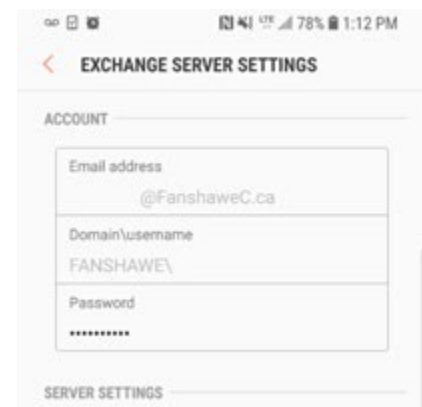# Manually Changing Device Passwords

When changing your Fanshawe account password, some devices and systems will require additional steps to ensure the password is changed. When a password is changed through password.fanshawec.ca there is a delay for most devices/systems before it prompts you to enter in the new password (roughly 24 hours). During this time some services may not be available. Passwords changes are required every 6 months to ensure account security.

To manually input your new password information please see the instructions below:

Mobile Devices

Email - Android

1. Select Email app
2. Select the 3 lines in the top left
3. Click on gear icon in top right of new menu
4. Select Fanshawe Exchange
5. Scroll to bottom and select Exchange Server Settings
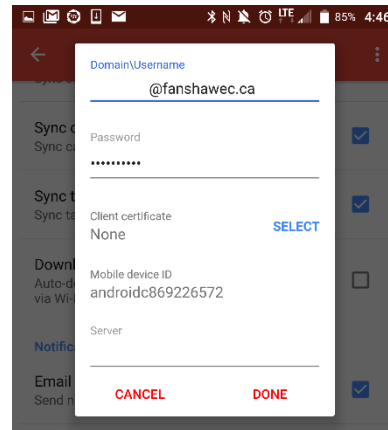6. Enter in new password

Email - iOS

1. Settings Icon
2. Password and accounts
3. Fanshawe
4. Account
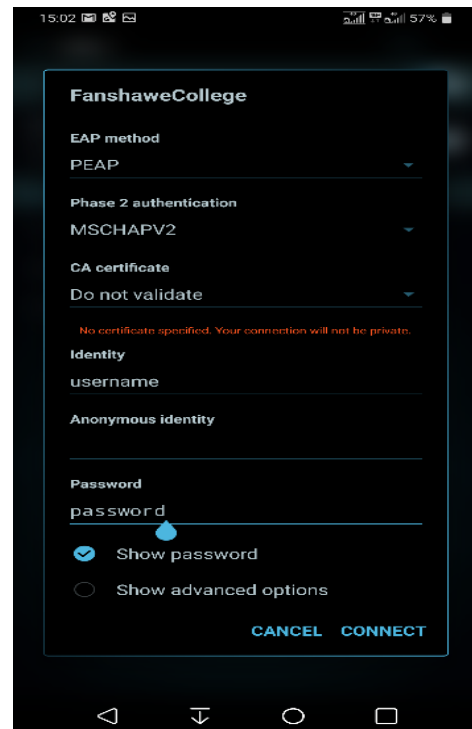5. Enter in new password
6. Done

Email – BlackBerry

1. Settings
2. Accounts
3. Exchange
4. Account settings
5. username@fanshawec.ca
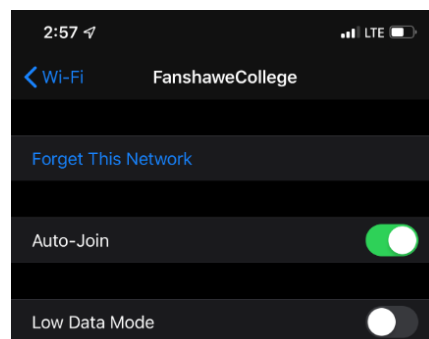6. Incoming settings
7. Remote password and enter in new

