3.3.10 Lab - Create User Accounts

This lab has been updated for use on NETLAB+.
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Introduction

In this lab, you will create and modify user accounts in Windows.

Part 1: Creating a New Local User Account

**Part 2: Reviewing User Account Properties**

Part 3: Modifying Local User Accounts

## Instructions

Part 1: Creating a New Local User Account

Step 1: Open the User Account Tool.

a. Access the **WinClient** machine. Unlock the machine by clicking on the drop-down arrow for that specific machine's tab and select **Send CTRL+ALT+DEL**.

b. Login as the `Administrator` using `cyberops` as the password.

c. Click the **Search icon** in the taskbar and search for **Control Panel**, open the program. Select **User Accounts** in the *Small icons* view. To change the view, select **Small icons** in the *View by* drop down list.
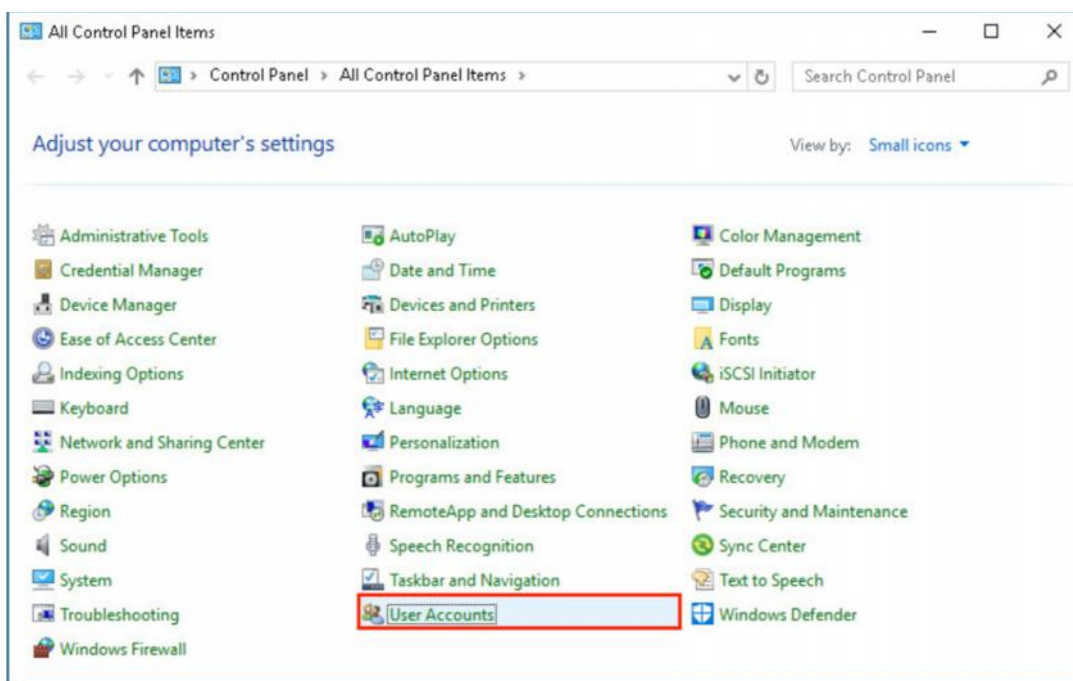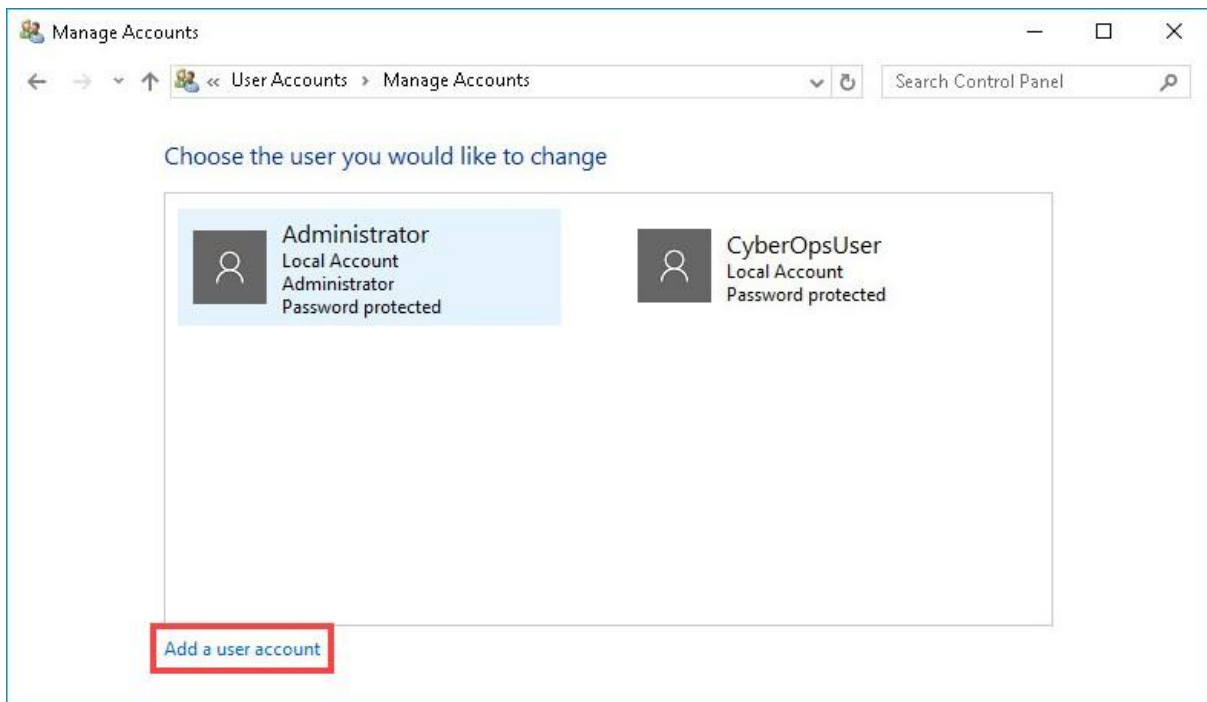
Step 2: Create a user account.

