Adding and Modifying User Accounts

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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 "Computer Management."

Computer Management opens select the "Local User and Groups".
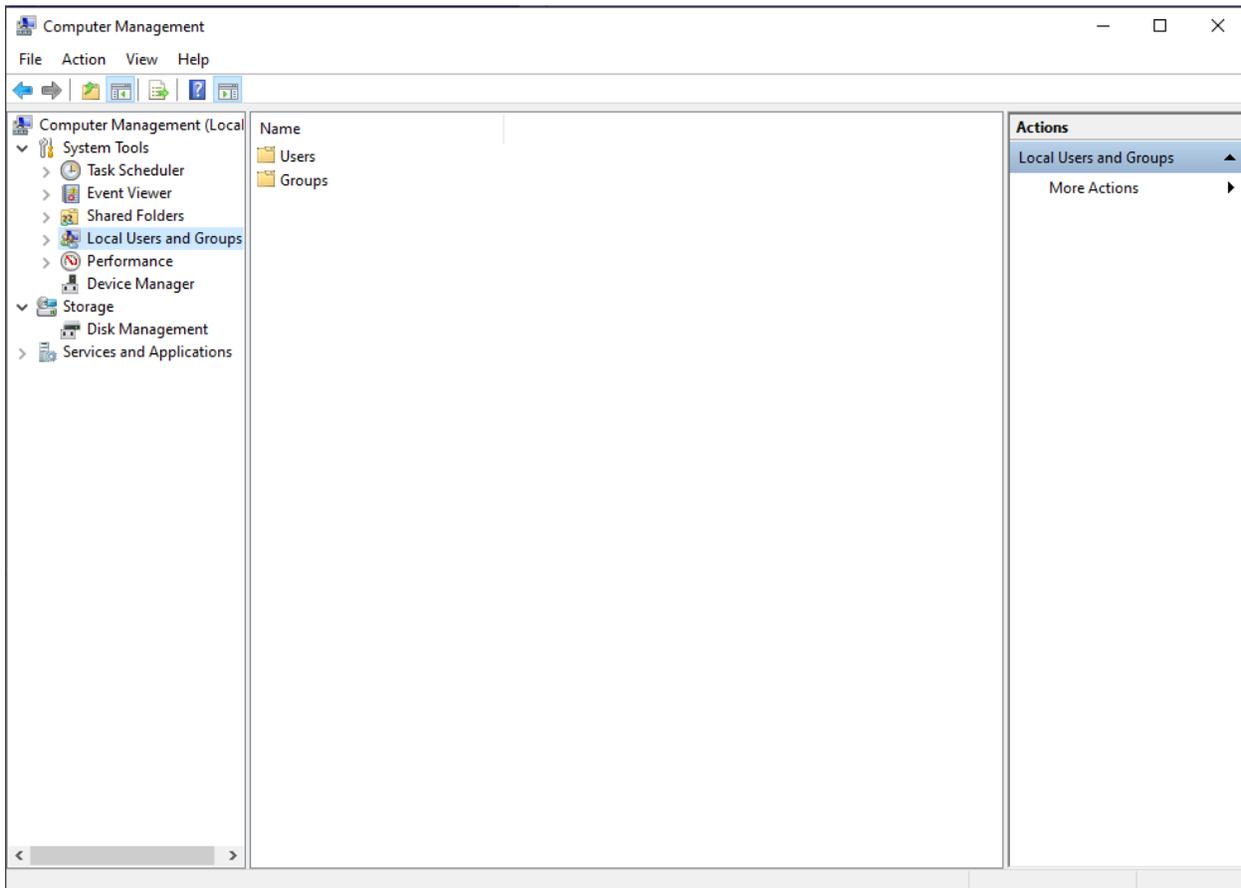
Next add the user accounts that will be needed, one account for each person that will use the computer.

