





User Profiles

Creating new ones for family members, changing passwords and the 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 on the Start button and click settings . Then scroll down to "Accounts" and this will show you all existing accounts on your computer. On the left hand side click "Family & other users" and select the large plus sign  to "Add someone else to this PC".



This will open up a new window called Microsoft account. Your computer may try to get you to make a Microsoft account however we suggest that you ignore this. To ignore this click on the text that reads "I don't have this person's sign-in information" and then "Add a user without a Microsoft account".

Now you can create a user for this computer. Fill in the "Who's going to use this PC?" with the name of the new user. You will then need to set a password. Make sure it's something you can remember! By clicking the small eye symbol you will be able to see the password, to make sure you've entered it correctly. Your computer will also ask you to complete 3 security questions, again make sure it is something you can remember.

After clicking Next, you will be taken back to the Accounts screen you saw earlier, but your new user account should now be listed. You have now created a new user!

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. To do this, find the Username that you want to change and click "Change account type". You can then choose between "Administrator" and "Standard user". Then click OK.



If children or vulnerable adults are using the computer we recommend you set their account to **Standard user**. For more information about using the computer safely read our **Staying Safe Online** document on the desktop.



To remove a user, click on the user profile that you want to remove and click on the button "Remove". A pop-up will ask you to confirm that you want to delete the account and data. Once you are sure you no longer need the account and any of the folders - click "Delete account and data".