



# A Guide to User Accounts

**In this guide you will learn the different types of User Accounts, Setting up Accounts and why this is beneficial to do so.**

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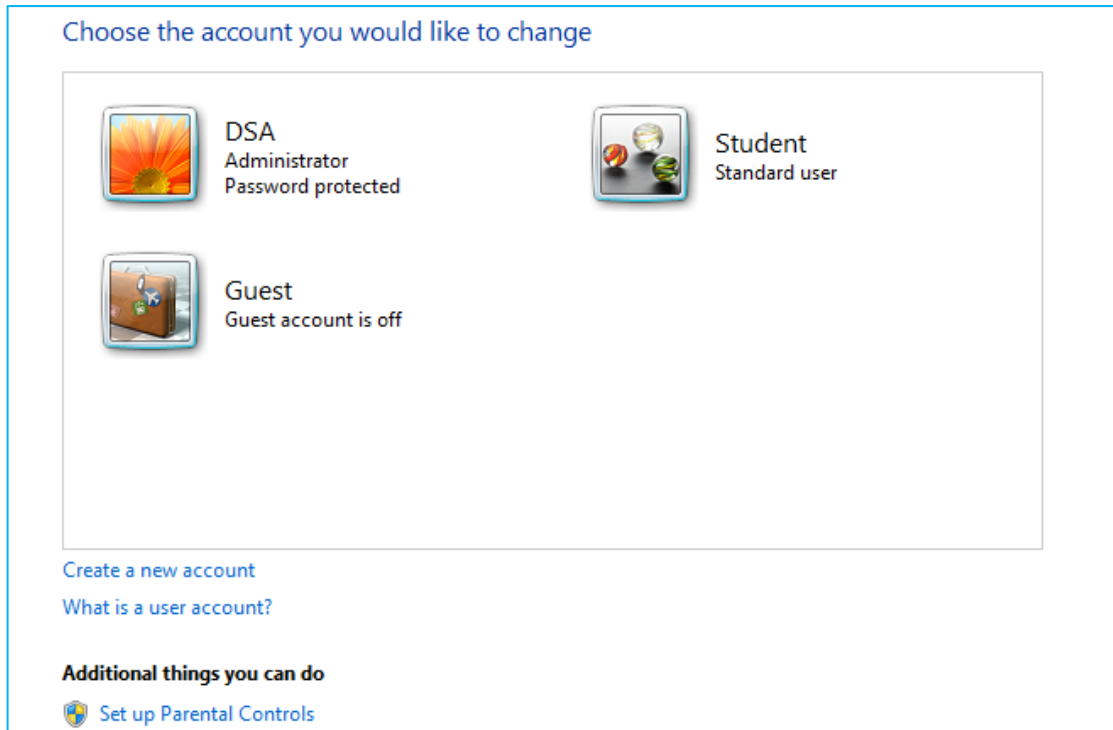
## Lesson 1: User Accounts

1. Everyone who uses a computer can have their own **User Account**. This allows each person to have his or her own settings and own desktop, below is an example of a **Windows Login Screen** with 2 user accounts.

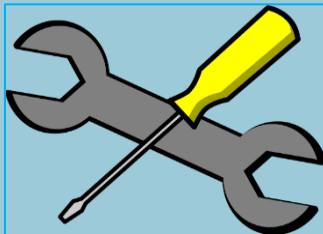


2. If you wanted to, you could have a **single account** on your computer that everyone could use. But having **multiple accounts** has some advantages. If each user has his or her own account, then each person will have his or her own desktop for organising files and folders.
  - Having multiple accounts can make it easier to look after and maintain a computer.
    - Everyone gets their own, private "my documents" folder.
    - Everyone can have their own email inbox.
    - Improved security.
    - Easier to fix problems.
    - Individual desktops.

- Before you start using a windows computer you should understand the different **User Account Types**. The amount of troubleshooting you can do may be restricted in the workplace or on a public network.

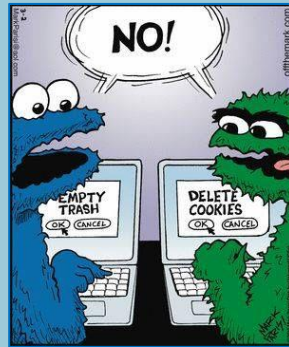


#### Administrator Account:



Has overall control of the pc, Installs software, looks after system and security settings. Has full access to the computer.

