





User Profiles

Creating new ones for family members, changing passwords and importance of keeping them hidden

You may wish to create your own profile on your computer. This will be your own personal login with a secure password of your own. It is important to do this if you are planning on sharing your computer.



To do this start by clicking System Preferences . Then click on “users and groups” and in the left hand column you will see all the existing accounts on your computer. To add a new account you will first need to enter your computer password. To do this click on the padlock icon on the bottom left of the window. A new box will pop up asking you to enter your password in order to make changes. Enter your password and then click “unlock”.


Now you can create a user for this computer. On the left hand column under a small icon that looks like a house  press the plus symbol. Then enter the user’s name, the account name (this can also be the name of the user) and the password you would like to use.

If the new user is an adult and one of the main users of your computer, we recommend setting the **Account Type** to **Administrator**. This means you will be able to download apps and change settings for other users. If children or vulnerable adults are using the computer we recommend you set the account to **standard user**.

Then click “Create User”.

You have now created a new user! You will see the new user listed on the column alongside existing users, and when you go to log in to your computer the new user account will appear.



To remove a user, click on the user profile in the left-hand column and click the minus symbol below  .



A box will appear asking you if you are sure that you want to delete the user account and give you options on what you want to do with the folders for this account. Once you are sure you no longer need the account and any of the folders - delete the user.