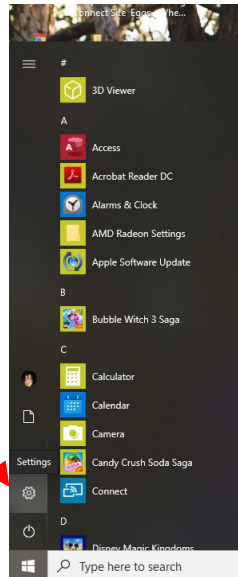
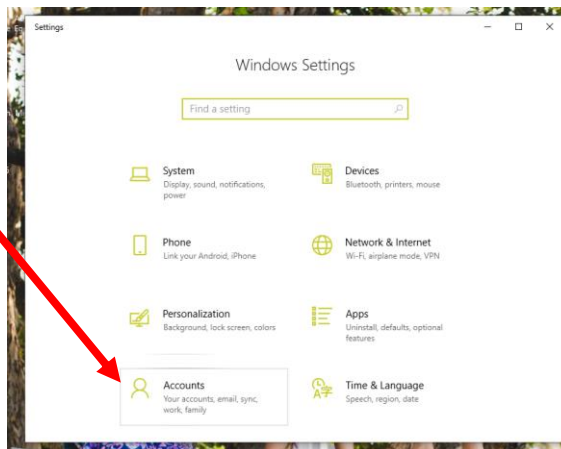


# How to Add User Accounts to PC

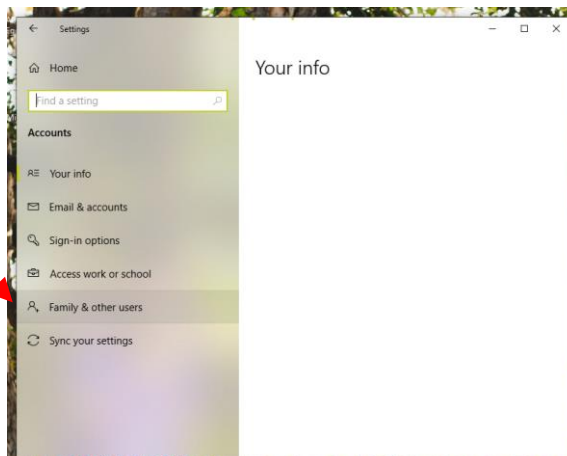
1. When logged in to the computer, click on the Windows icon and then the Settings wheel.



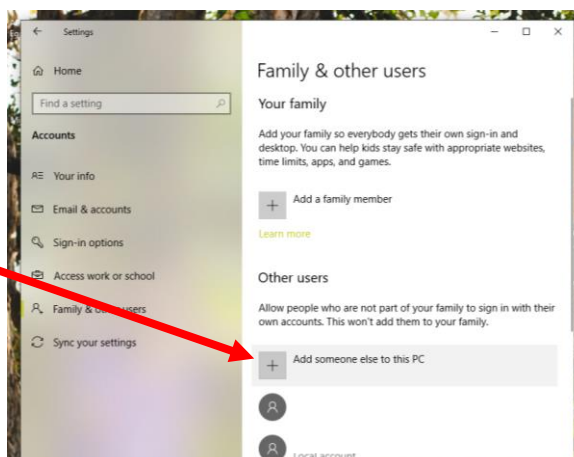
2. Click on Accounts.



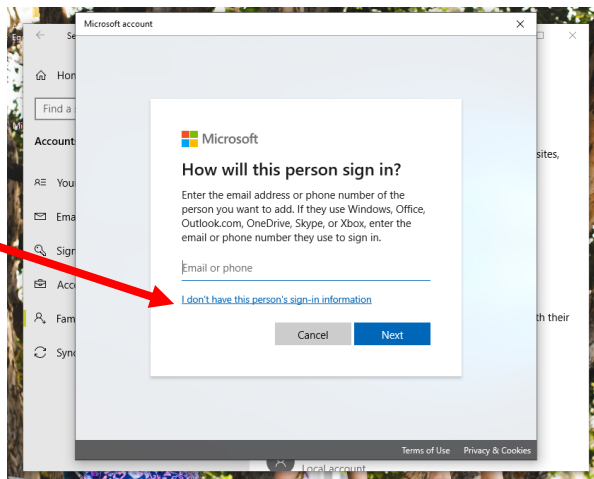
3. Click on Family and other users



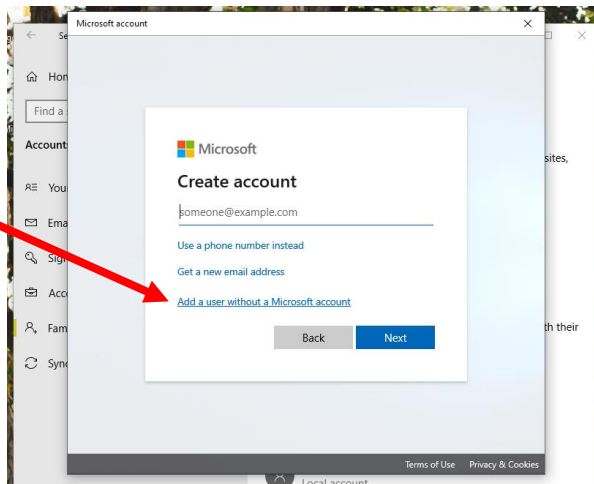
4. Family and other users – Other users. Click on 'Add someone else to this PC'.



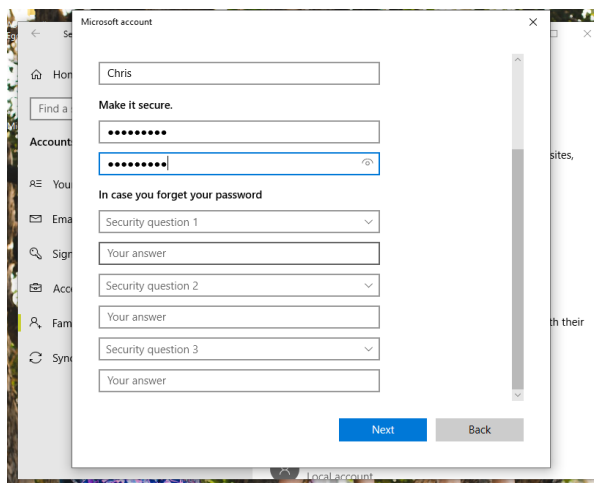
5. How will this person sign in? Click on 'I don't have this person's sign-in information'.



6. Create account – click on 'Add a user without a Microsoft account'.



7. Create an account for this PC – add the new username (student name) and a password. Create answers for security questions.



8. The new user account will now be visible.

**NOTE: Restart Computer** - the new user account will be visible on the log in screen (bottom left corner).

