

User Account Management

By Namal Balasuriya (*MCS, BIT, MBCS, MCSSL, SCJP*)

namal.balasuriya@sit.ac.nz

Lesson Plan

- ▶ User Accounts
- ▶ User Account Types
- ▶ Default User Accounts
- ▶ Local Users & Domain Users
- ▶ Creating & Managing User Accounts
- ▶ Managing User Groups
- ▶ Q&A

User Accounts

- ▶ A User Account is a collection of settings and permissions, specific to a user, that determines what a user can and cannot do on the computer.
- ▶ These settings are also used to protect the user's files and folders from access by other non-authorized people.
- ▶ A user account will determine the files and folders a user can access & the changes a user can make to the computer.

User Account Types

Administrator

- ▶ Members of the Administrators group are classified as Administrator accounts.
- ▶ By default, the Administrators group includes the first account you create when you set up the computer and an account named Administrator that is disabled and hidden by default.
- ▶ Unlike other account types, administrators have full control over the system.
- ▶ Following are the tasks that only administrators can perform...

Create, change, and delete user accounts and groups

Install and uninstall programs

Configure automatic updating with Windows Update

Install an ActiveX control

User Account Types Cont.

Install or remove hardware device drivers

Share folders

Set permissions

Access all files, including those in another user's folder

Take ownership of files

Copy or move files into the %ProgramFiles% or %SystemRoot% folders

Restore backed-up system files

Grant rights to other user accounts and to themselves

Configure Parental Controls

Configure Windows Firewall

User Account Types Cont.

Standard User

- ▶ Members of the Users group are classified as standard User accounts. (In Windows XP, Users' group members are called limited accounts.)
- ▶ Many tasks that were available only to administrators in previous Windows versions can be performed in Windows 7 by standard users.
- ▶ These additional tasks do not affect overall system security, and their prohibition in Windows XP and Windows 2000 made it impractical for most people to run without full administrative privileges in Windows 7 as in Windows Vista it makes sense to use a standard account.

User Account Types Cont.

- ▶ A partial list of tasks available to standard user accounts includes...

Change the password and picture for their own user account

Use programs that have been installed on the computer

Install system and driver updates using Windows Update

Install approved ActiveX controls

Configure a secure Wi-Fi connection

Refresh a network adapter and the system's IP address

View permissions

Create, change, and delete files in their document folders and in shared document folders

Restore their own backed-up files

User Account Types Cont.

View the system clock and calendar, and change the time zone

Set personalisation options, such as Themes, Desktop Background, and so on

Select a display dots-per-inch (dpi) setting to adjust text size

Configure power options

Log on in Safe Mode

View Windows Firewall settings

User Account Types Cont.

Guest

- ▶ Members of the Guests group are shown as Guest accounts.
- ▶ Guest accounts have privileges like standard accounts, with some limitations.
- ▶ A user logged on with the Guest account (but not any other account that is a member of the Guests group) cannot create a password for the account.

Default User Accounts

Default User accounts or Built-in accounts are accounts that are created at the time you install the operating system. When installed into a workgroup environment, windows 7 has four user accounts.

1. Administrator

- The Administrator account is the most powerful local user account possible.
- This account has unlimited access and unrestricted privileges to every aspect of Windows.
- The Administrator account can manage all security settings, other users, groups, the operating system, printers, shares, and storage devices.

Default User Accounts Cont.

- Because of these far-reaching privileges, the Administrator account must be protected from misuse.
- The Administrator account is disabled by default in Windows 7. The password for the Administrator account is blank by default.
- To protect the Administrator account from misuse, it is disabled by default in Windows 7. However, the Administrator account is automatically enabled when you enter Safe Mode so that you can use it for troubleshooting. Safe Mode is a boot option you can use when troubleshooting Windows.
- The Administrator account cannot be deleted and locked out after too many incorrect logon attempts.

Default User Accounts Cont.

2. Guest

- The Guest account allows users to access the computer even if they do not have a unique username and password.
- It is one of the least privileged user accounts in Windows.
- It has extremely limited access to resources and computer activities, and it is intended for occasional use by low-security users.

Default User Accounts Cont.

3. Initial User

- The initial user account is created during the installation.
- It uses the name of the registered user.
- By default, the initial user is a member of the Administrators group.
- These users are considered local users, and their permissions are contained within the Windows 7 operating system.
- You can also have users logging into the Windows 7 computer who are considered domain users.

Default User Accounts Cont.