Wi-Fi - Android

1. Settings
2. Connections
3. Wi-Fi
4. FanshaweCollege
5. Forget network
6. Reconnect using new password

Wi-Fi - iOS

1. Settings
2. Wi-Fi
3. FanshaweCollege
4. Forget This Network
5. Reconnect using new password

Wi-Fi – BlackBerry

1. Settings
2. Networks and Connections
3. Wi-Fi
4. Select FanshaweCollege
5. Delete
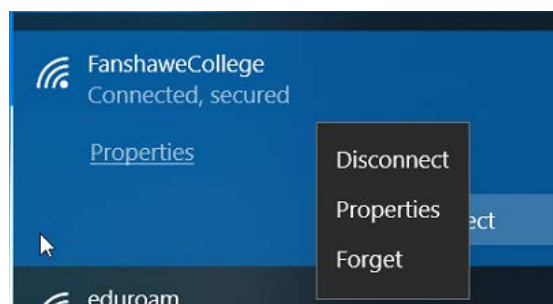6. Reconnect to FanshaweCollege with new password

Laptop – Windows/Mac

Wi-Fi – Windows College Owned Computer

In order to use the Fanshawe Wireless Network after a password change, you will be require to sign out of the computer and physically wire into the college network using an Ethernet cable. Once you are signed in with the newly changed password, you will be allowed to connect once again to the wireless network
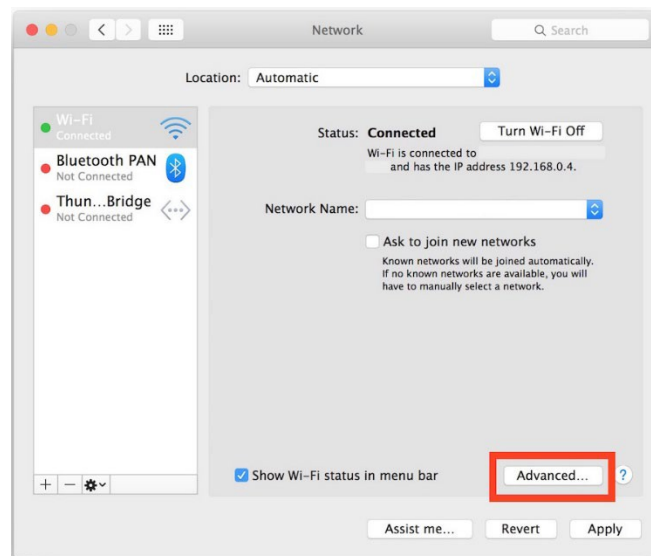

Wi-Fi – Windows Personal Computer

1. Click on the wireless icon in the bottom right corner
2. Right click on FanshaweCollege
3. Select forget network
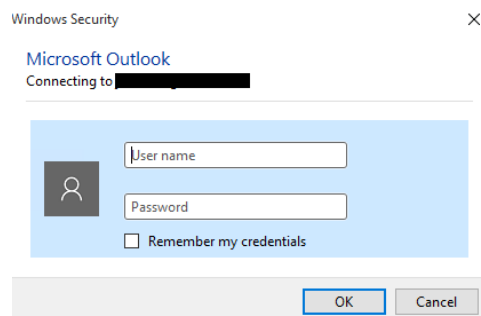4. Reconnect to the FanshaweCollege

Wi-Fi - Mac

Once your password is changed after a period of time the wireless network will prompt for a new password. If you would like to enter this information in right away you can follow the steps below:

1. Click on the wireless button in the top right
2. Select "Open Network Preferences"
3. Advanced
4. Select the "FanshaweCollege" and click on the Minus symbol to forget the network
5. Select "Ok" then "Apply" on next menu
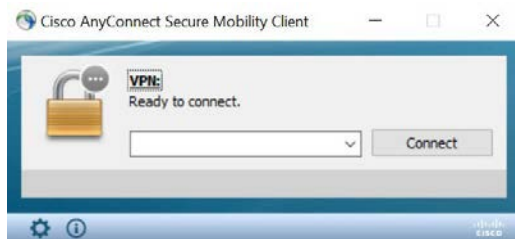6. You can now Select the FanshaweCollege and reconnect with your new credentials

Windows – Outlook

When a password is changed you will need to close outlook and relaunch to ensure that it is using the correct credentials. A popup will appear asking for the new password.

VPN

When using the Cisco Any Connect VPN client, you are able to use both the old and new password for a period of time until the older information is no longer valid. Then proceed to use the new password from then on.

Computer – Sign In (Windows /Mac)

Once your password is changed you will continue to use the previous password until you are physically wired into the network. At that point you can log out and back into the computer with the new password.