Right-click the "Users" folder icon, and click new user to open the "New User" creation window.
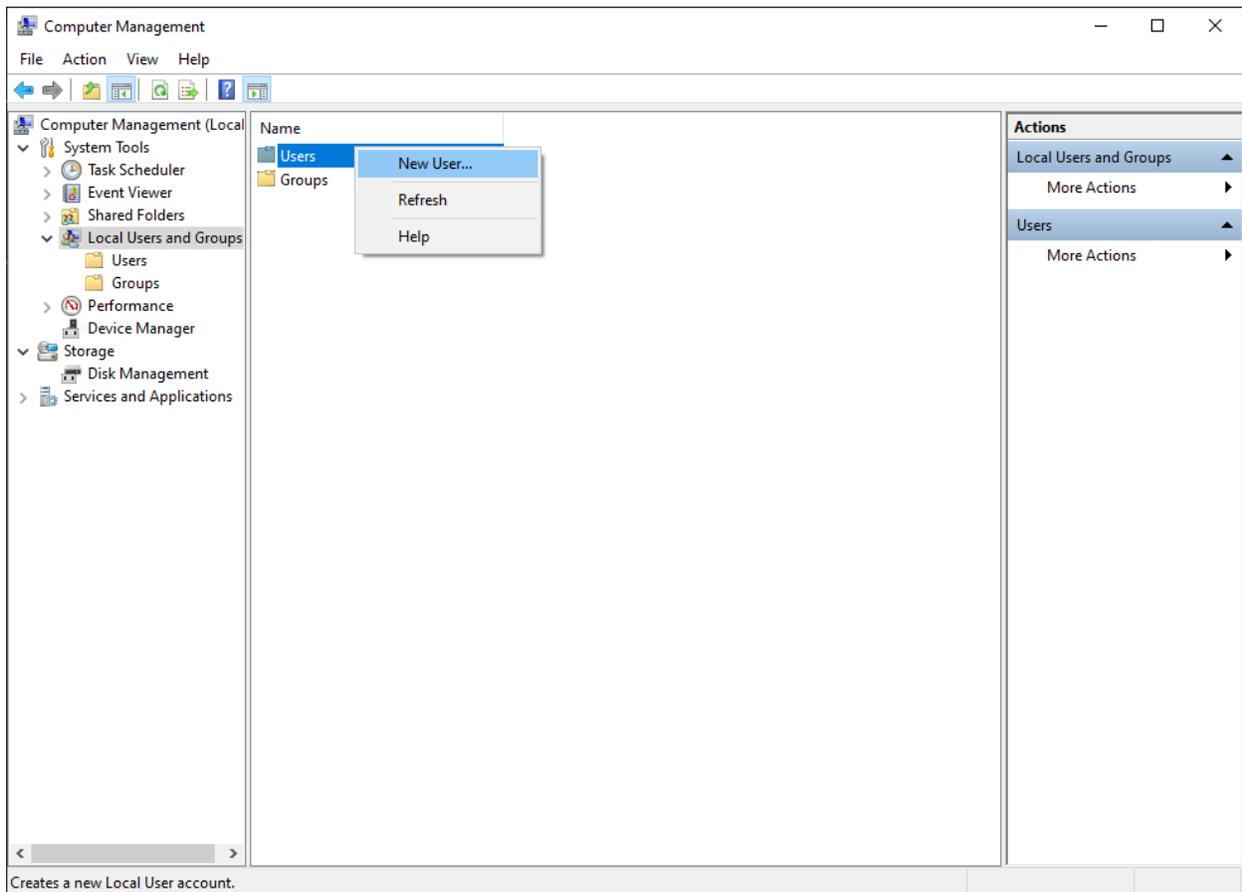
Enter the User Name and Full name. Do not enter a password and leave the "User must change password at next logon" default