

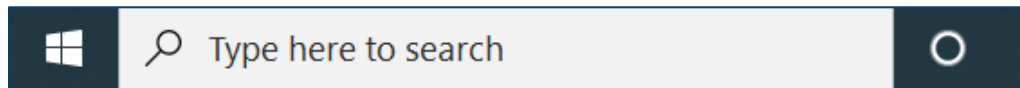
Adding and Modifying User Accounts

UPDATED 5/26/2021

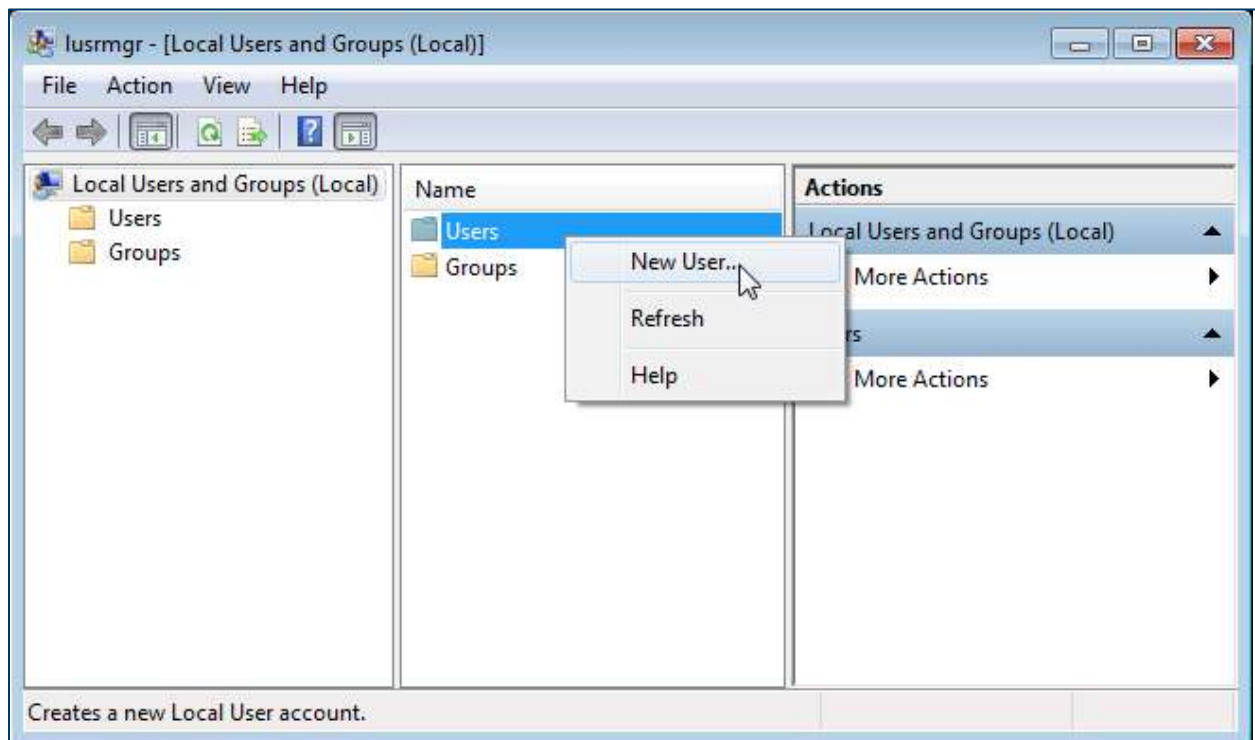
Logging into a new computer, adding user accounts

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.

