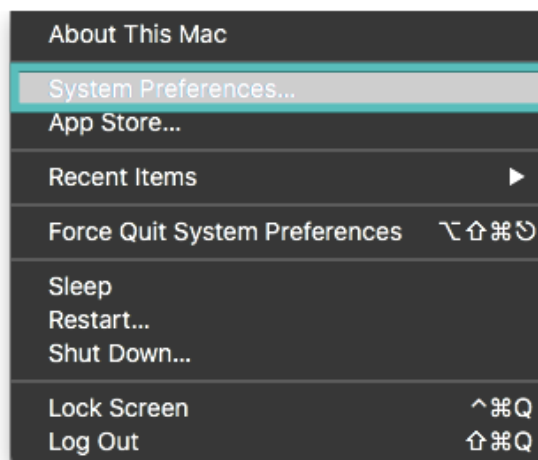# Rototuna Primary School

Adding users to home devices

8th of August 2018
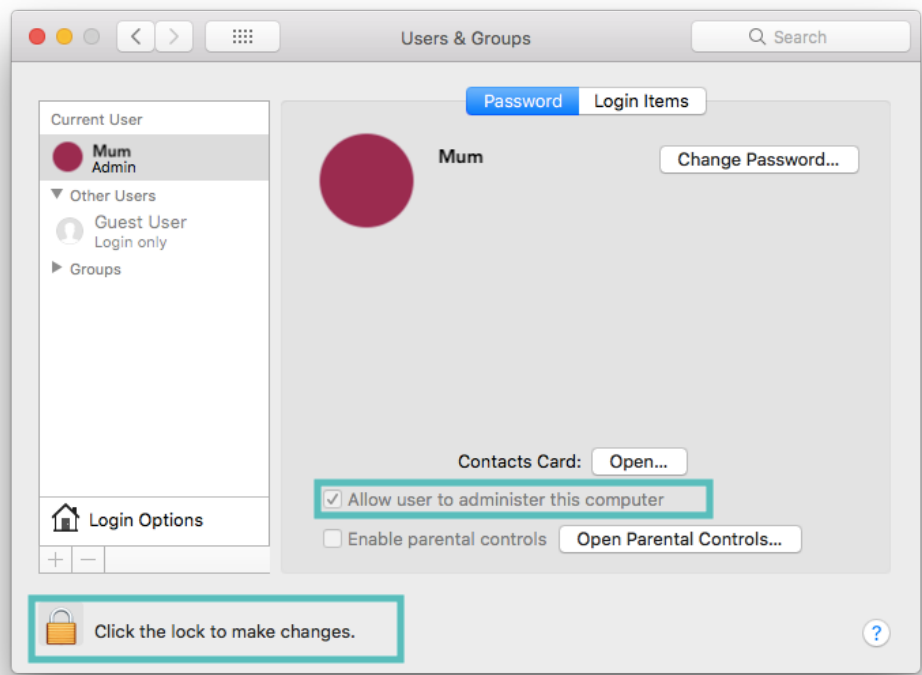
Apple

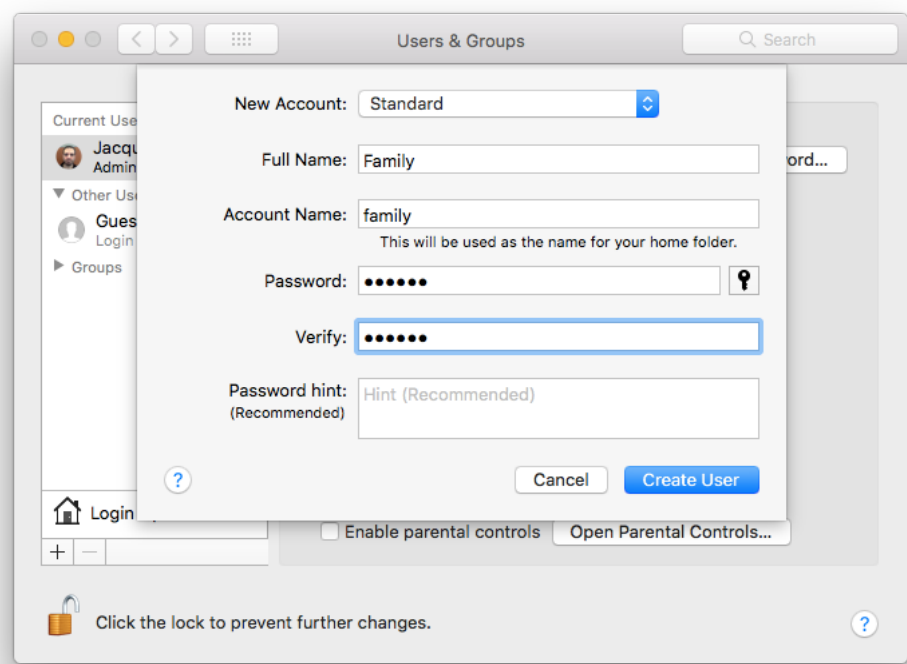On your Macbook/iMac select the Apple icon and click on System Preferences
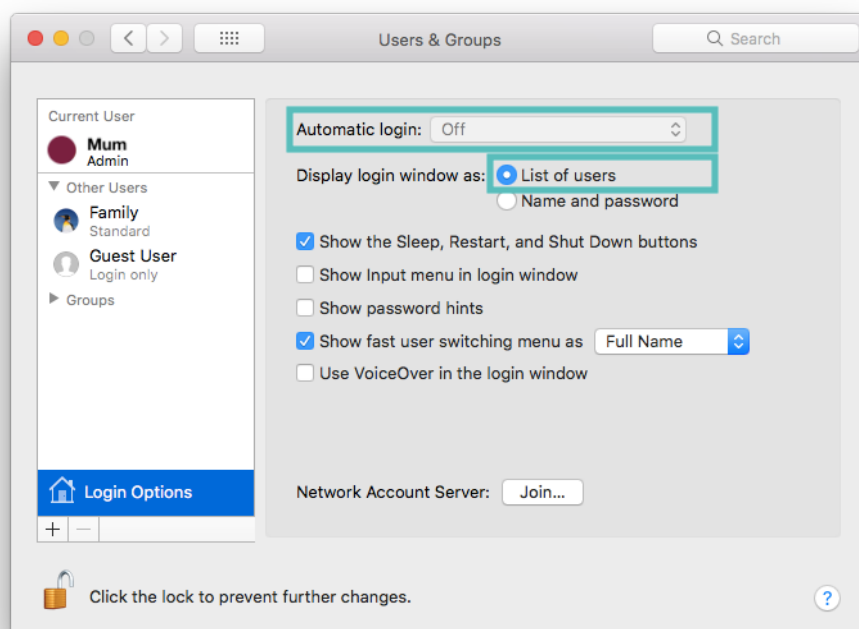

Then select Users & Groups

First ensure that the main account you will be using is an administrator, if it is the only account on the device this should already be the case. Then click on the padlock to make changes. Once unlocked click on the ⊞ below Login Options to create a new user.

