Creating New Accounts in Microsoft XP

Creating the New Account:

- Click on Start → Settings → Control Panel.
- Double-click on the User Accounts icon.
- The User Accounts window will open.
- Click on Create a new account.
- A window will open asking you to name the new account.
- Type in a name for this new account (i.e.—the individual’s user id is a good name).
- Click Next.
- Choose an account type for the account you are creating.

- Computer Administrator is a good choice for someone you would like to have access to everything on your computer. An administrator account will allow the user to make global changes to your PC; add, change, or delete user accounts; and install programs. This may be a good choice if you are giving a fellow staff member access to your PC.

- A Limited account is a good choice if you want to allow someone to use your PC, but do not want them to be able to access everything on your PC or make any system-wide changes. A Limited user may make changes to his or her account only. He or She does not have authority to add most software, to make changes to other user accounts, or to view your files. The Limited account may be a good choice for student workers in your office.

- Click the Create Account button, and you will be returned to the main User Accounts screen.
You will notice that the new user, in this case VillanovaStaff, is listed in the “pick an account to change” section of the window. The access rights are displayed below the user name.

Setting Up and Changing Options on the New Account:

- Click on the new user (i.e.—VillanovaStaff) to configure the account.
- The following screen will appear, and you may choose one of the options listed.

CHANGE THE USER NAME:

- Click on the Change the name link.
- You will see a window entitled, “Provide a new name for the {user’s} account”.
- Type the new name in the window, and click the Change Name button.
CHANGE THE USER’S PASSWORD:

- Click on the Create a password link.
- Type in the new password.
- Type in the password a second time for confirmation.
- Type in a password hint to use in case you forget your password. For the password hint, choose something that will jog your memory for your password should you forget it.

- Click on the Create Password button to save this password.

REMOVE THE PASSWORD:

- Click this link to remove the password from this account.
- NOTE: If you remove the password, anyone will be able to access this account. If this user is a Computer Administrator, anyone will be able to make global changes to the PC.

CHANGE THE PICTURE:

- This option will make no difference to the account, and you will only see this picture when you open the User Accounts window in Control Panel.
**CHANGE THE ACCOUNT TYPE:**

- Click on the **Change the Account Type** link.
- Click on the desired account type, and click the **Change Account Type** button.
- When you are returned to the main screen for this user, you will notice the change in the user’s account type listed below the user name.

**DELETE THE ACCOUNT:**

- Click on the **Delete the account** link.
- You have two options when deleting an account:
  - **Keep Files**—This option saves the contents of the Desktop and the My Documents folder to a separate folder using the User Name as the title. This backup will not save e-mail messages, Internet Explorer Favorites, or any other files and settings. Anything apart from Desktop and My Documents will need to be backed up manually.
  - **Delete Files**—This option will delete the account, and any files associated with it.
- Click on the **Keep Files or Delete Files** button depending on your preference.
- Click the **Delete Account** button.
- You will no longer be able to access this computer using this account.