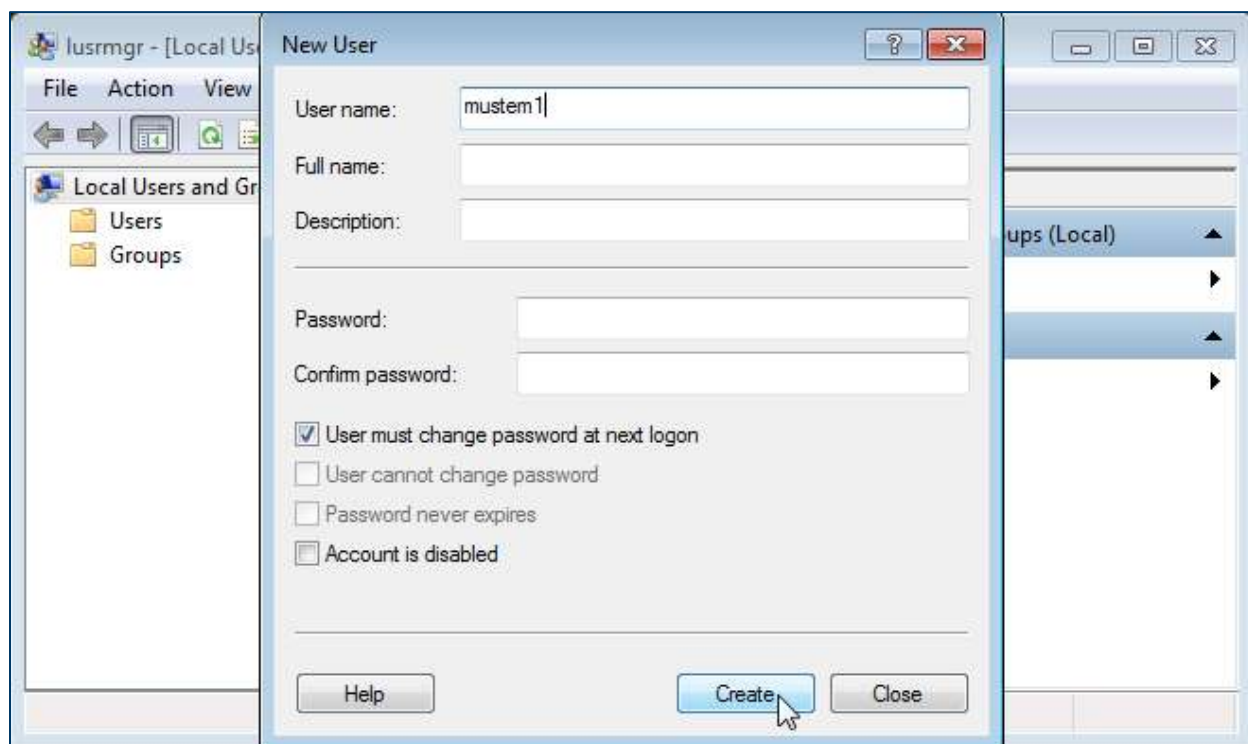
The next step is adding users to the computer. Using the search icon (a magnifying glass) on the task bar, search “Edit Local Users and Groups.”



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.



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.



