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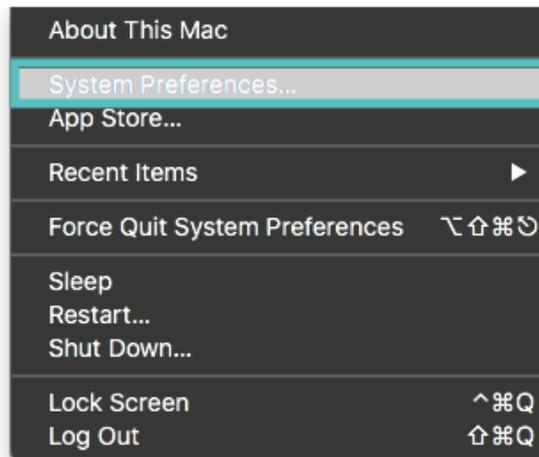
# Rototuna Primary School

Adding users to home devices

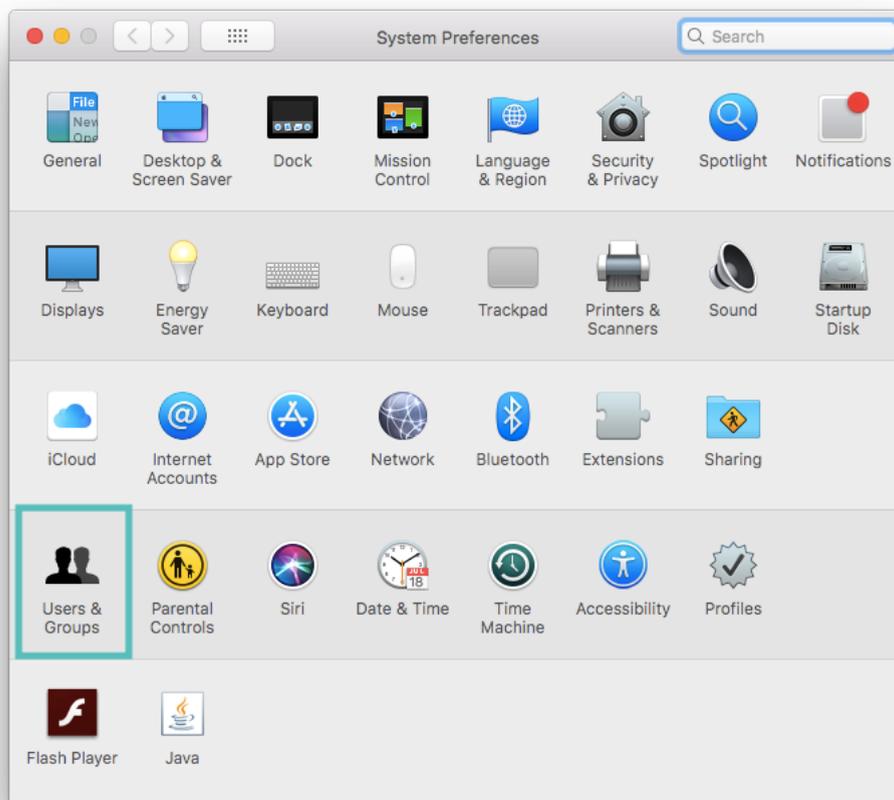
8th of August 2018

# Apple

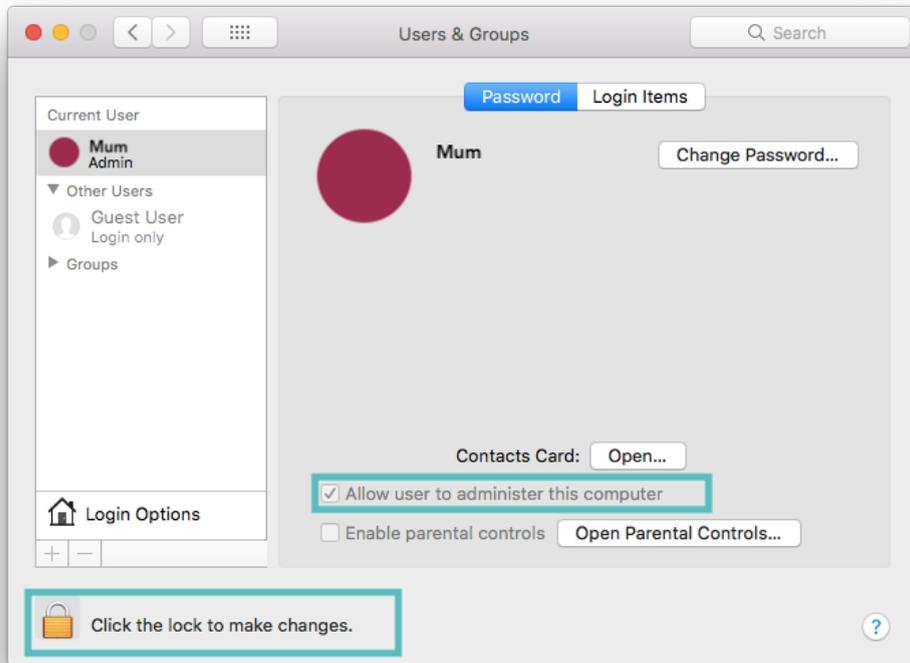
On your Macbook/iMac select the Apple icon  and click on System Preferences