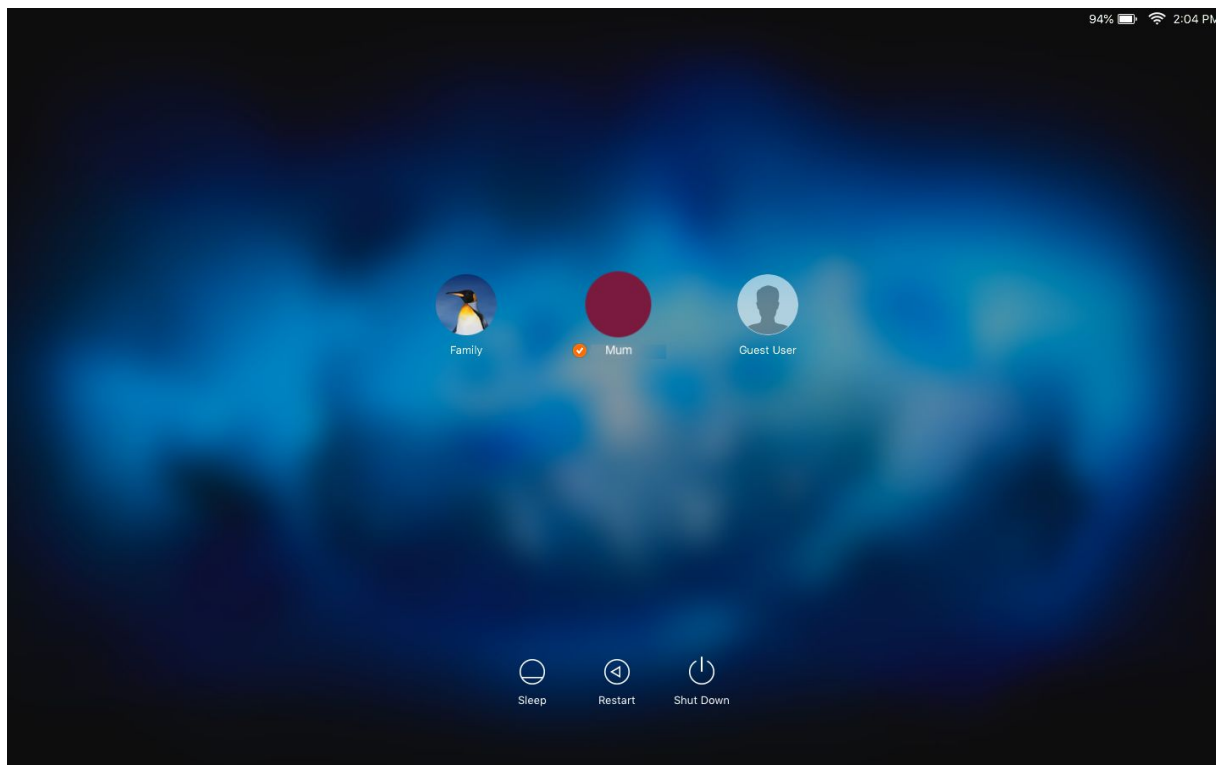Fill out the user information to create a new user like below.

Once created, click on Login Options and ensure that Automatic Login: is set to Off and that Display login windows as: is set to list of Users.