checked. Click "Create" to create the user. After all the necessary accounts are created, you can close the New User window, and Computer Management.
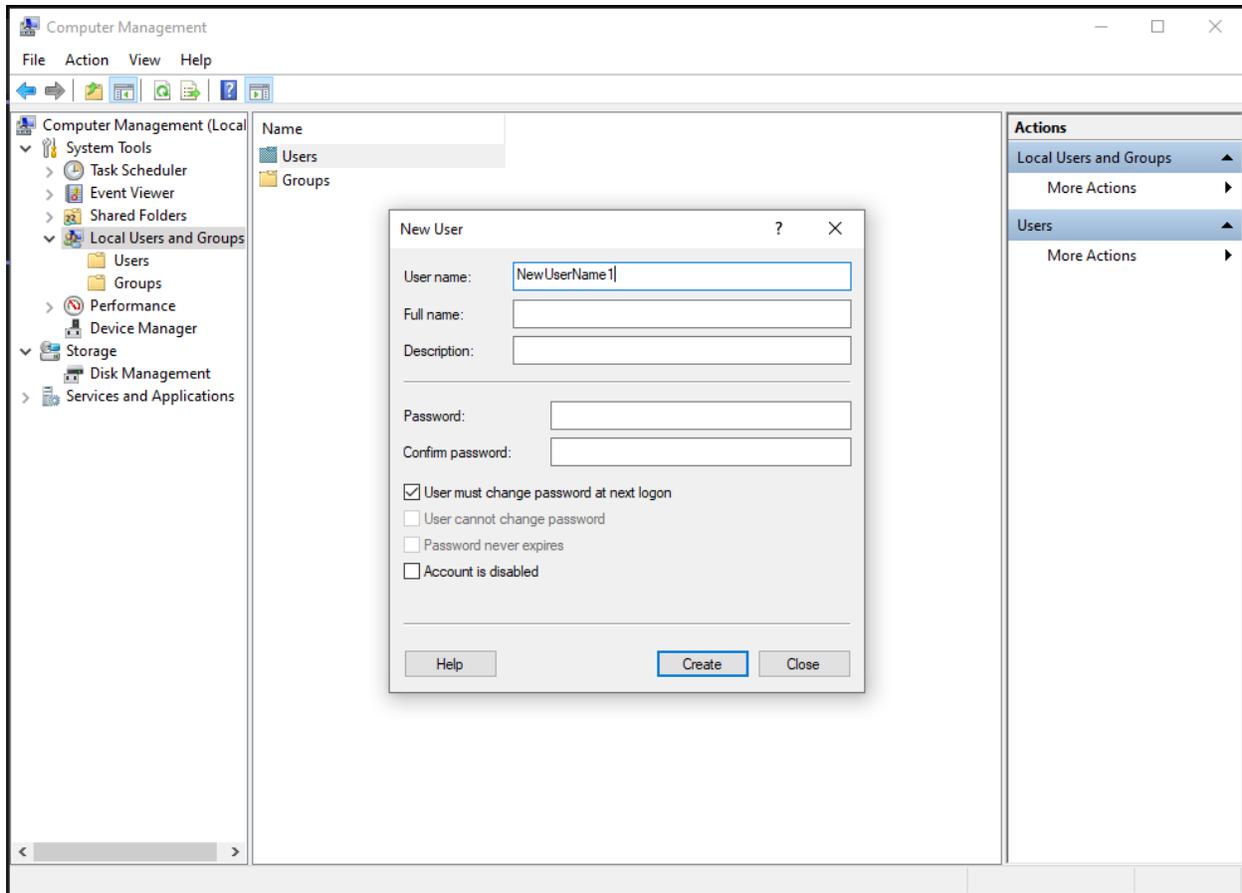
Logging into the new user account, creating a secure password

