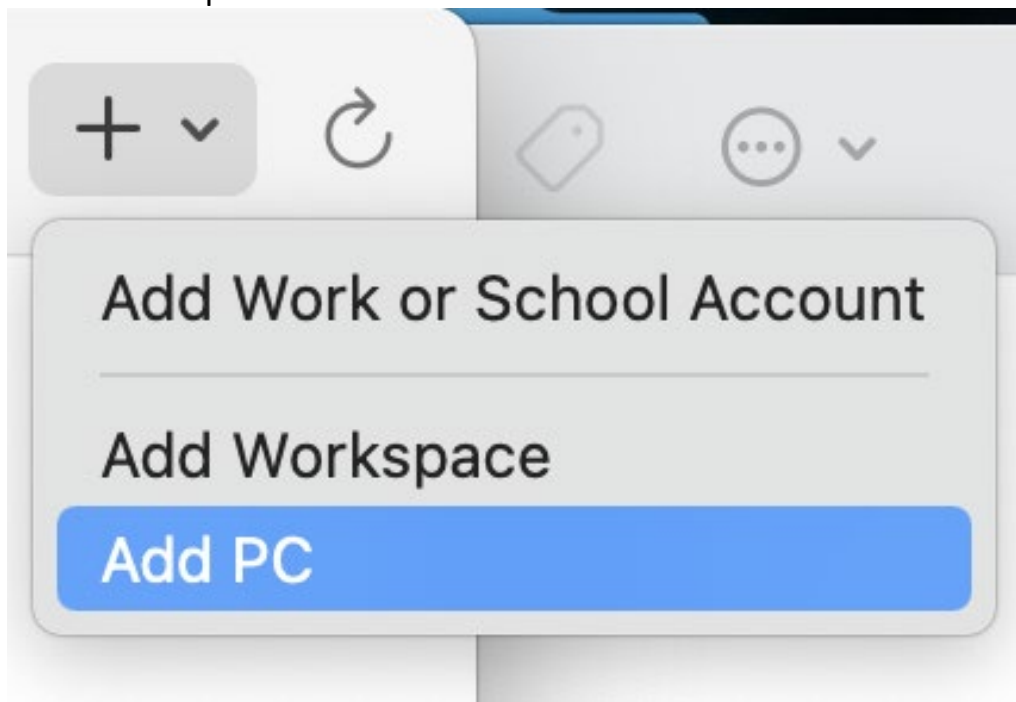
3. On the **Add PC** window, enter **remote.oet.udel.edu** in the **PC name** field. Keep all other setting as is and click the **Add** button.
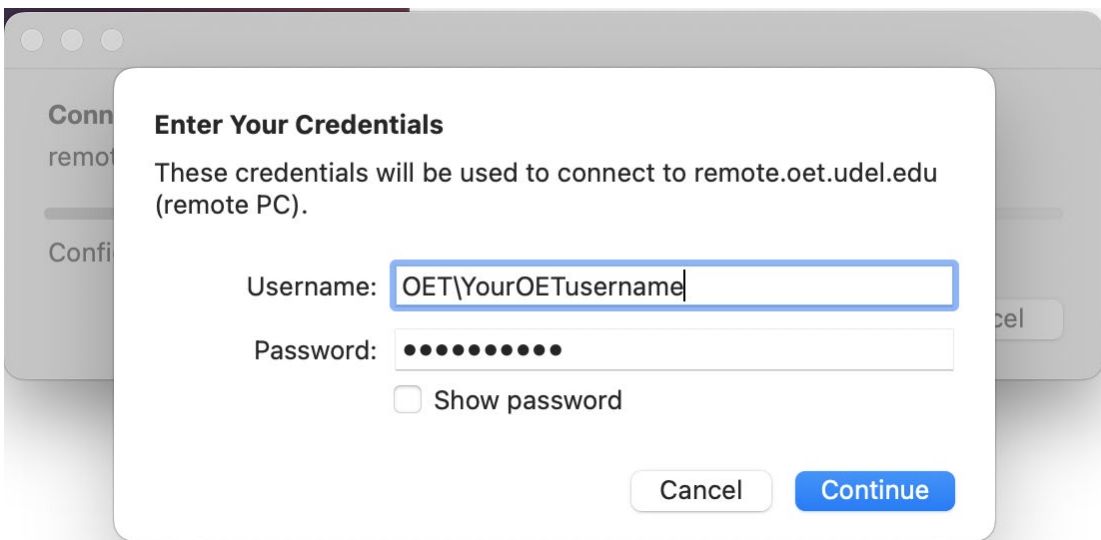