For optional added protection you can also enable parental protection on the family shared account. To do so click on the user and select Enable Parental Controls. Also, ensure that Allow user to administer this computer is not enabled.
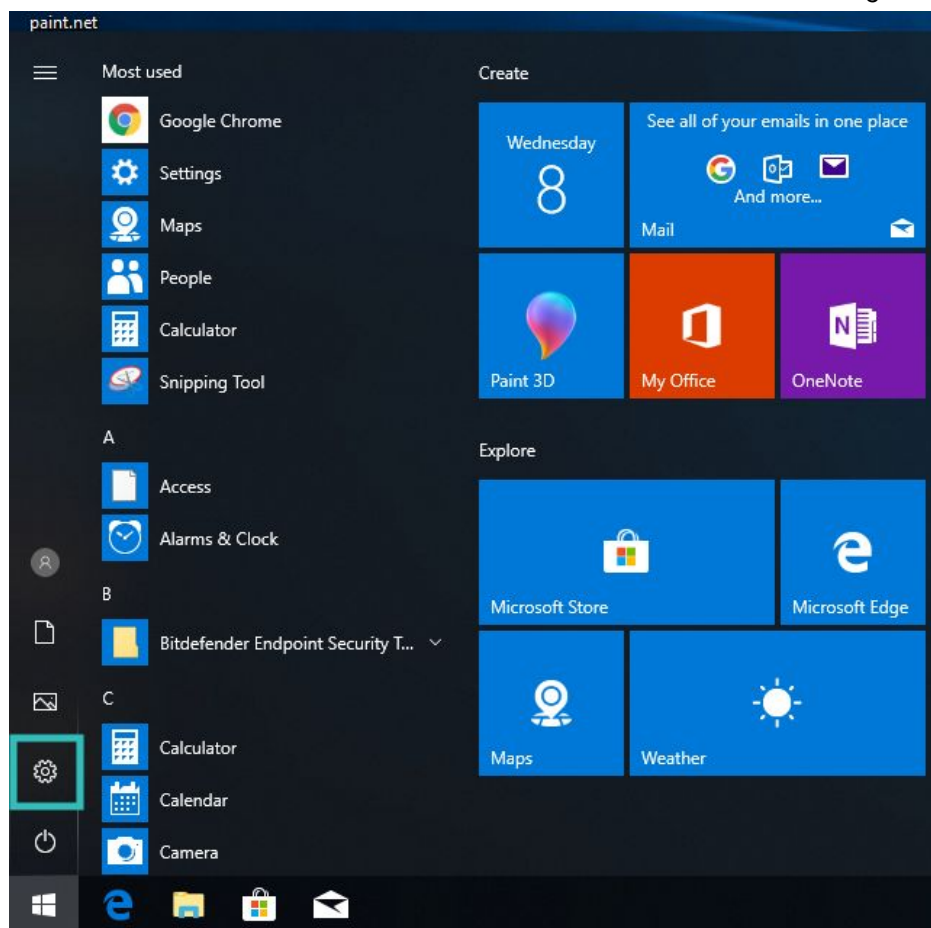
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Click on the padlock once more to lock the User & Groups settings and close the Preferences window. Now when you log off the login screen will present you with an additional user to log on the Mac. Creating this additional account mean any data stored on the parent account will be kept separate from anything on the family account. (Guest may or may not be disabled for you depending on what has been set previously)
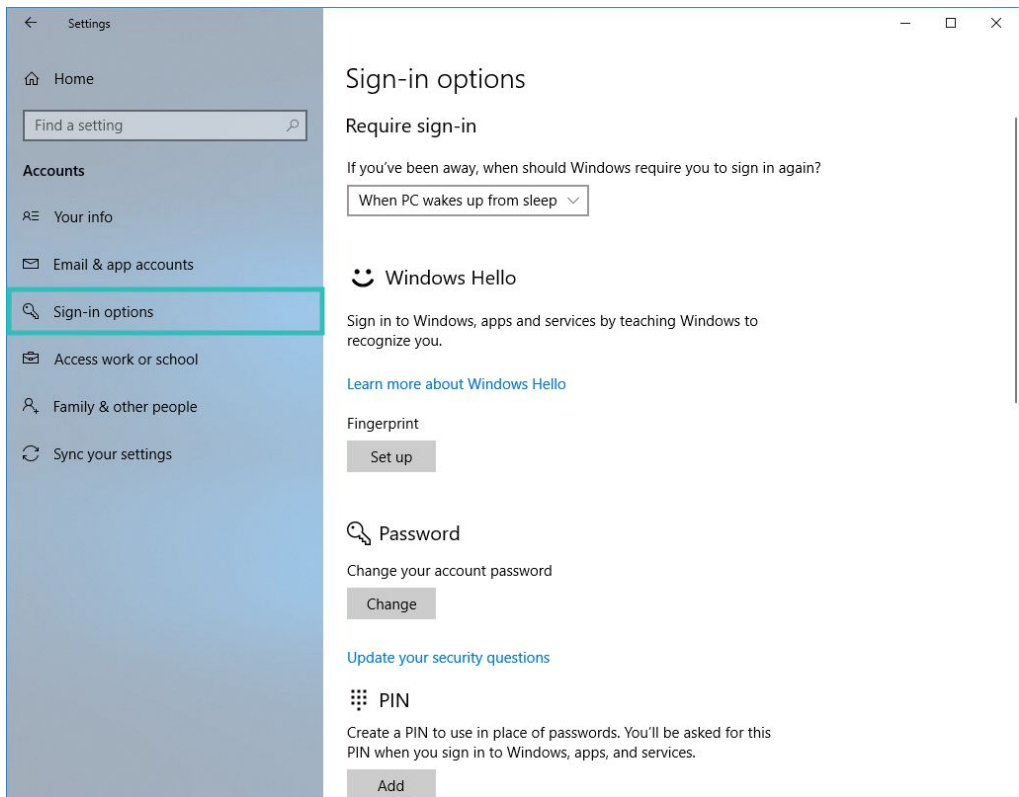
Windows