The password for the newly created users is nothing. The first time they login, the password should be changed and must meet the Minnesota Department of Information Technology Services requirements for passwords. Passwords must include the following:

- Use eight or more characters in length

- At least 1 (one) upper case letter

- At least 2 (one) lower case letter

- At least 1 (one) number

- At least 1 (one) special character

- Do not use common words, names, and/or keyboard sequences

- 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.

- Whenever possible use a passphrase where several words are strung together adding numbers and special characters

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 Users under the Local Users and Groups in Computer Management. This is detailed on page 1 of these instructions. After clicking Users, right-click on the account you wish to delete, then, click on the "Delete" option.
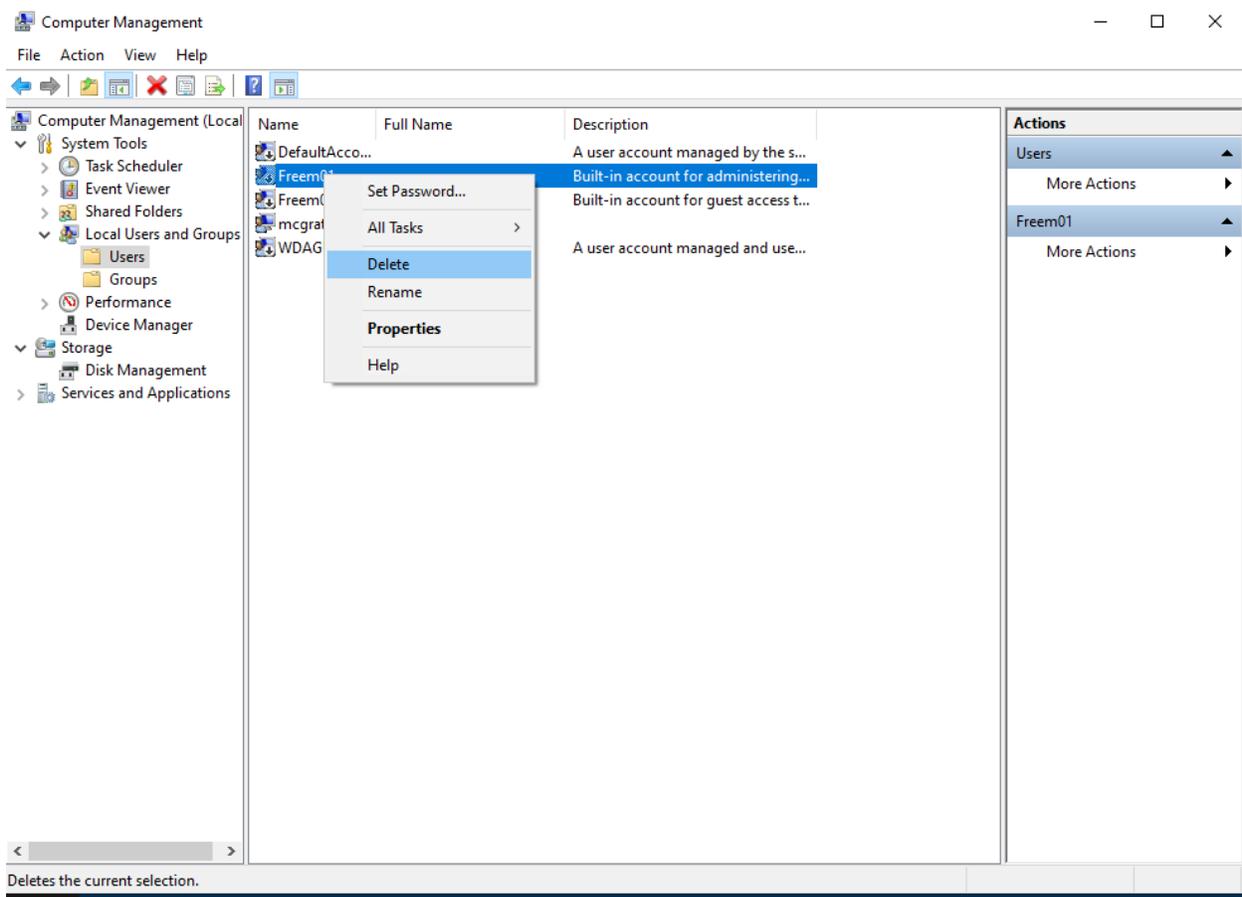
Forgot password