#### Standard User:



For those users who need to run applications but who should be limited or restricted in their administrative access to the computer.

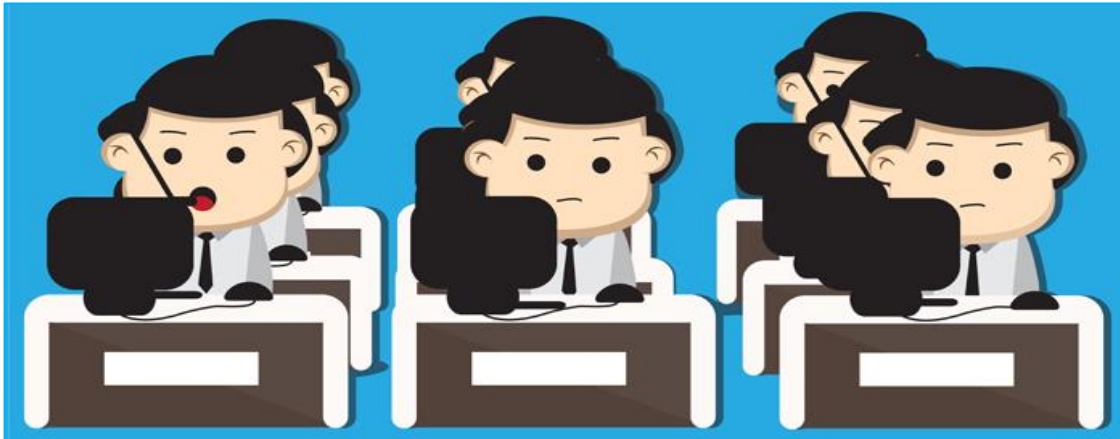
#### Guest Account:



Can only use software installed by the administrator, and cannot change system settings. For temporary use.

## Lesson 2: In the Workplace:

1. In this example the workplace:

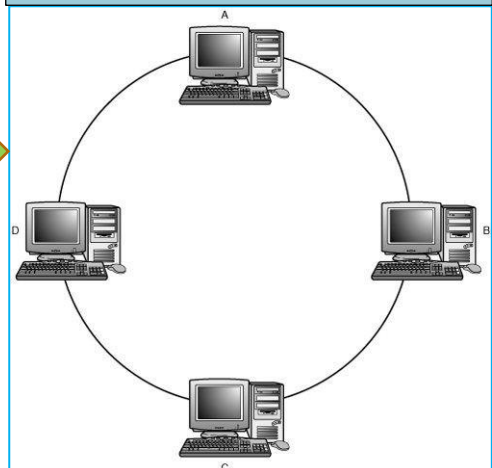


2. An **Administrator** is someone who can make changes on a **computer** that will affect other users of the computer. **Administrators** can change security settings, install software and hardware, access all files on the computer, and make changes to other user accounts.
3. In the workplace, an **Administrator** looks after many computers and devices. Sets up **Standard User Accounts**. Easier to manage and to protect the network.

### Administrator Tasks:

- Create User Accounts and Password.
- Apply Security Settings.
- Configure User Accounts to have less features and access to settings.
- Block Users from downloading or installing programs.
- Block access to websites
- Monitors the Network for any changes.

**Network:** A collection of computers and devices that share resources.



### Standard Users:

The **Administrator** in the workplace, may limit access to settings or some features of the operating system of the computer that you may use.

## Lesson 3: Home Computing and User Accounts

1. In this example a family setting and home computing:



2. When you buy a computer and switch on for the first time, during the initial setup it asks you for a **Username** and **Password**, which it then uses to create your first account. This account will be an **Administrators**. Once set up you can create and manage all other **User Accounts**.

### **Parents/Administrator:**

Is In charge of a computer, when setting up a computer the only account will be an Administrator account to begin with.



