

# TICKET: Add User to Windows Computer

Andrew Shedd

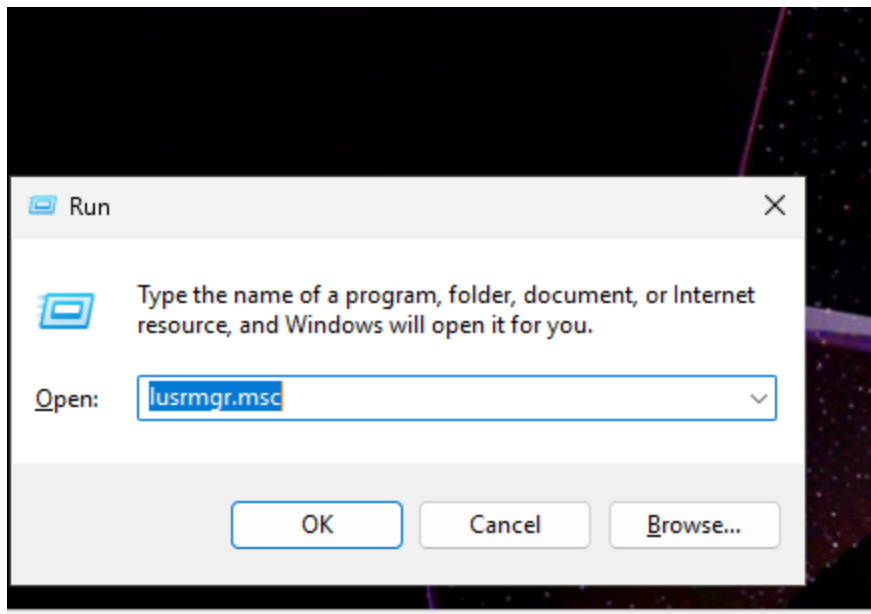
## Project for Practical Help Desk, TCM Security

TICKET: Hello admin, could you please add a local user "Richard" to the windows computer. Please create the account so that the user will have to change their password the first they login. In addition, please make the user is a local administrator.

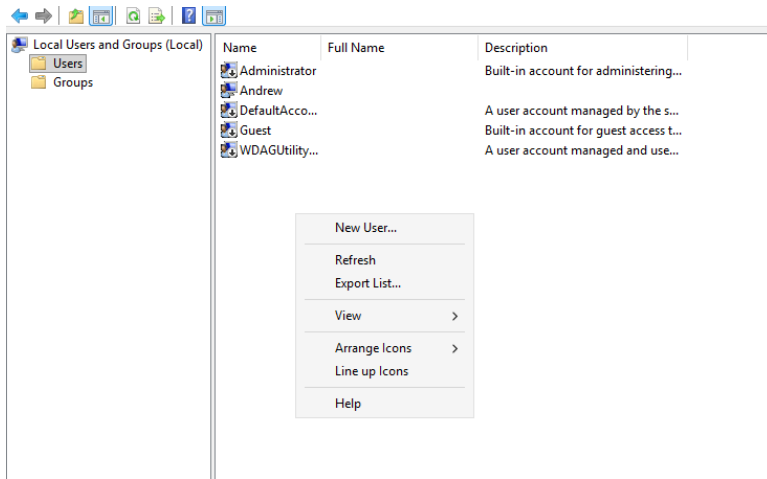
### Solution:

#### Create the user

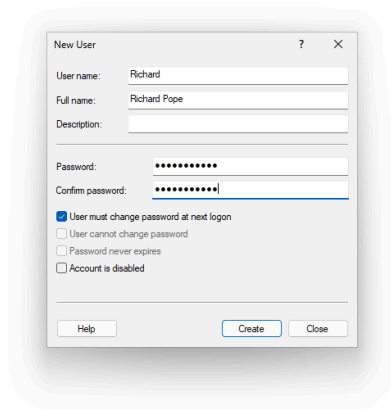
1. Navigate to lusrmgr.msc on the run bar