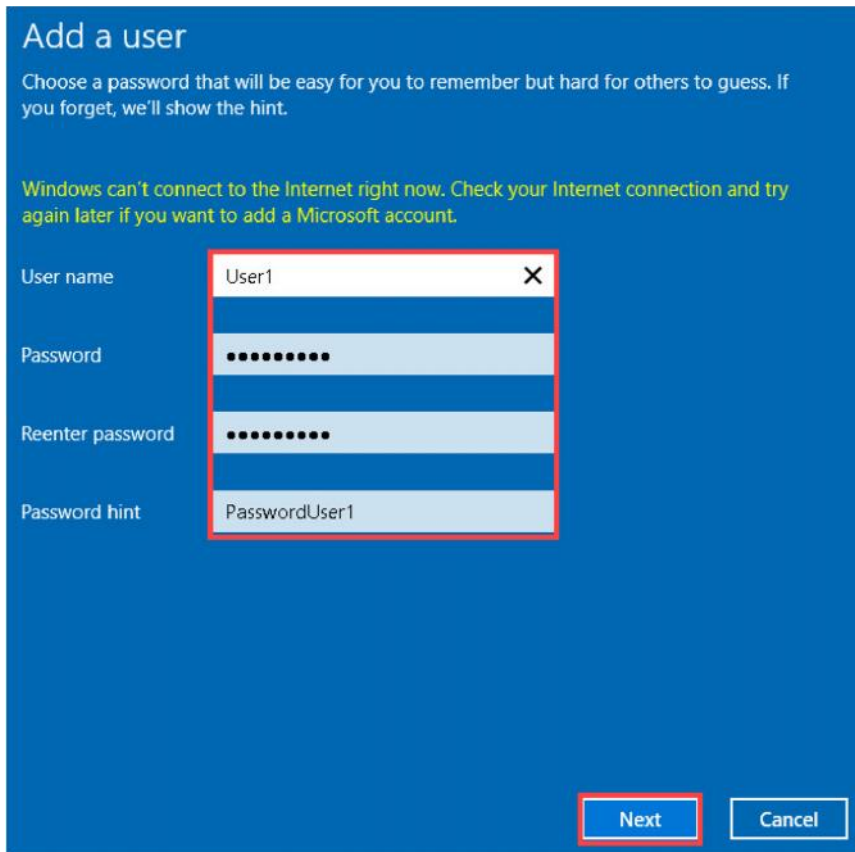a. In the **User Accounts** window, click **Manage another account**.
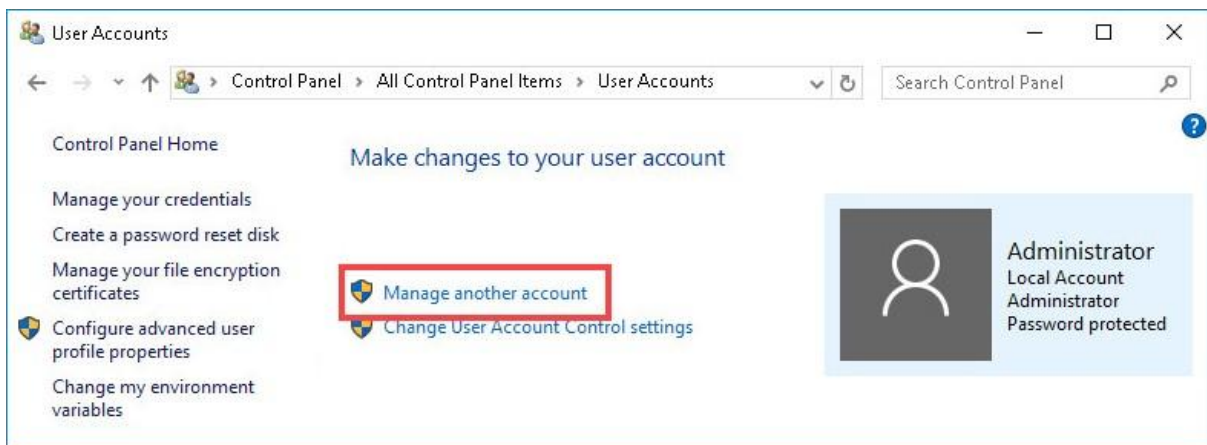
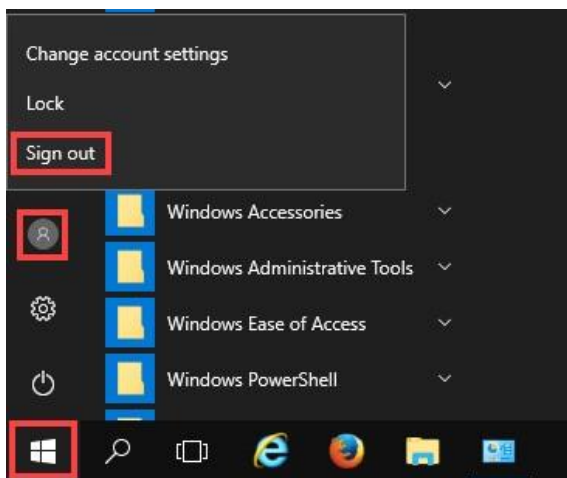b. In the **Manage Accounts** window, click **Add a user account**.