### **Setup:**

**Setup** your computer with the Administrator account.

**Create** Standard User accounts for individual family members.

**Thus** Protecting the Administrator account.

### **Outcome:**

**Easier** to manage and maintain your computer “less problems.”

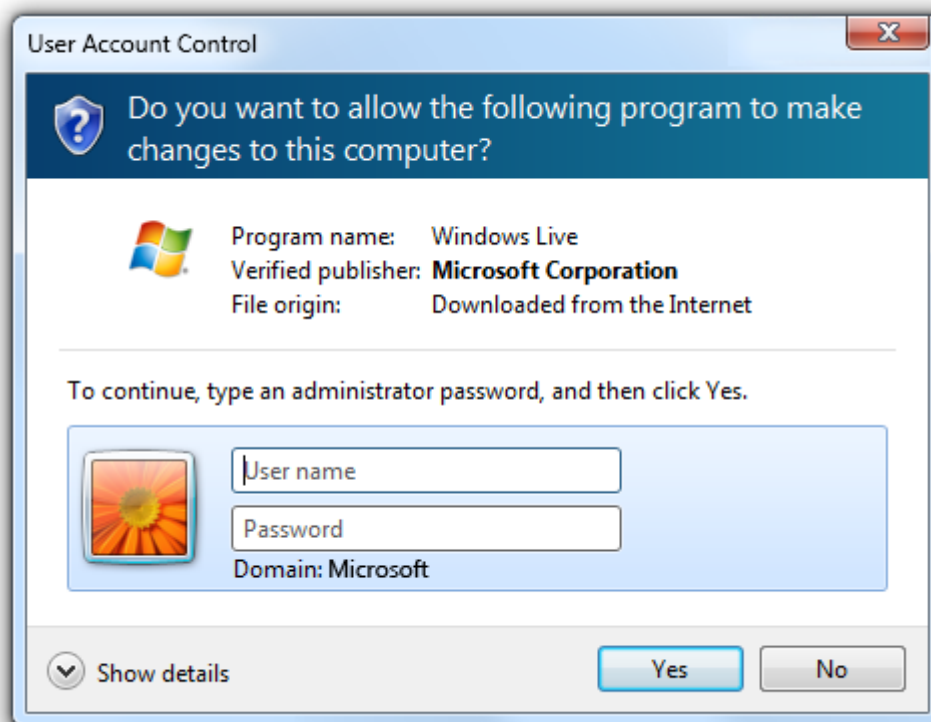
**System** wide settings are protected.

**Manage** accounts and setup up of parental controls.

4. It is better to have separate **Standard User Accounts** for Individuals so that they cannot make changes that will affect everyone who uses the computer.

## 5. Standard User:

- Accounts have more limited control.
  - Users with this type of account can run applications, but they can't install new programs.
  - Users can change system settings, but only settings that won't affect other accounts.
6. If a task requires elevations a username and password for an administrator will be needed to pass through the **User Access Control** prompt or pop up. This may be if you are installing a program or trying to change system-wide settings.



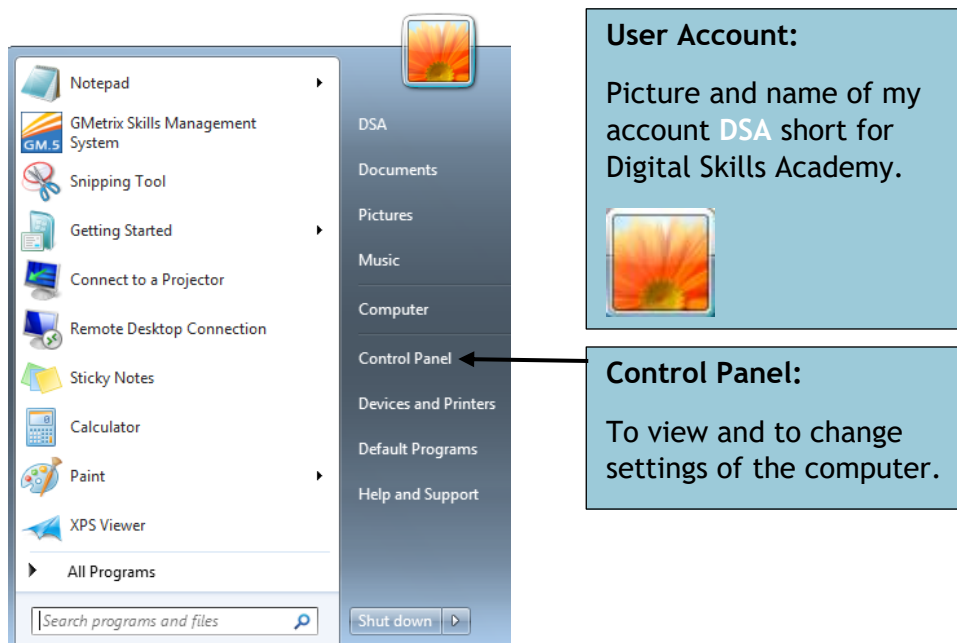
7. A computer set up properly in this manner will reap benefits in the long run. Less troubleshooting, system-wide settings are not affected and easier to look after.