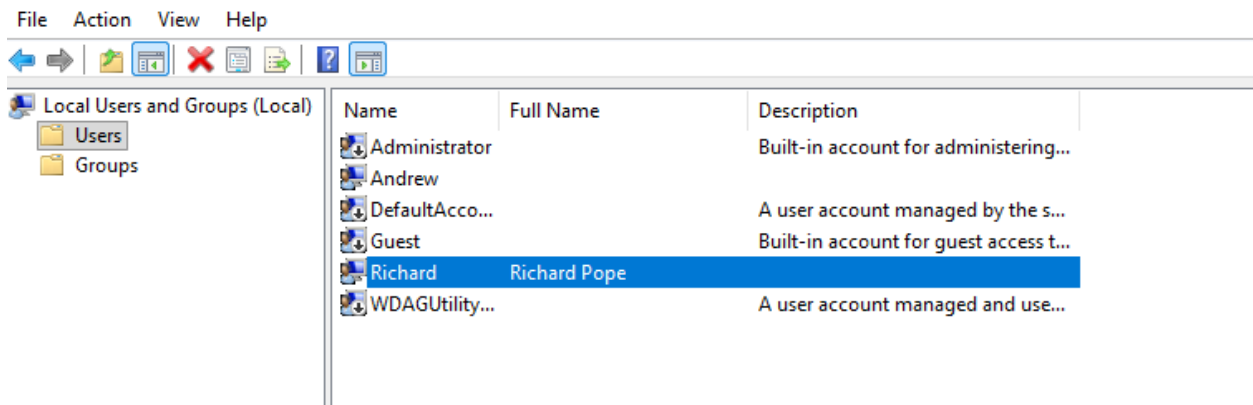
1. Once in Local User and Group management right click in the users folder and click new user



1. Name the user richard
2. Select User has to change password first time logging in.

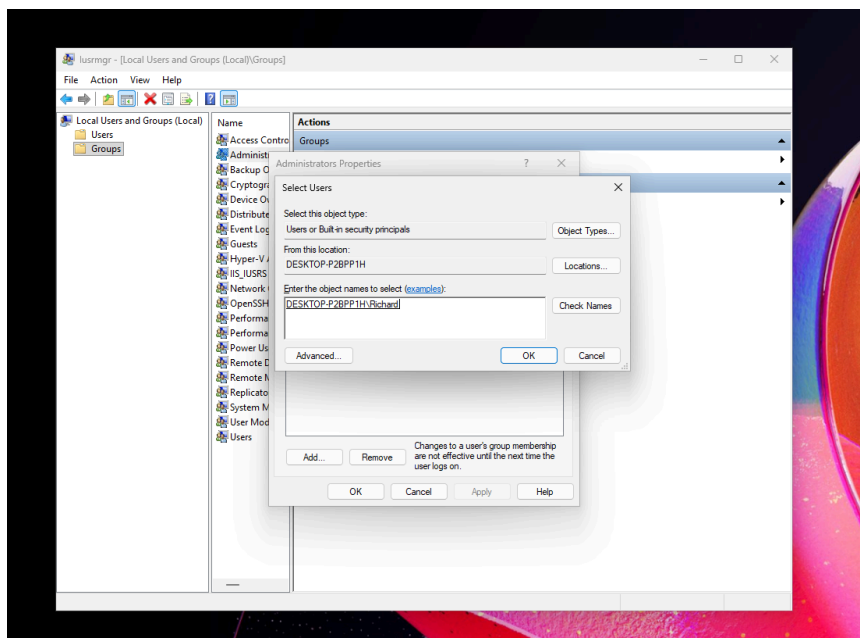


1. Create the user



## Add Richard to the Administrators group

- Select the groups folder
- Select the administrators group and go to the properties
- Select add to add richard into the administrators group



## Wrap Up:

- A new user was created named richard
- A new password is required on first logon

- Richard was added to the administrators group

**Ticket Closed**