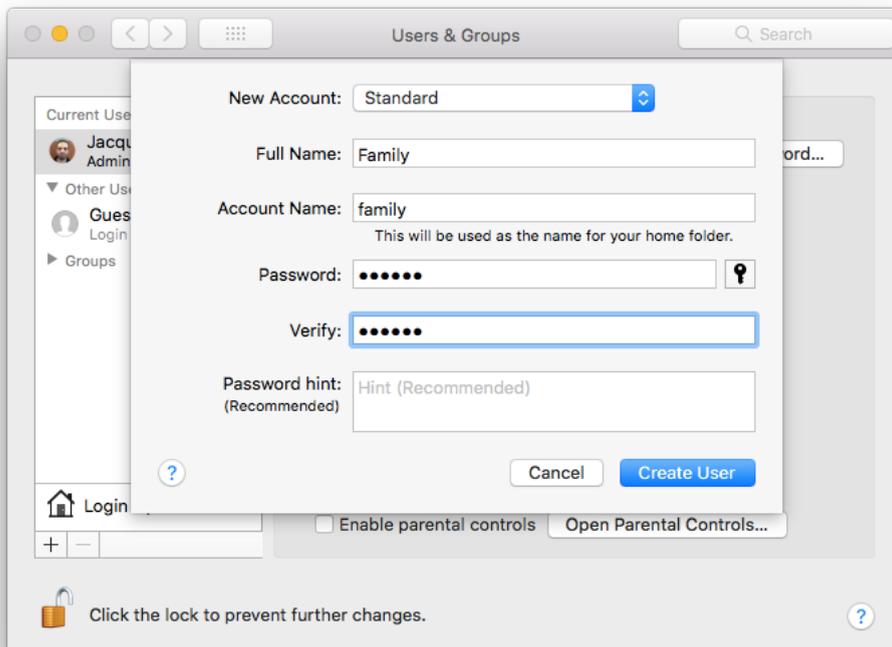
Then select Users & Groups



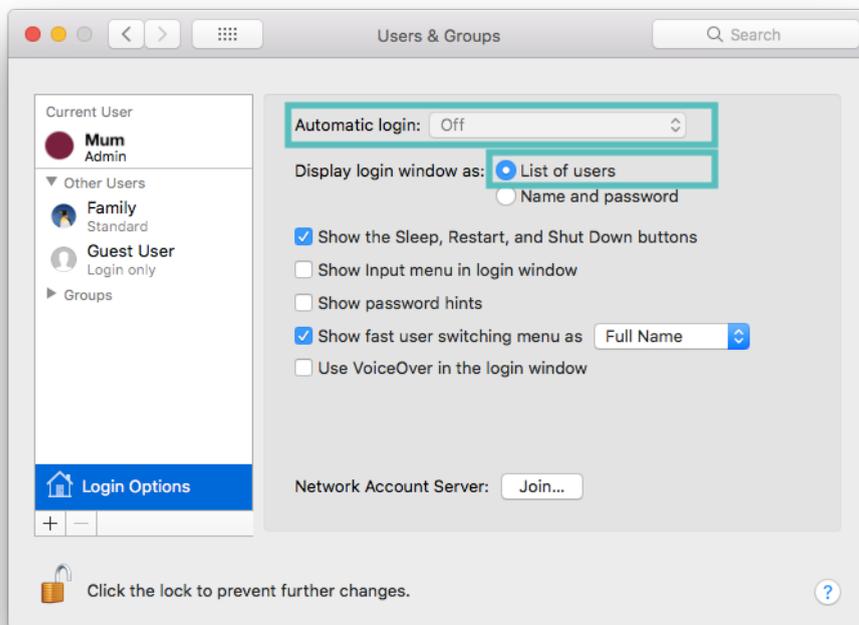
First ensure that the main account you will be using is an administrator, if it is the only account on the device this should already be the case. Then click on the padlock to make changes. Once