

Adding and Modifying User Accounts

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Logging into a new computer, adding user accounts

When the computer is first booted, users will be prompted with the Windows 10 login screen. Use the "tempuser" account login; the password should be obtained from the WIC Help Desk.

The next step is adding users to the computer. Using the search icon (a magnifying glass) on the task bar, search "Edit Local Users and Groups."

P Type here to search



Next add the user accounts that will be needed, one account for each person that will use the computer. Right-click the "Users" folder icon, and click new user to open the "New User" creation window.

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	Help	More Actions	•
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Enter the User Name desired, and click "Create" to make the user. After all the necessary accounts are created, you can close the New User window, and the Local Users and Groups window.

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File Action View	User name: mustem 1 Full name: Description:	ups (Local)
	Password: Confirm password: User must change password at next logon User cannot change password Password never expires Account is disabled	

Logging into the new user account, creating a secure password

The password for the newly created users is nothing. The first time they login, the password should be changed to one that conforms to the following rules:

- Use eight or more characters.
- Mix upper-case and lower-case letters with numbers and special characters.
- No dictionary words, proper nouns, or foreign words.
- Do not use a correctly spelled word in any language, because "dictionary attack" software can crack these in minutes.
- Do not use personal information such as your name (or the name of a relative or pet), birthday or hobby, because these are easy to guess.

Removing user accounts

When people will no longer be with WIC, it is best to delete their logins to the WIC computers. To delete accounts begin by clicking the Add User Accounts shortcut in the Start menu. This is detailed on page 1 of these instructions. After clicking the Add User Accounts shortcut, double click to open the "Users" folder in the middle of the window, right-click on the account you wish to delete, then, click on the "Delete" option.

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		All Tasks	
		Delete	
		Rename	
		Properties	
		Help	

Forgot password

If the password is forgotten for whatever reason, it can be reset by clicking the Add User Accounts shortcut in the start menu. This is detailed on page 1 of these instructions. After you've clicked the Add User Accounts shortcut, double click to open the "Users" folder in the middle of the window, right-click on the account you wish to reset the password for, then, click on the "Set Password" option.

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Local Users and Groups (Local) Users	Name	Full Name	D
Groups	🕵 Admin 🐔 Guest	istrator	Bu Bu
	🛃 test	Set Password	
		All Tasks ►	
		Delete	
		Rename	
		Properties	
1		Help	

Choose "Proceed" on the warning that pops up.

she should use that disk to set the password. If the user knows the password and wants to change it, he or she should log in, then press CTRL+ALT+DELETE and click Change Password.	Â	Resetting this password might cause irreversible loss of information for this user account. For security reasons, Windows protects certain information by making it impossible to access if the user's password is reset.
not have a password reset disk. If this user has created a password reset disk, then he of she should use that disk to set the password. If the user knows the password and wants to change it, he or she should log in, then press CTRL+ALT+DELETE and click Change Password.		This data loss will occur the next time the user logs off.
press CTRL+ALT+DELETE and click Change Password.		not have a password reset disk. If this user has created a password reset disk, then he c
For additional information, click Help,		
		For additional information, click Help.

At this point there will be a password entry screen. The new password may be entered here. Confirm the same new password.

Management	K2	
<u>N</u> ew password:		
<u>C</u> onfirm password:		
🔥 If you click OK, 1	the following will occur:	
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	nt will immediately lose access t swords, and personal security ce	
files, stored pass		ertificates.

Click OK to finish or Cancel.

If you click OK, the user account will immediately lose access to all of its encrypted files, stored passwords and personal security certificates.

If you click Cancel, the password will not be changed and no data loss will occur.

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