## Lesson 4: Setting up User Accounts

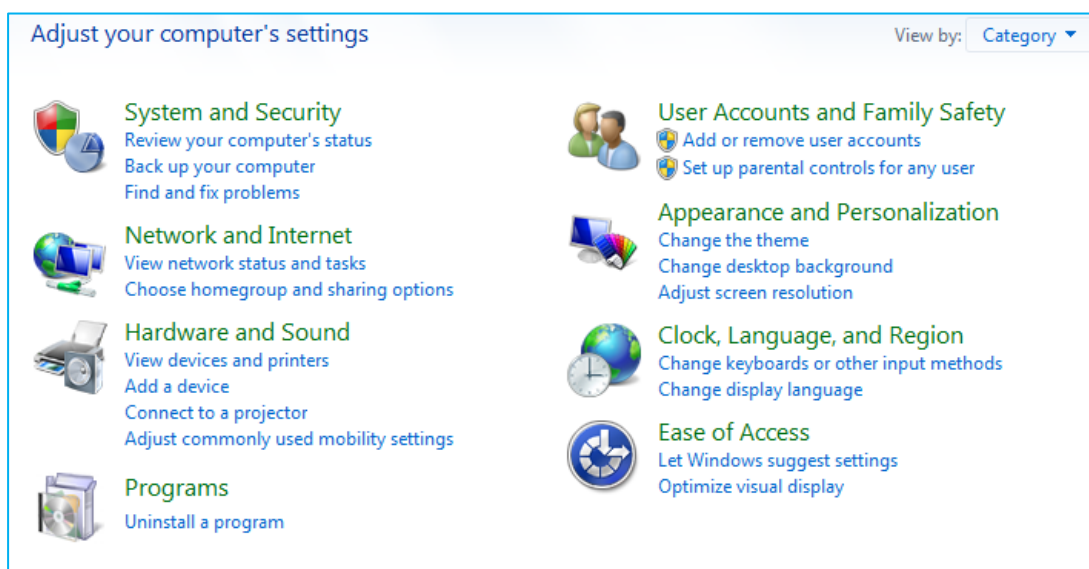
1. Click on the **Start button**, bottom left-hand corner of your screen or desktop.



2. Top right of the Start Menu, you will find your **User Account**, that you are logged in with. To set up user accounts you will have to be logged in using an **Administrator account**.

