Changing stored password on Windows
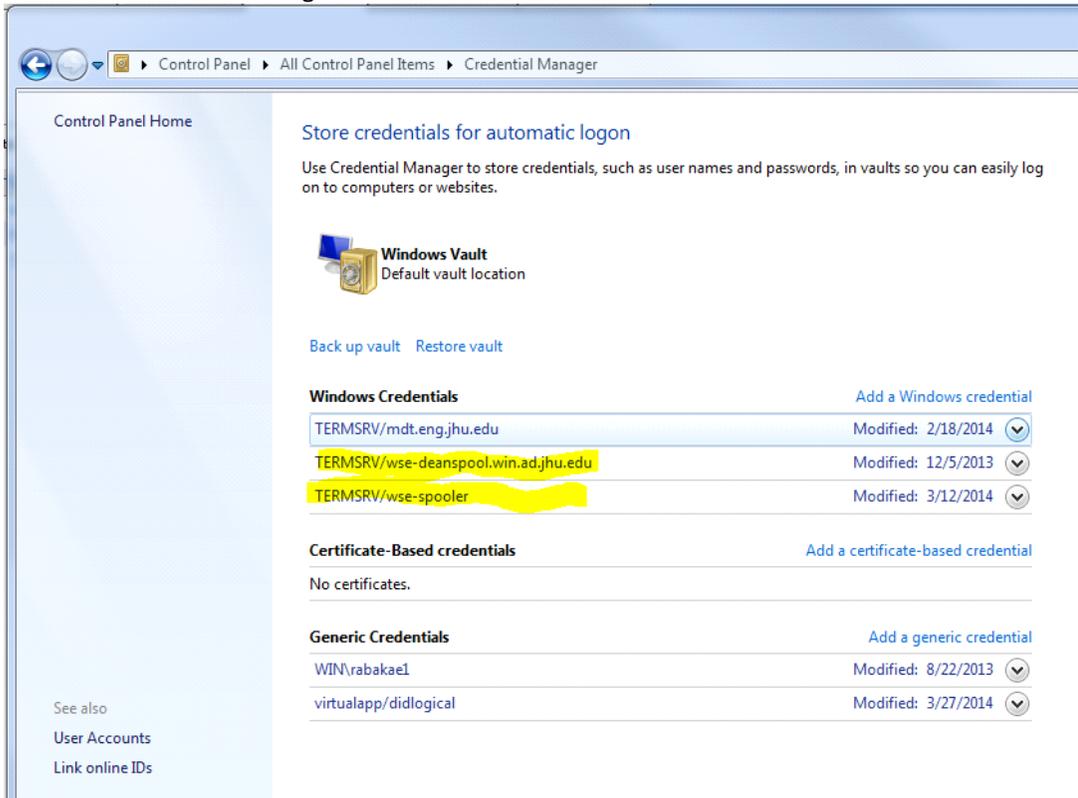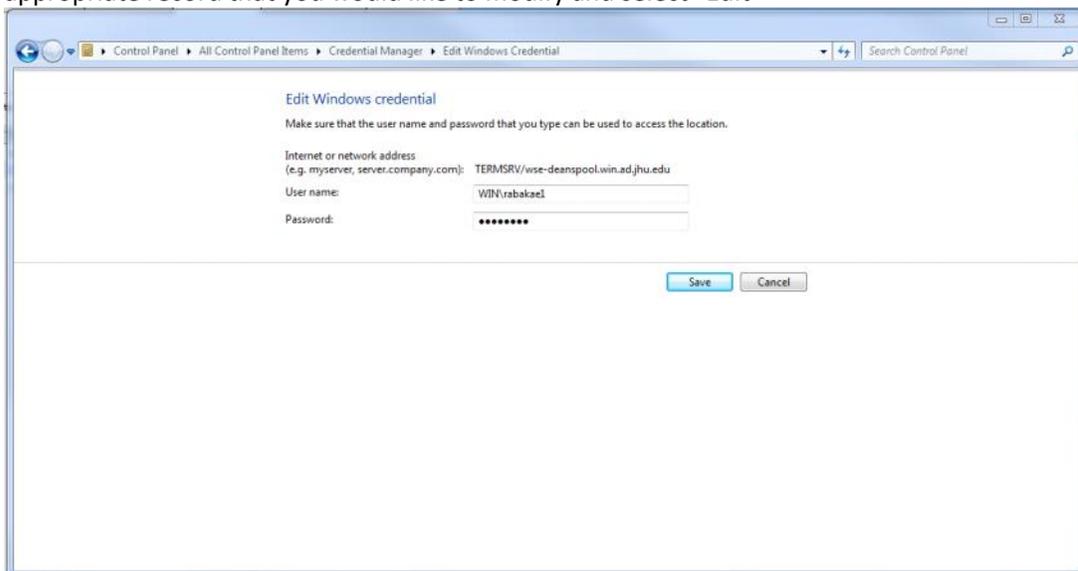
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1) Open "Control Panel" from the start menu.
2) In the top right corner of the new window change the "View by" setting to "Small Icons"
3) Click on "Credential Manager"