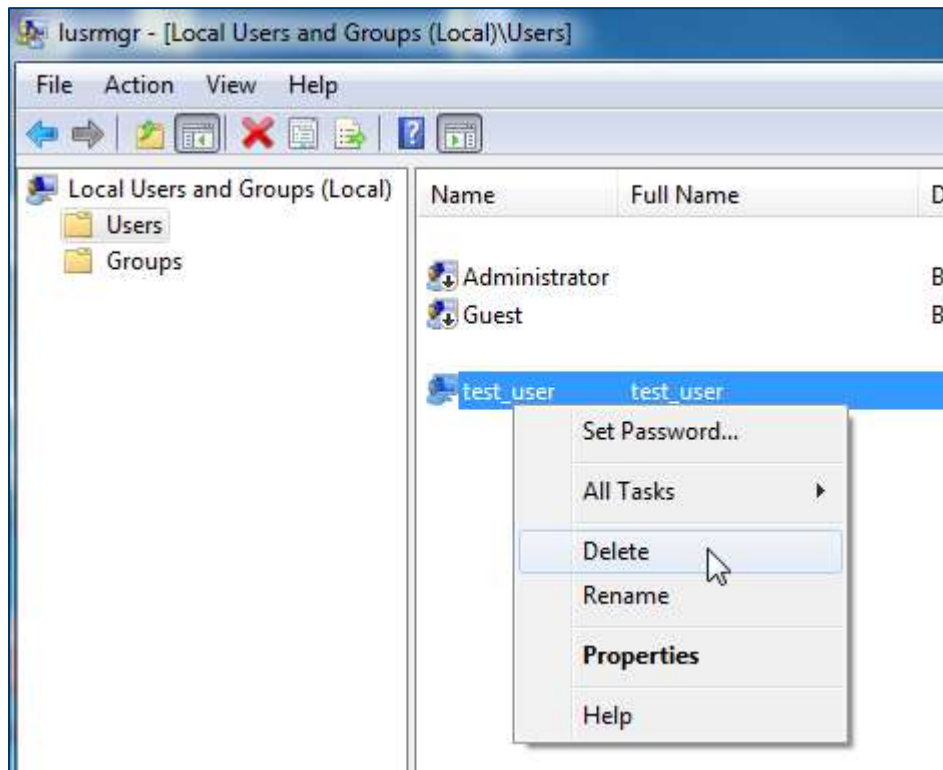
Logging into the new user account, creating a secure password

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

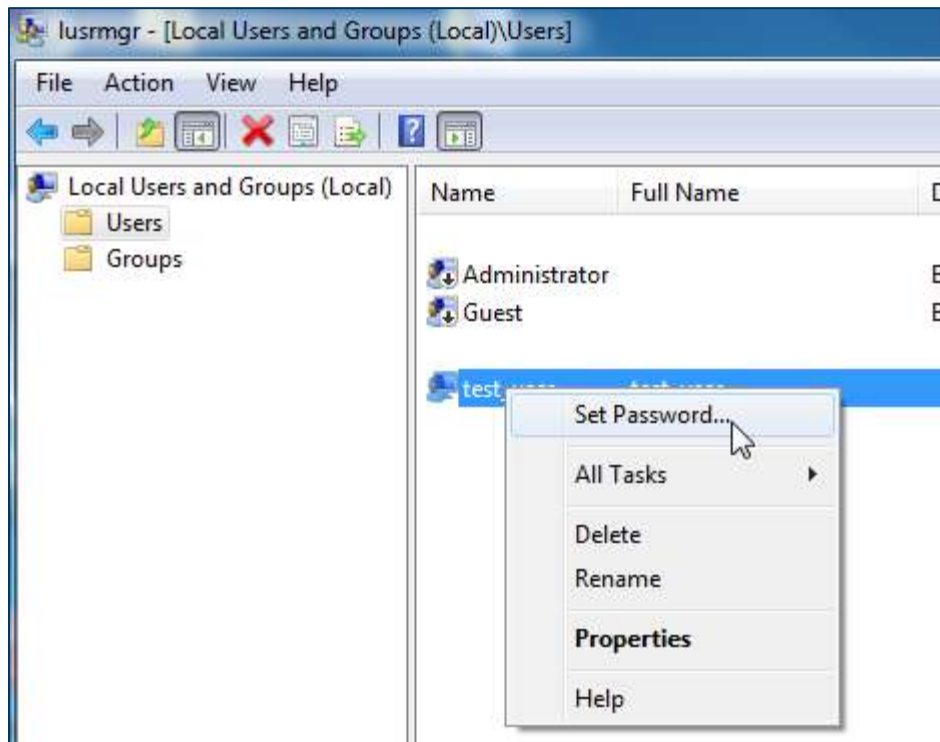
When people will no longer be with WIC, it is best to delete their logins to the WIC computers. To delete accounts begin by clicking the Add User Accounts shortcut in the Start menu. This is detailed on page 1 of these instructions. After clicking the Add User Accounts shortcut, double click to open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



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.

USER ACCOUNTS



Choose "Proceed" on the warning that pops up.



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

USER ACCOUNTS



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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