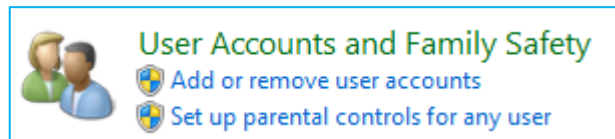


3. Select the **Control Panel** and the Control Panel will appear.

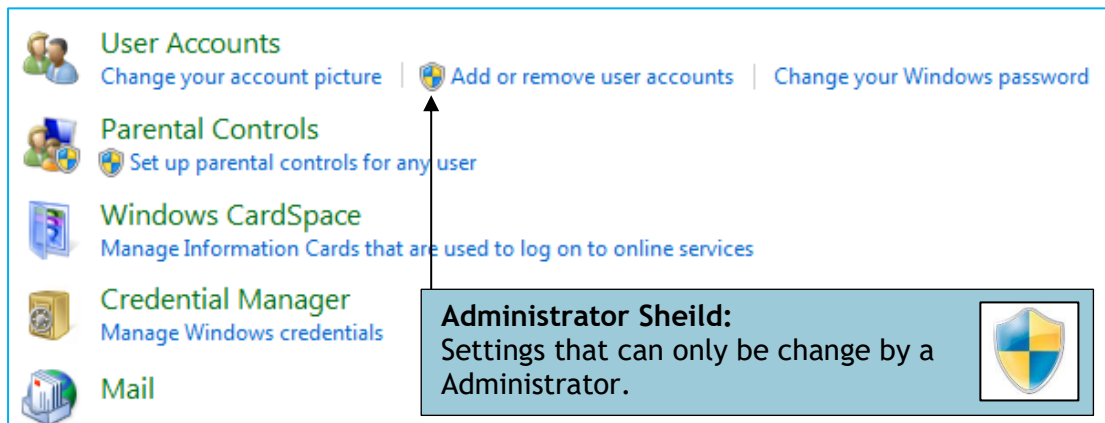




4. Select **User Accounts and Family Safety**.



5. **User Accounts and Family Safety** Pane will appear, select **Add or remove user accounts**.



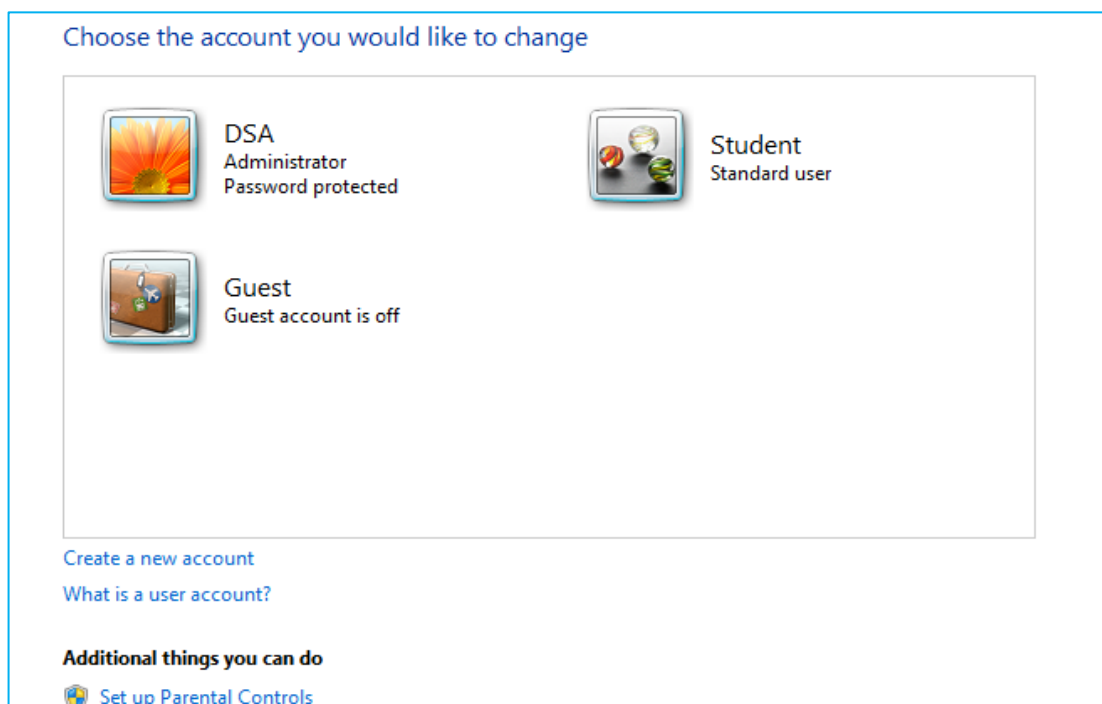
**User Accounts:**

You can add, remove accounts and change your picture or password.

**Parental Controls:**

Control access by time limits, block programs and games by Age rating.

6. **Manage Accounts** Pane will appear Select **Create a new account**.



7. In the text box, you will give your **User Account** a name, in this example, I have used **Student 2**. Take time to read everything on the screen “Windows offers help with the ? icon for more reading.” Once you have named your User Account select **Create Account**.

**Name the account and choose an account type**

This name will appear on the Welcome screen and on the Start menu.

**Standard user**  
Standard account users can use most software and change system settings that do not affect other users or the security of the computer.