On your Windows device click the windows icon in the bottom left corner and select the cogwheel icon (settings).
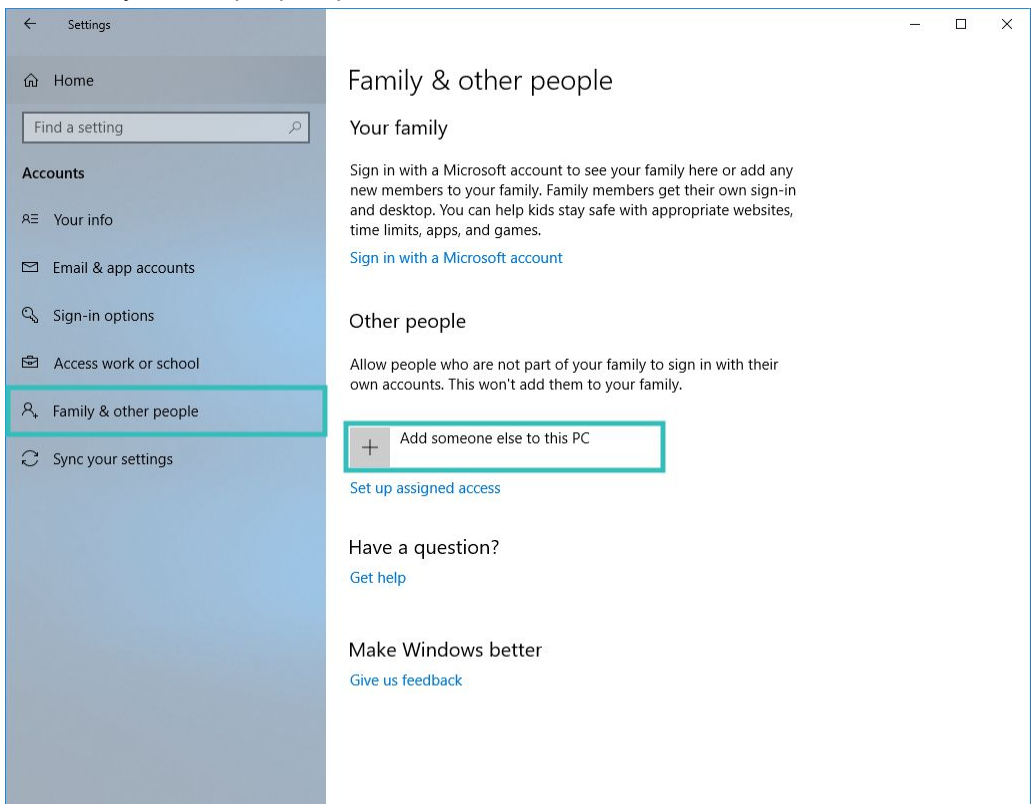

Once in Windows Settings open the user accounts option.

If you current account that will be your parental account does not have a password, go to the sign in options on the left and create / change password.

Once set click the Family & other people option on the left side and click the + Add someone else to this PC

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You will then be asked to sign in with a microsoft account, this is not required and you can bypass this to create a computer account by clicking on the blue text *"I dont have this person's sign-in information"*

Windows will ask to you then create a Microsoft account for this user which is also not required as you are wanting to create a local computer account, this can be bypassed by click on the blue text *"Add a user without a Microsoft account"*

You will now be able to create another local computer account on your Windows PC. Fill in all the information it requests and click next.

Once created, check that the account is not an administrator by clicking on the account and selecting change account type, this should present you with a box that advises whether the account is an administrator or standard user.

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Now when you log out you will have an additional account to log onto your Windows PC with. Creating this additional account mean any data stored on the parent account will be kept separate from anything on the family account.

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