If the password is forgotten it can be reset from the Users screen.   To set a password, begin by clicking the Users under the Local Users and Groups in Computer Management. After you've clicked Users, right-click on the account you wish to reset the password for, then, click on the "Set Password" option.
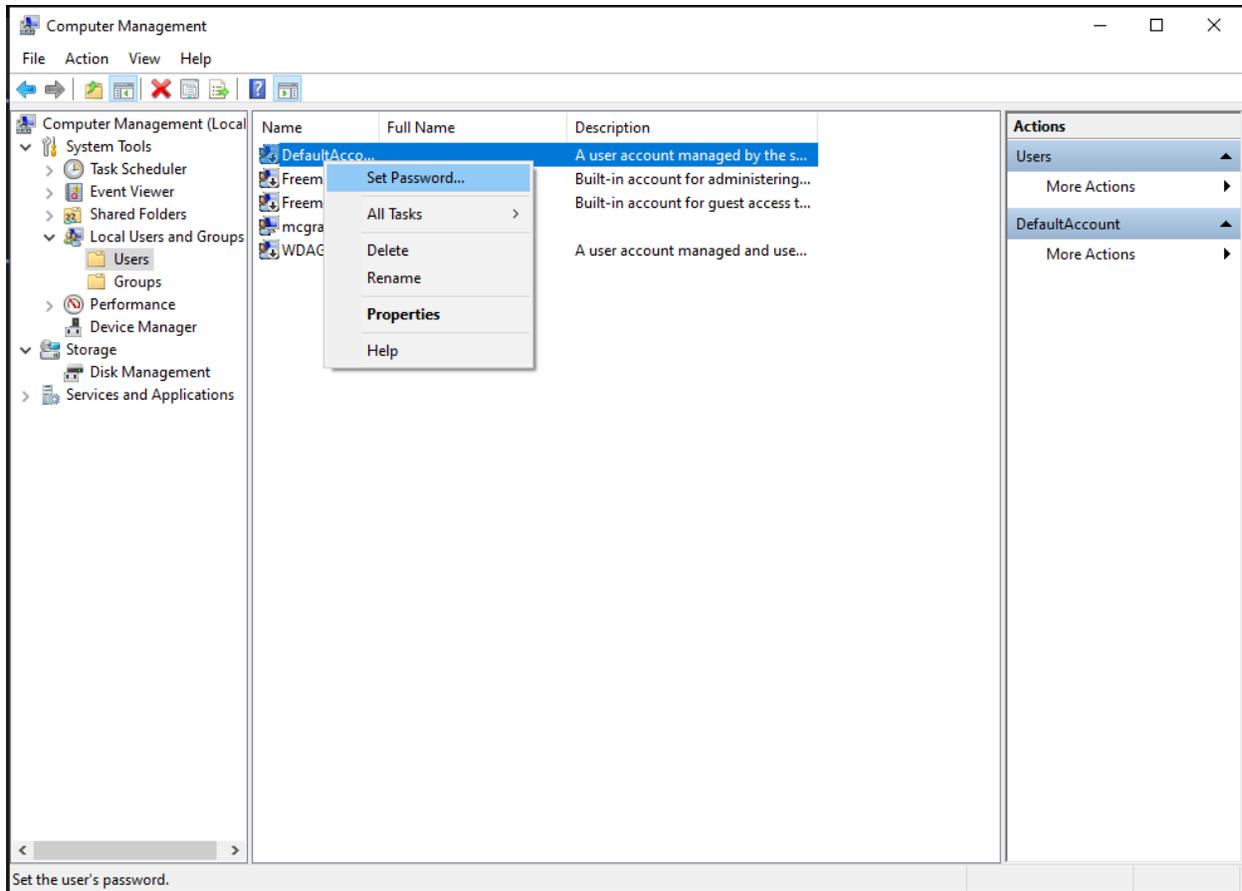
Choose "Proceed" on the warning that pops up.

At this point there will be a password entry screen. The new password may be entered here. Confirm the same new password.
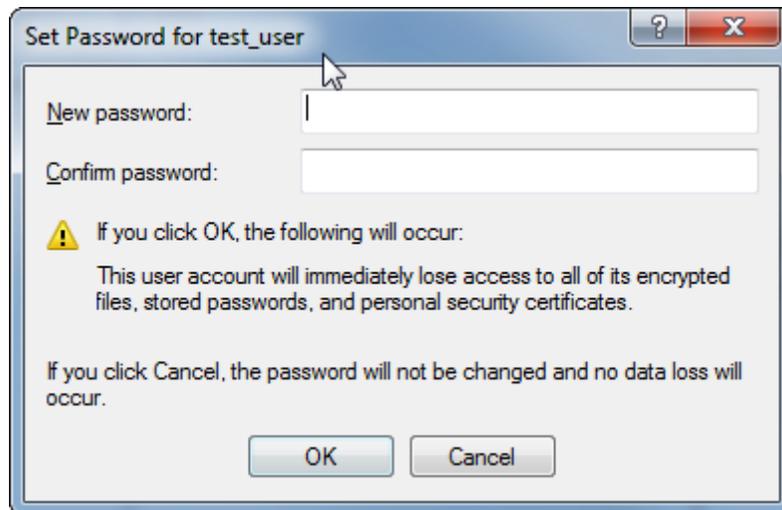
Click OK to finish or Cancel.

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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