4. HomeGroup User

- The HomeGroup user is created by default to allow this machine to connect to other machines within the same HomeGroup network.
- This account is enabled by default.

Local Users & Domain Users

- ▶ **The users stored on the local computer are known as Local User accounts.**

Local user accounts are user accounts created in Windows. They exist only on the local computer. Local user accounts are stored in the Security Accounts Manager (SAM) database.

- ▶ **The users stored in Active Directory's central database are called Domain User accounts.**

Active Directory is a directory service that is available with the Windows Server 2008, Windows Server 2003, and Windows 2000 Server platforms. It stores information in a central database called Active Directory that allows users to have a single user account for the network.

Creating & Managing User Accounts

Creating a Local User Account

- ▶ Log into your Windows account.
- ▶ Click the Start button and select **Settings** (gear icon).
- ▶ Click on **Accounts** and then select **Family & other users** from the left-hand menu.
- ▶ Select **Add someone else to this PC**.
- ▶ Select **I don't have this person's sign-in information**, and on the next page, select **Add a user without a Microsoft account**.
- ▶ Enter a username, password, password hint, choose security questions and then select **Next**.

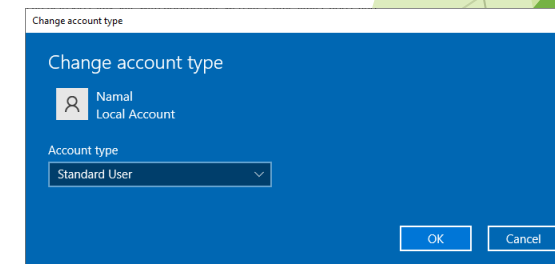
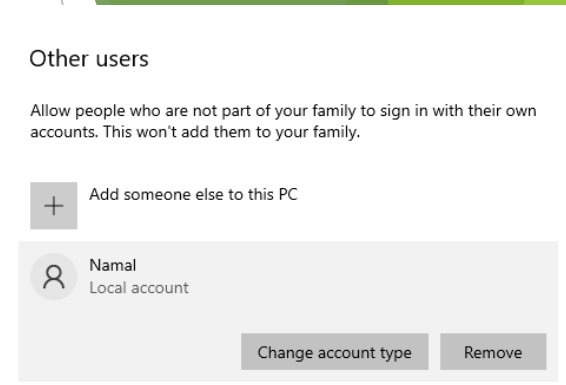
Creating & Managing User Accounts Cont.

Changing a Local User Account to an Administrator Account

- ▶ Select **Start > Settings > Accounts**
- ▶ Under **Family & other users**, select the account owner name, then select **Change account type**.

Note: If you choose an account that shows an email address or doesn't say "Local Account", then you're giving administrator permissions to a Microsoft account, not a local account.

- ▶ Under **Account type**, select **Administrator**, and then select **OK**.
- ▶ Sign in with the new administrator account.

