

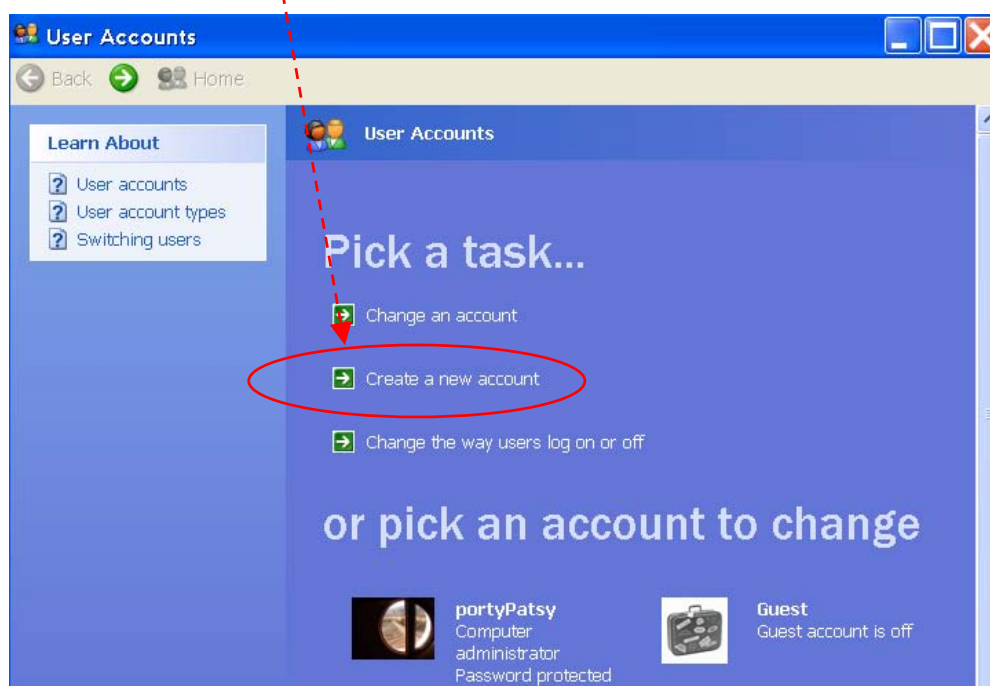
Setting up User Accounts in Windows XP pro

1. Why set up User Accounts?

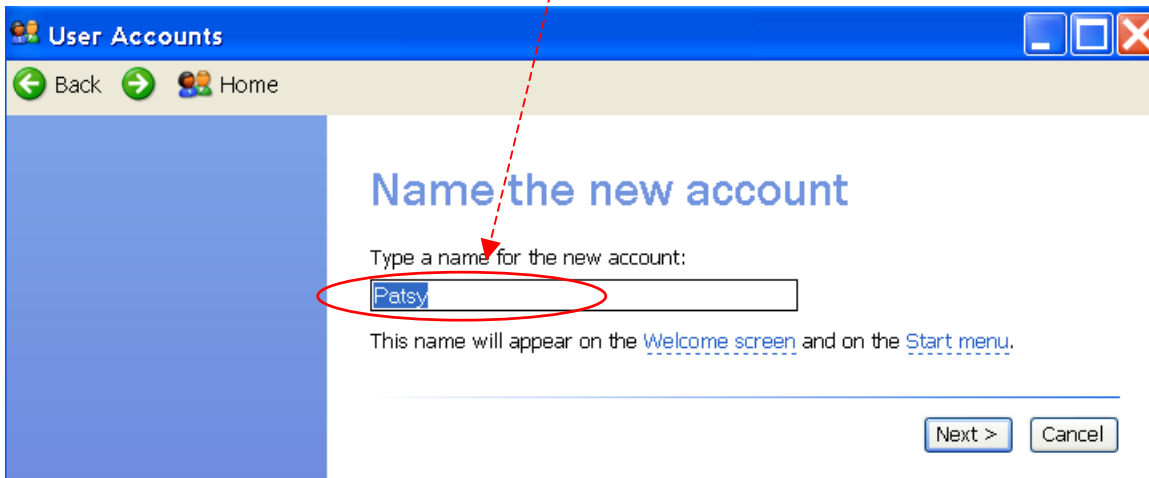
- Creating **User Accounts** provides people with
 - Their own area where they can save their work.
 - The possibility of using a password for privacy.
 - The possibility of saving individual settings for each user e.g. Large pointer, large text size, or mouse settings for a left-handed user.
- The first account that is set up has to be for an **Administrator**, who can make changes to the computer system, install & uninstall programs & set up other user accounts.
- Accounts set up by the Administrator are **Limited Accounts** meaning that users can't change computer settings, install programs or create other user accounts