unlocked click on the  below Login Options to create a new user.



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



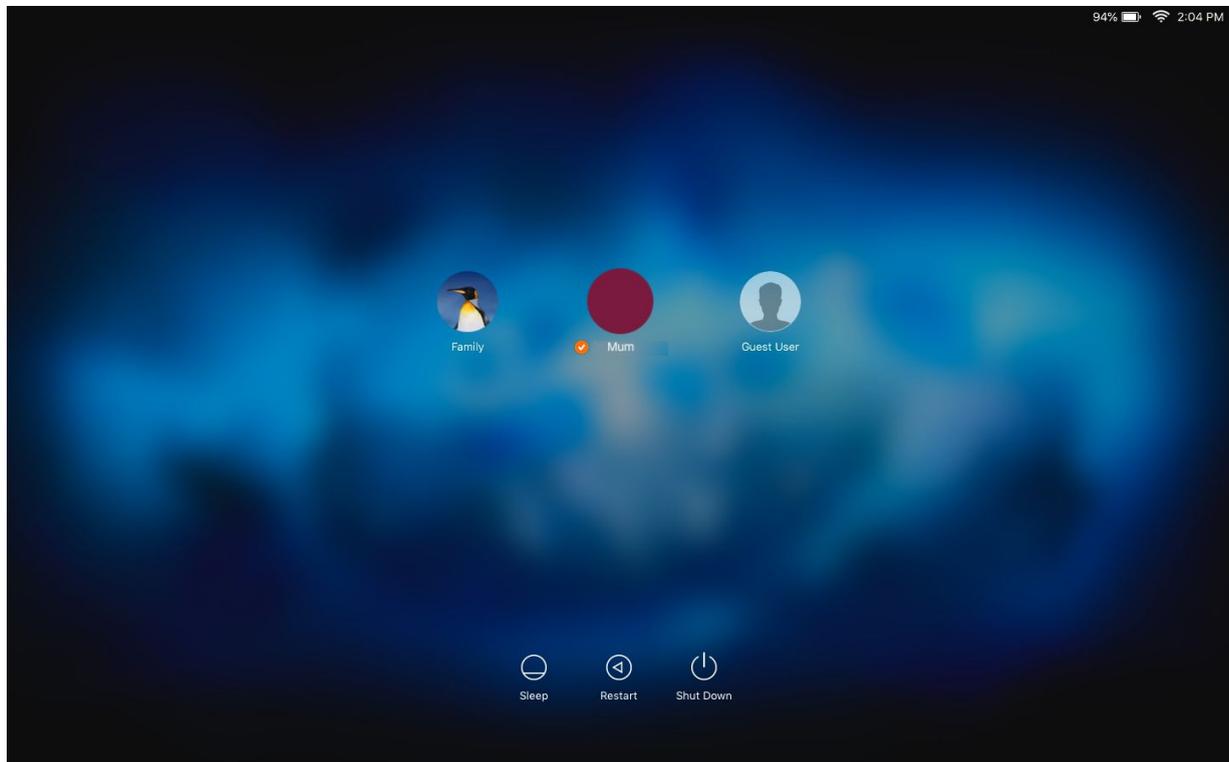
Once created, click on Login Options and ensure that Automatic Login: is set to Off and that Display login windows as: is set to list of Users.