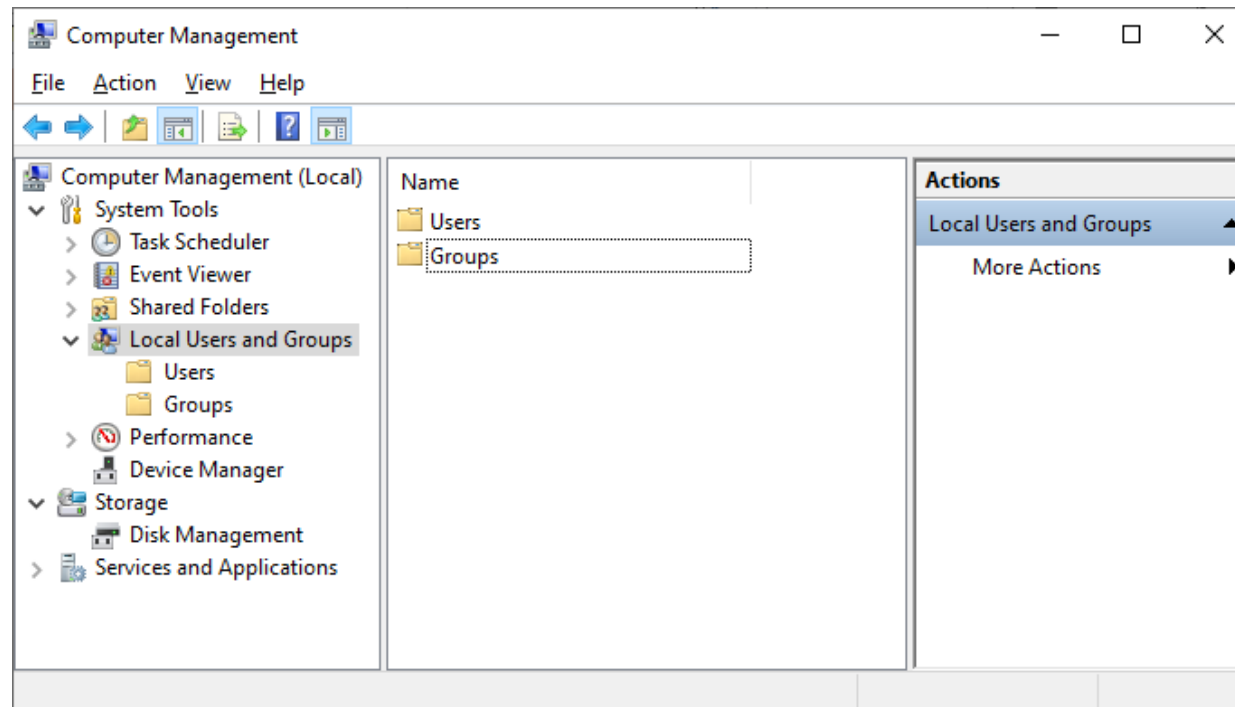


Creating & Managing User Accounts Cont.

More Methods to Manage User Accounts...

Computer Management Tool

- Select Start > Computer Management

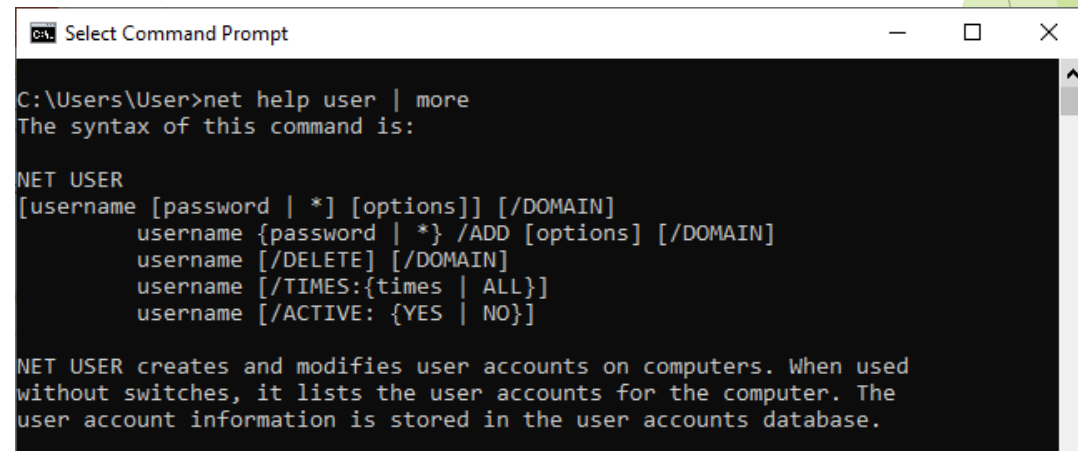


Creating & Managing User Accounts Cont.

More Methods to Manage User Accounts...

Command-line Utilities

- ▶ The command-line `net.exe` is used for managing user accounts and security groups, in a Command Prompt window.
- ▶ For full details about the commands and parameters, type `net help user | more` or `net help localgroup | more`.



```
C:\Users\User>net help user | more
The syntax of this command is:

NET USER
[username [password | *] [options]] [/DOMAIN]
    username {password | *} /ADD [options] [/DOMAIN]
    username [/DELETE] [/DOMAIN]
    username [/TIMES:{times | ALL}]
    username [/ACTIVE: {YES | NO}]

NET USER creates and modifies user accounts on computers. When used
without switches, it lists the user accounts for the computer. The
user account information is stored in the user accounts database.
```

Managing User Groups

- ▶ Groups are used to logically organise users with similar rights requirements.
- ▶ Groups simplify administration because you can manage a few groups rather than many user accounts.
- ▶ For the same reason, groups simplify troubleshooting.
- ▶ Users can belong to as many groups as needed, so it's not difficult to put users into groups that make sense for your organisation.

Managing User Groups Cont.

To create or manage user groups...

- ▶ Go to **Start > Computer Management > Local Users and Groups**

or

- ▶ Press Win + R > Type *lusrmgr.msc* > Press **Enter**

Thank you!