2. How to set up a User Account

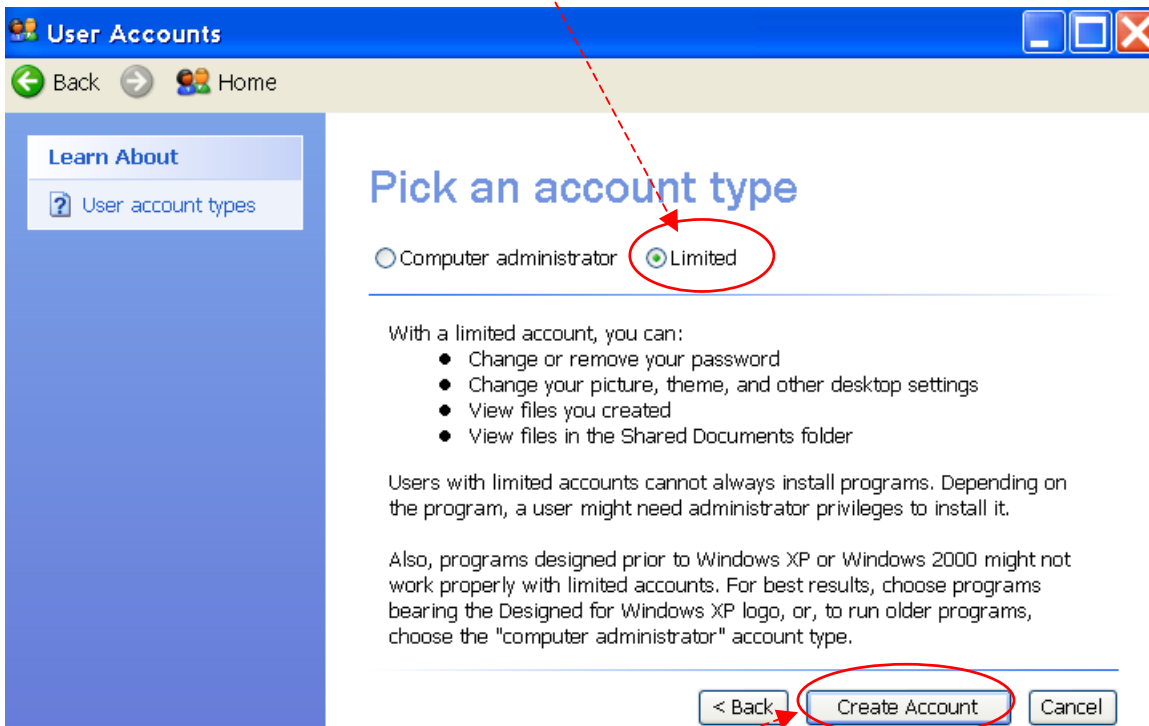
- Go to **Start** >> **Control Panel** & double click on **User Accounts**
- Select **Create a new account**



- Give the new account a **Name**, which will be what you see on the Welcome screen & the Start menu



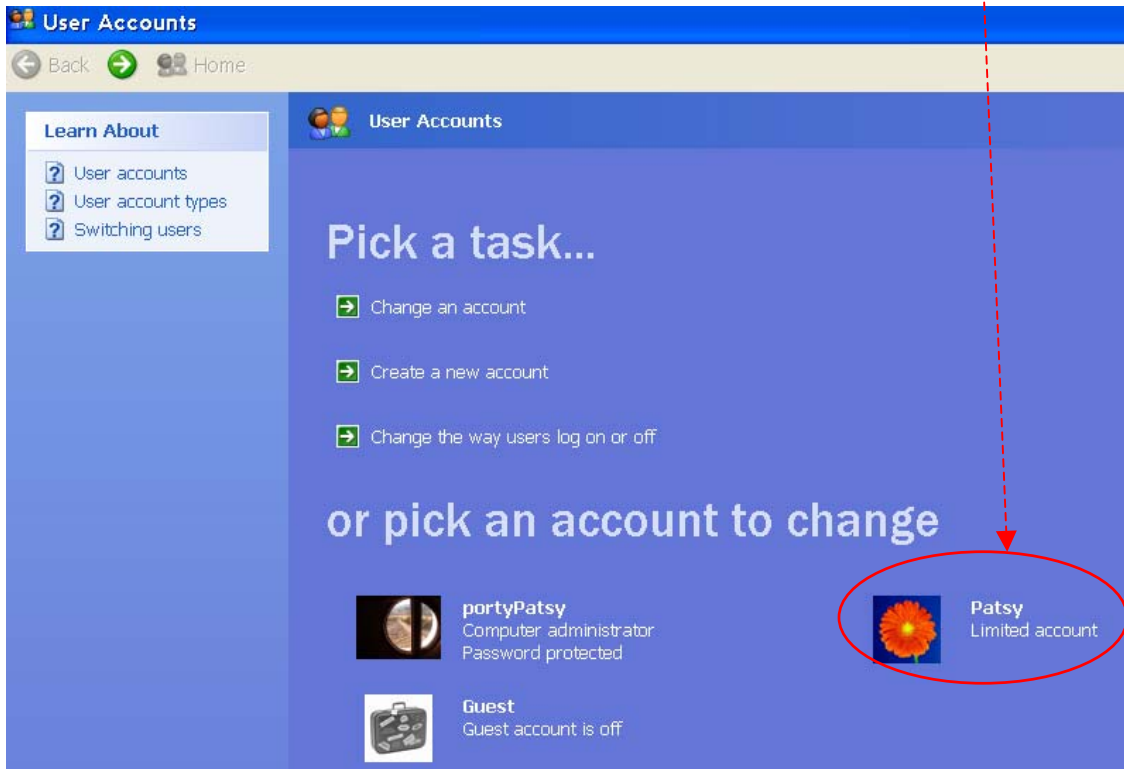
- Choose an **account type**. Unless you are setting up the first account on the computer, select the **limited** option.