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.

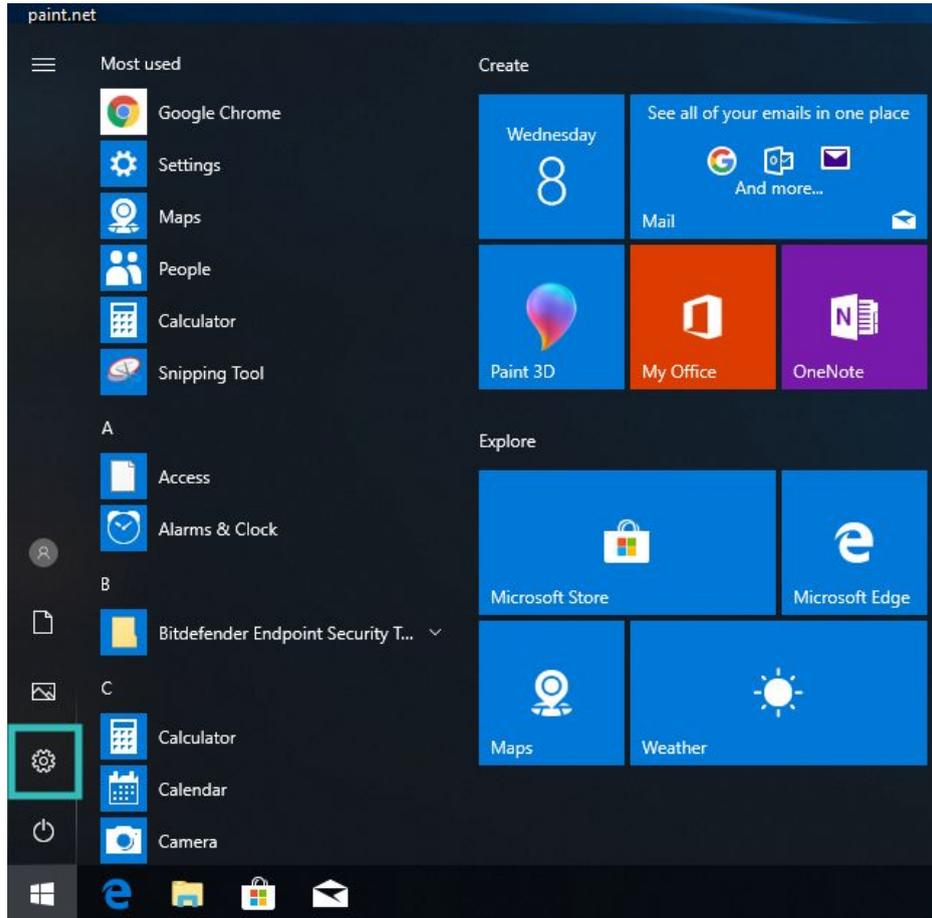


Click on the padlock once more to lock the User & Groups settings and close the Preferences window. Now when you log off the login screen will present you with an additional user to log on the Mac. Creating this additional account mean any data stored on the parent account will be kept separate from anything on the family account. (Guest may or may not be disabled for you depending on what has been set previously)