4. In the **Devices** section under **SAVED PCs,** make sure **remote.oet.udel.edu** is highlighted and double click to open.
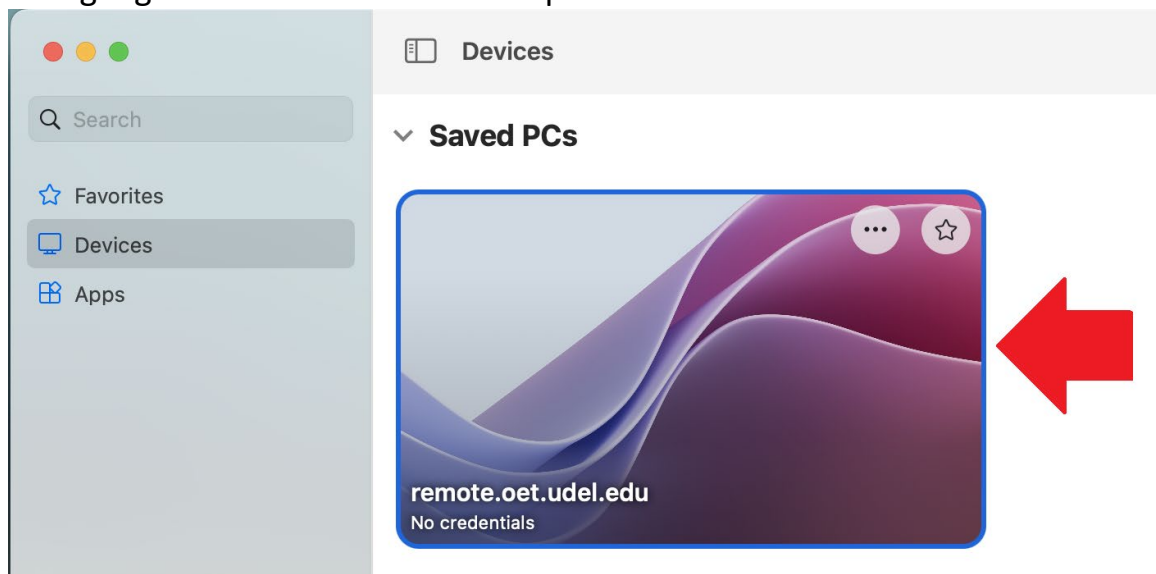
5. If you see the box below, check the box to **Don't ask me for connections to this computer** and click on **Continue**.
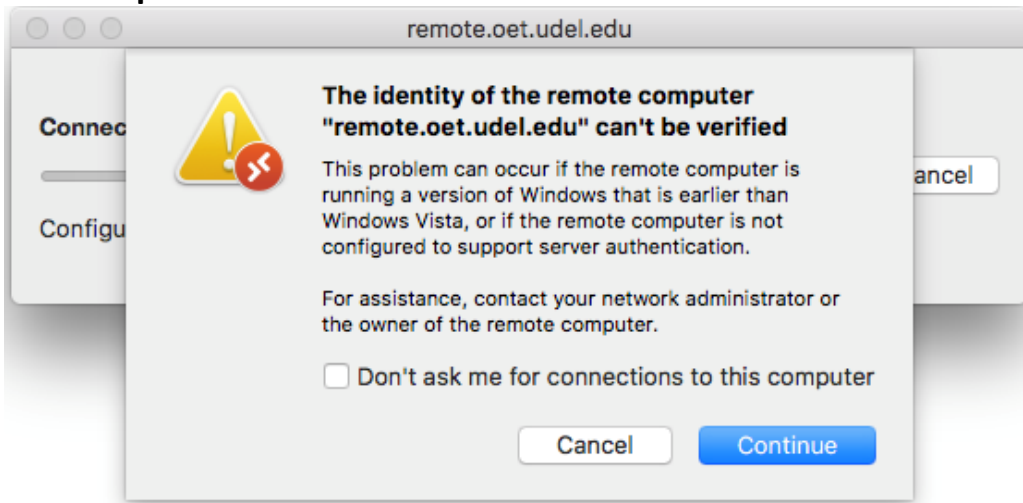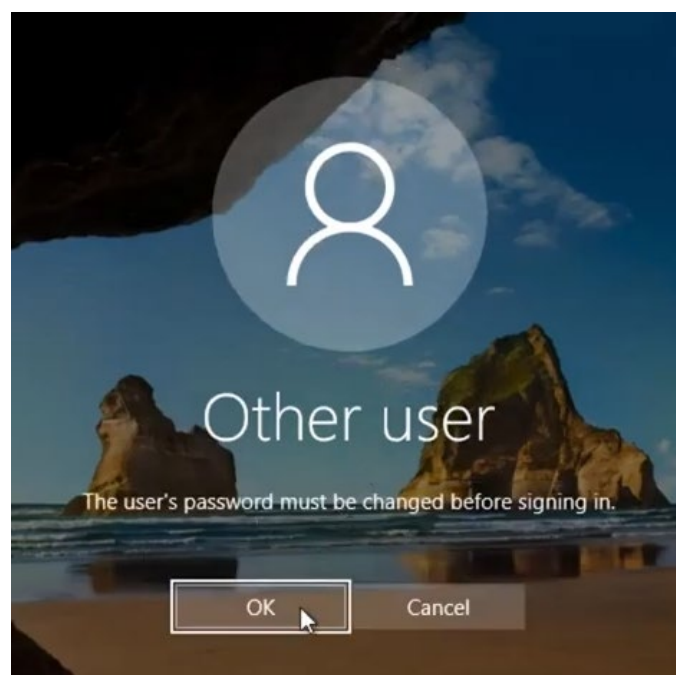

6. In the **Username Name** field, enter **OET** followed by your OET username. Then enter your password in the **Password** field.