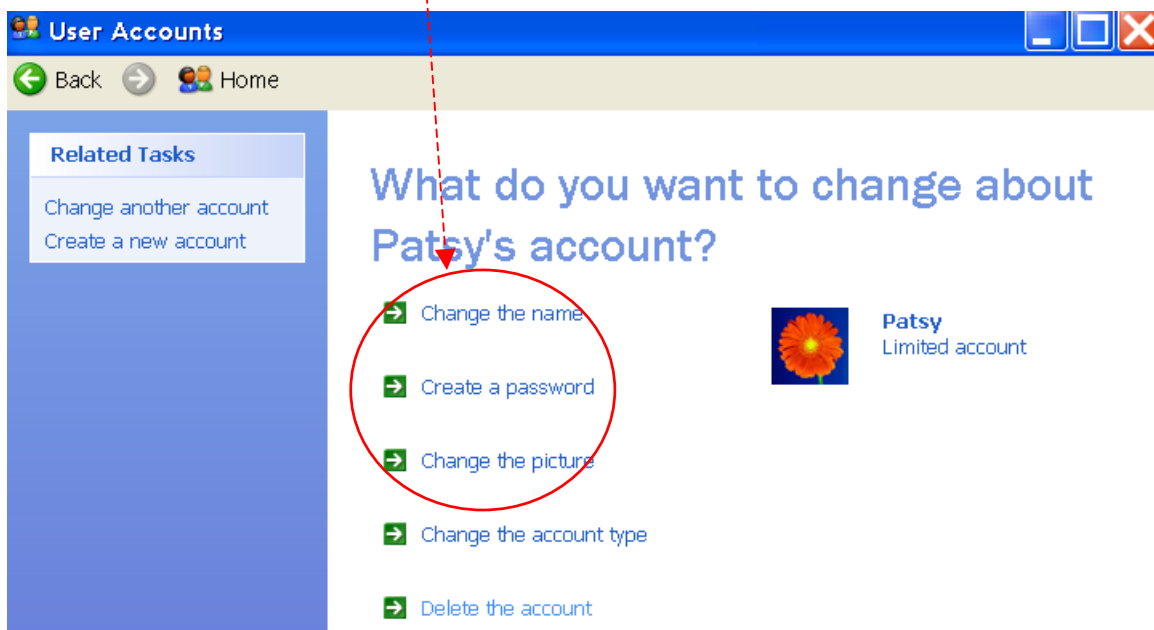
- Click on **Create Account**

3. How the administrator can personalise a User Account

- Once an account is created, you can select it by clicking on it



- Then you can: Change the **name** or the **picture** or **Create a password**



3.1 To change the user's name

- Click on **Change the name**
- In the new window, type a new name over the one that's highlighted:

Provide a new name for Patsy's account

Type a new name for Patsy:

This name will appear on the [Welcome screen](#) and on the [Start menu](#).

Change Name

- Click on **Change Name** to confirm the change
- This will return you to the screen where you can choose to make other changes to the account if you wish

3.2 To create a password for the user

- Click on **Create a password**

Create a password for Lollipop's account

You are creating a password for Lollipop. **If you do this, Lollipop will lose all EFS-encrypted files, personal certificates, and stored passwords for Web sites or network resources.**

To avoid losing data in the future, ask Lollipop to make a password reset floppy disk.

Type a new password:

Type the new password again to confirm:

If the password contains capital letters, they must be typed the same way every time.

Type a word or phrase to use as a [password hint](#):

The password hint will be visible to everyone who uses this computer.

Create Password

- Whatever password you choose will appear like this ********* on the screen so no-one else can read it.

- Type in password of your choice. Windows XP help suggests that for best security this should be at least 8 characters long with a mixture of upper & lower case letters, symbols & numbers, such as: *mZ?9%^jS The difficulty with this is, will you ever remember it? So it's important to balance what you can reasonably remember with the level of security that you need.
- A password will be entered as a series of **** and you will be asked to enter it twice to be sure it is right.
- You will be asked for a 'password hint', so that if you forget your password, the hint might help you to remember...
- The password I entered in this case was 'gingerbread' and the hint is 'tasty biscuit'. I'm not sure that I could have thought of a password hint for *mZ?9%^jS !
- Click on Create Password to confirm your choice.
- This will return you to the screen where you can choose to make other changes to the account if you wish.

3.3 To change the picture

- Click on Change the picture
- Select a picture from the choices offered by clicking on it, or choose the option to Browse for more pictures.
- In your My Pictures folder, click the picture you want to use for your account, and then click Open.
- The picture will be applied to the user's account & will appear on the welcome screen.

4. The user can change their own account

- The user can change their own picture & password, if they are logged into their own account.
- The user can't change their own name or account type.