**Administrator**  
Administrators have complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users.

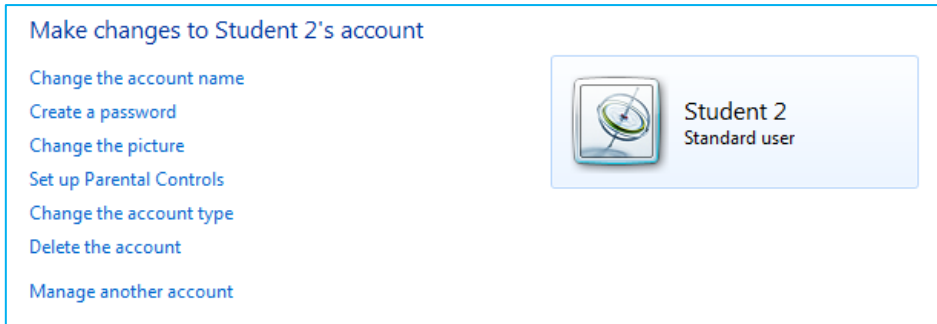
We recommend that you protect every account with a strong password.

[Why is a standard account recommended?](#)

8. As you can see **Student 2** has now appeared in the **Manage Accounts Pane**. If you have just created an account it is good practice to create a password. In this Instance, I will select and click on Student 2.



9. **Change an Account Pane** will now appear.



10. Here you can create a password, change the account name, set up parent controls, change the account type and delete the account.


**11. Passwords:**

- Are case sensitive “capital letters.”
- Make a strong password mixture of letters, numbers and capitals.
- Take a note of passwords and keep in a secure safe place.

**12. Administrator Account Password:**

- An Administrator Controls and manages other User Accounts.
- Do not forget this password, to change any system-wide settings or to log in as an administrator you will need your password.

**How to Create a Password Reset USB:**

<p><b>Step 1:</b> Insert a USB flash drive into your computer</p>	<p><b>Step 2:</b> In the Windows search box</p> <p>Search programs and files</p> <p>Type</p> <p>reset</p> <p>Select</p> <p>Create a password reset disk</p>	<p><b>Step 3:</b></p>  <p>Run the Wizard and follow the step by step instructions.</p>
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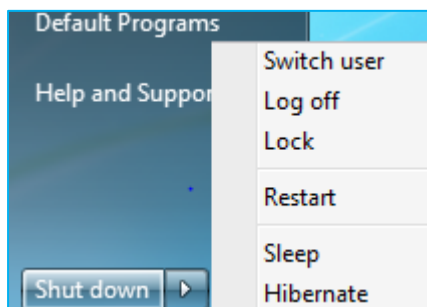
13. A **software wizard** or **setup** assistant is a user interface type that presents a user with a sequence of dialog boxes that lead the user through a series of well-defined steps. Making the process easier for the average user when setting up software and devices.

## Lesson 5: Moving Between Accounts

1. When you have more than one more account on a computer, the User Accounts will be displayed on the welcome screen, when you turn on a computer. Simply choose what User Account you would like to use.



2. To switch users and go back to the welcome screen. On the **Start Menu** select the Drop down menu beside Shut Down.



**Switch User:** Can switch accounts back and forth without shutting down files and emails etc, you are still logged on.

**Log Off:** Takes you back to the welcome screen, closing down your User Account so that you are not logged on Anymore.

3. **Lock:** Locks your User Account and takes you back to your Log In screen, where you have to enter your password to Log on. Does not shut down your account files will still be open or you.
4. Another way to move between User Accounts Pressing **Control Alt and Delete** on the keyboard all at the same time. Will give you the same options to:

- Lock this computer.
- Switch User.
- Log Off.

**In the workplace:** Can be Important to lock a computer, even if your away for a minute.

For security and no one can access your information.

## Exercise:

1. Switch on a computer and find out how many User Accounts there are.
2. **Remembering the differences between Administrator account and Standard User.** Go to Control Panel > User Accounts and Family Safety > find out how many accounts there.
3. Are you restricted, what can you view, can you explain why.
4. Practice logging off and switching user accounts.
5. Discuss your findings with your Tutor and a tour of his computer explain what they are showing you.