7. Make sure your username is correct in the Windows login page that appears. Enter your password and then click the **arrow** button next to the Password field.
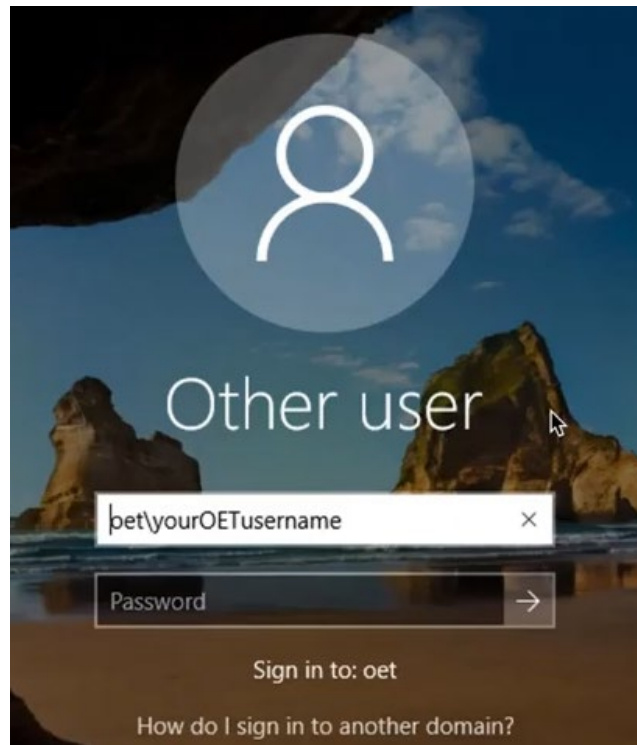

8. You will be prompted to change your password. Click the **OK** button to continue.

9. You will now be prompted to enter your current password and your new password twice. Passwords must be 12 or more characters and may contain any character. Do not use the same password you had. Once you have done this, click on the **arrow** button next to the box where you confirmed your password the second time.
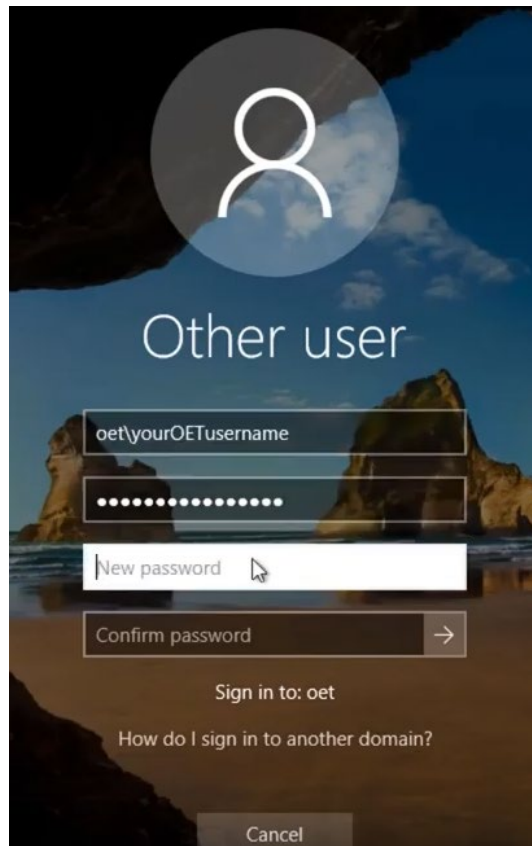
10. Wait a few seconds and you will see a confirmation that your password has been changed. Click **OK**.
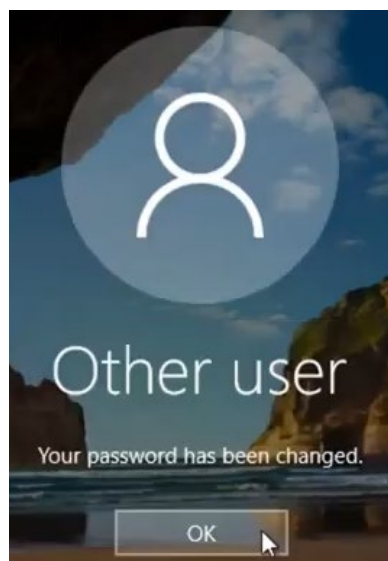
11. Once you click **Ok**, click **Microsoft Remote Desktop** in the app menu bar next to the Apple icon. Select **Quit Microsoft Remote Desktop** to exit.

If you have questions, please contact oet-help@udel.edu, or use the help request form at www.oet.udel.edu.