## Windows

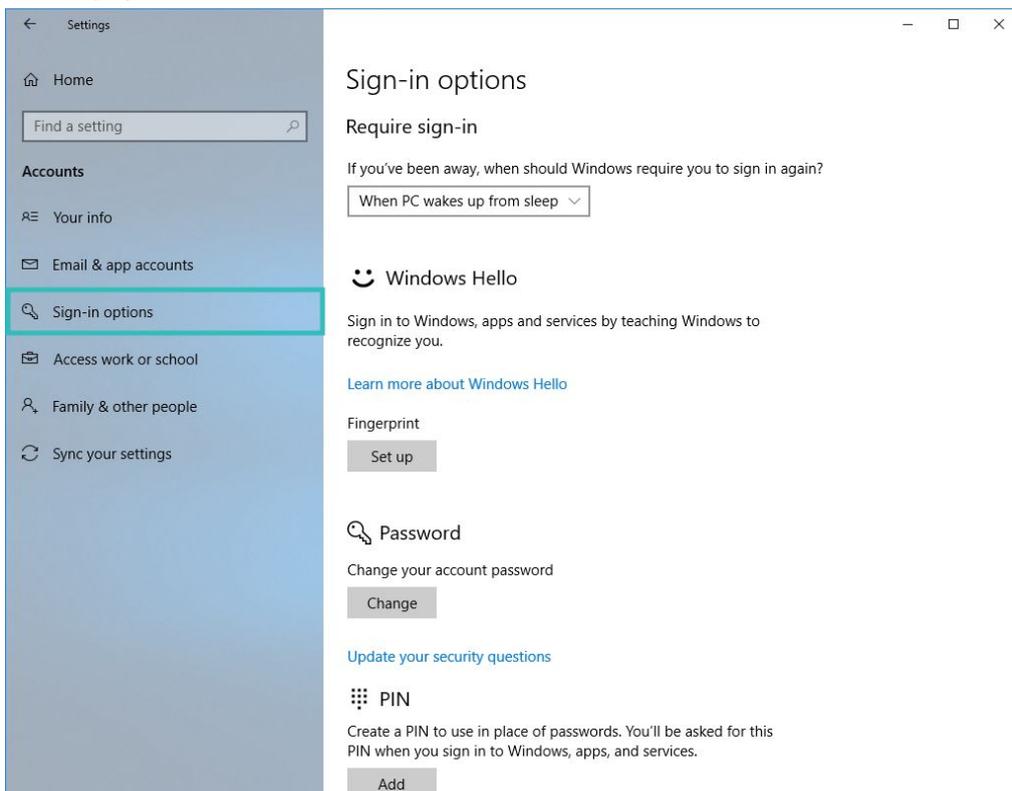
On your Windows device click the windows icon in the bottom left corner and select the cogwheel icon (settings).