4) Depending on what server you are connected to, you will see either "TERMSRV//wse-deanspool.win.ad.jhu.edu" or "TERMSVR//wse-spooler.win.ad.jhu.edu". Click on the appropriate record that you would like to modify and select "Edit"
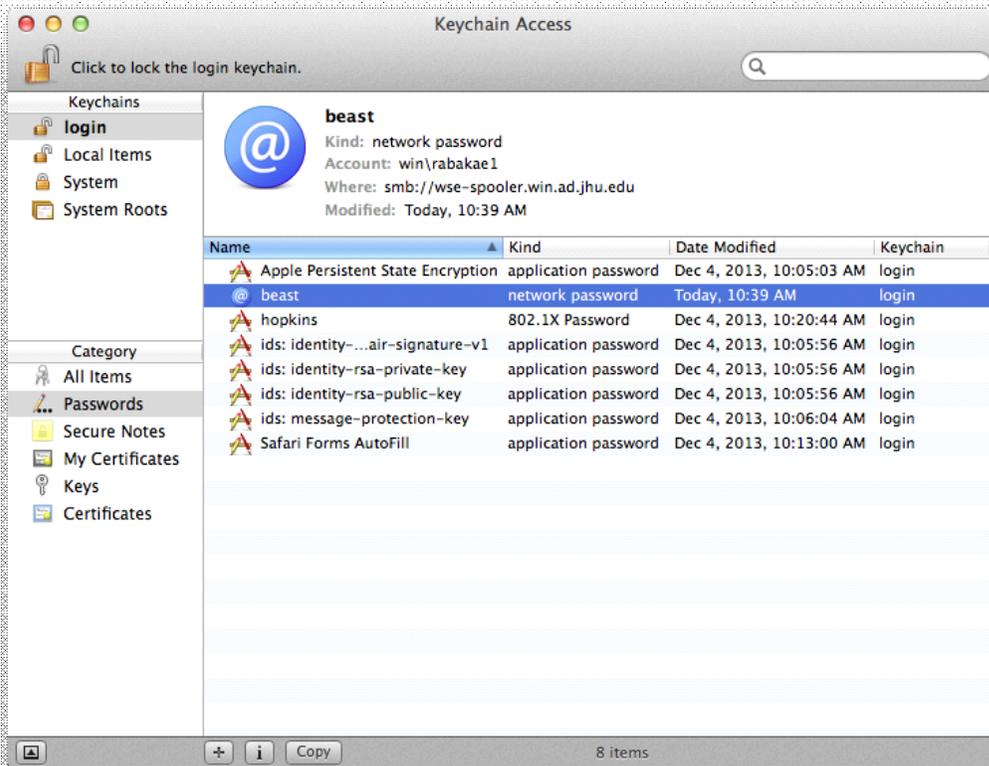

5) Type in the new password and click "Save"

Changing stored password on Mac OSX

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1) Open Spotlight (Magnifying glass icon on the top right corner of your screen) and search for "Keychain"

2) In Keychain application, find the record storing your credentials for the printer (it is stored under "Login" Keychain, "Passwords" Category.

    The record is stored as a "Network Password" and usually is named after one of the network printers you are connected to. To make sure that you are selecting the correct record, check that the "Where" field has either "smb://wse-spooler.win.ad.jhu.edu" or "smb://wse-deanspool.win.ad.jhu.edu".
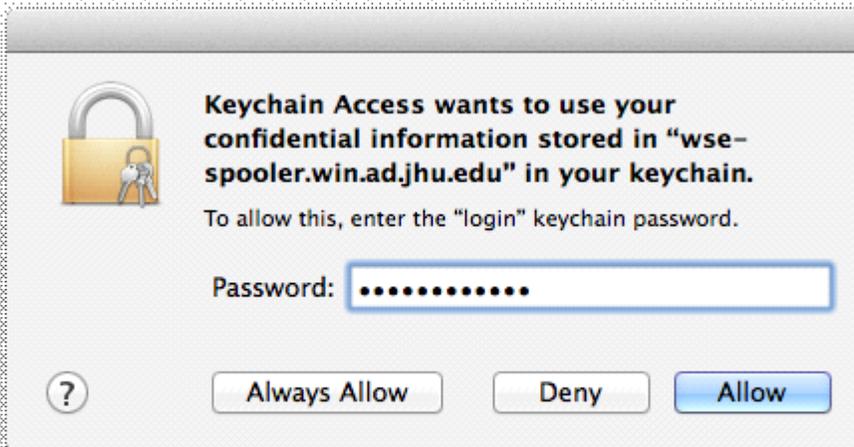
    In the example below, I am changing a password for "beast" printer. If you have more than one printer, there is still going to be only one record in Keychain.

3) Double-Click on the record that you would like to edit.

4) Click "Show Password" and type in your Local Admin password (the password you use to login into the computer)

5) Replace the old password with the new one and click "Save Changes"