

# How to...

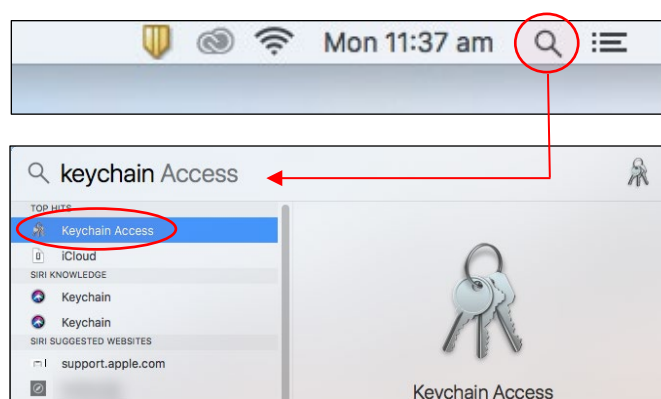
Update Find-Me-Print keychain (MacOS) for Griffith Staff

## Introduction

To prevent issues printing to Find-Me-Print after changing your Griffith Single Sign-on (SSO) password, you will need to update your Find-Me-Print keychain. Your Find-Me-Print keychain will not update automatically after a password change.

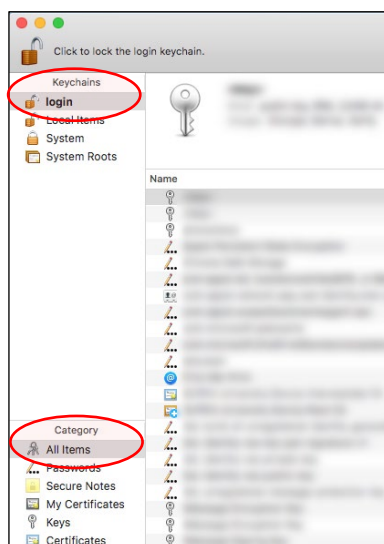
## Step 1: Open Keychain Access

- 1 Click on **Spotlight** (magnifying glass icon) at the top right of your screen.
- 2 Search **Keychain** and double-click on the **Keychain Access** application.

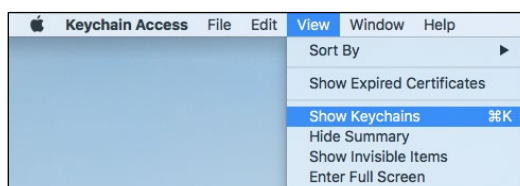


## Step 2: Delete Find-Me-Print keychain

- 1 Under **Keychains** click **login** and under **Category** click **All Items**.



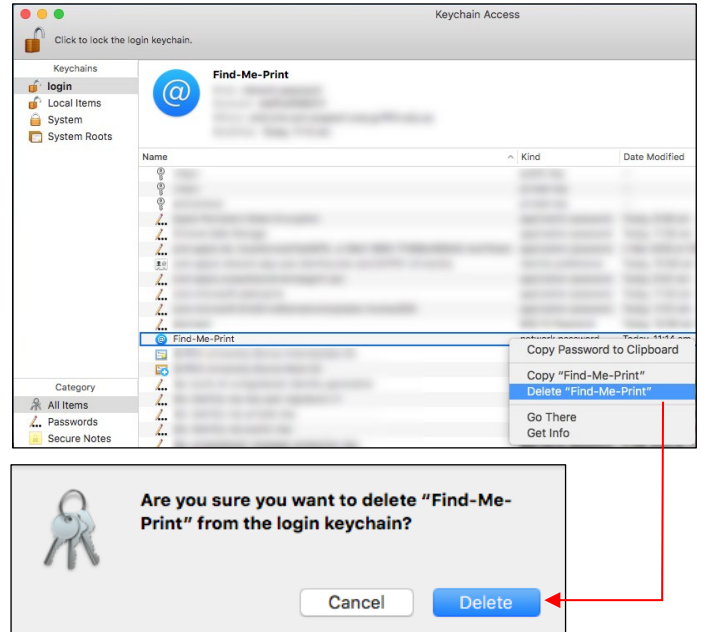
If you don't see **Keychains** displayed:  
Click **View** then **Show Keychains**.



**2** Locate and right-click on the **Find-Me-Print** keychain.

Click **Delete Find-Me-Print** then **Delete**.

Repeat if there is more than one Find-Me-Print keychain.



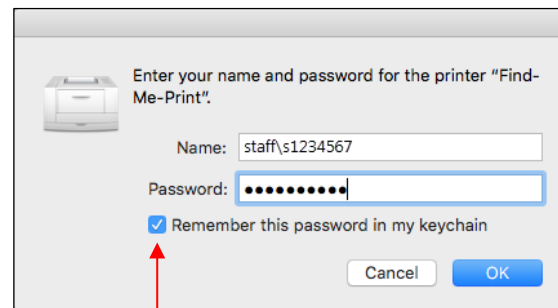
**3** Close the **Keychain Access** window.

## Step 3: Create a new Find-Me-Print keychain

**1** Send a job to the printer.

**2** You will be prompted to enter your username and password.

- In the **Name** field enter **staff\** followed by your sNumber. Example: **staffs1234567**
- In the **Password** field enter your new Griffith Single Sign-on (SSO) password.
- Tick **Remember this password in my keychain** then click **OK**.



The print job should now send to the MFD printer and the new Find-Me-Print keychain will be saved.