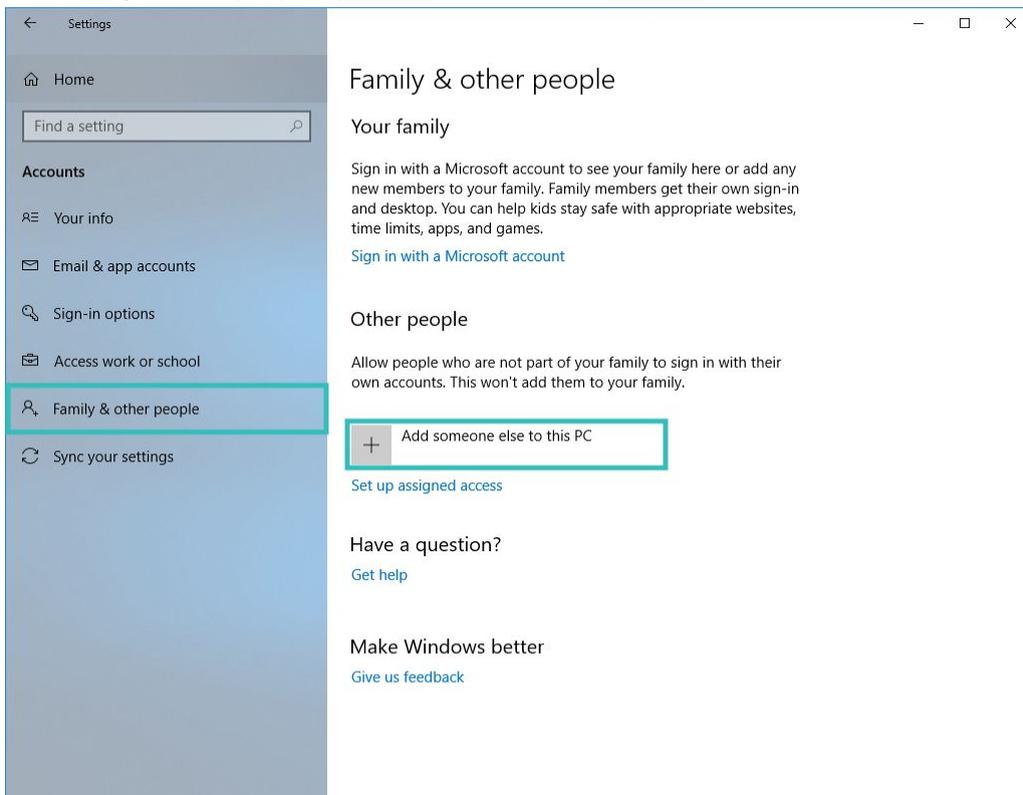
Once in Windows Settings open the user accounts option.



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



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"*

Microsoft account

### How will this person sign in?

Enter the email address or phone number of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email or phone number they use to sign in.

[I don't have this person's sign-in information](#)  
[Privacy statement](#)

Cancel Next

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"*

Microsoft account

### Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.\* [Learn more](#)

[Get a new email address](#)

New Zealand

\*If you already use a Microsoft service, go Back to sign in with that account.

[Add a user without a Microsoft account](#)

Back Next

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.

Microsoft account

### Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

**Who's going to use this PC?**

Family

**Make it secure.**

•••••

•••••

**In case you forget your password**

What was your first pet's name? ▾

Lassie

What's the name of the city where you were born? ▾

Next Back

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.

Settings

Home

Find a setting

**Accounts**

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people**
- Sync your settings

## Family & other people

### Your family

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

[Sign in with a Microsoft account](#)

### Other people

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

+ Add someone else to this PC

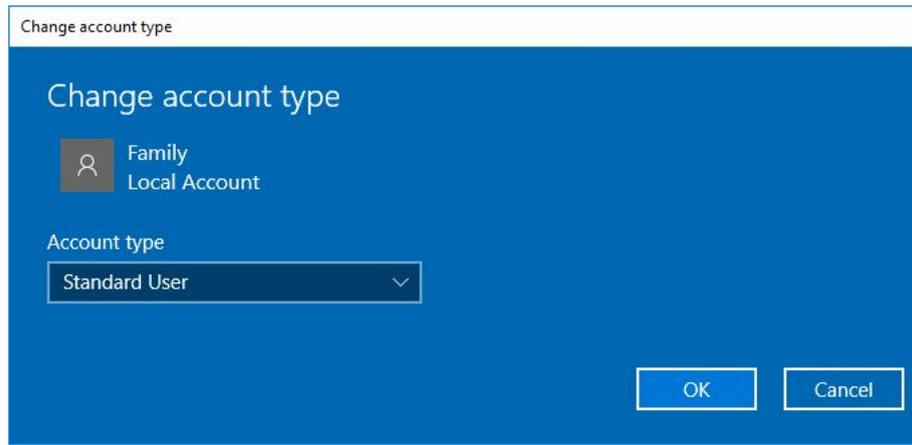
Family  
Local account

Change account type Remove

[Set up assigned access](#)

Have a question?  
[Get help](#)

Make Windows better



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.