c. The *Add a user* window opens. Provide the necessary information to create the new user account named `User1` with `Train1ng$` as the password. Click **Next** to create the new user account.

d. Click **Finish** to confirm adding a new user.
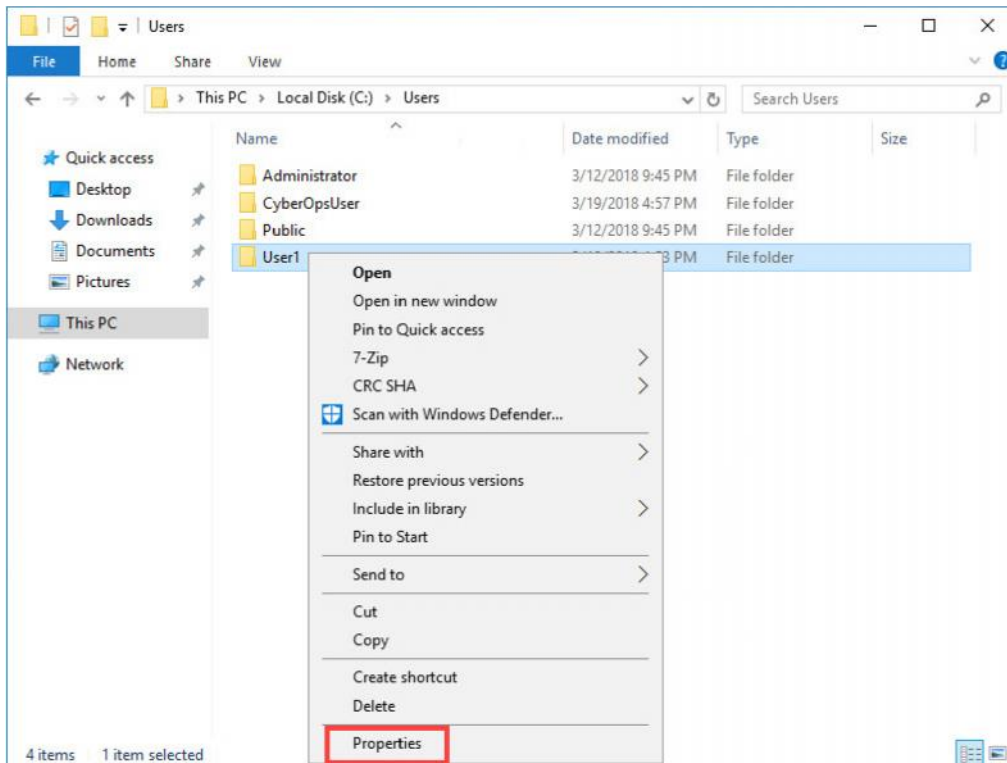
What type of user account did you just create?

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e. Log out of the *Administrator* account and log in with the newly created **User1** account. It should be successful. It should be successful.

f. Open the **File Explorer** and navigate to **C:\Users** folder. Right-click the **User1** folder and select **Properties**, and then the **Security** tab.

Which groups or users have full control of this folder? Click **Cancel** to close the window.

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g. Locate the **CyberOpsUser** folder. Right-click the folder, click the **Properties** tab, and then view the **Security** tab. Close the *Properties* window and try to open the folder, being the *User1* local user, were you able to access the folder? Explain.

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h. Log out of **User1** account. Log back in as **Administrator**.

i. Using *File Explorer*, navigate back to the **C:\Users** folder. Right-click the **CyberOpeUser** folder and select **Properties**. Click the **Security** tab.

Which groups or users have full control of this folder? Click **Cancel** to close the window.
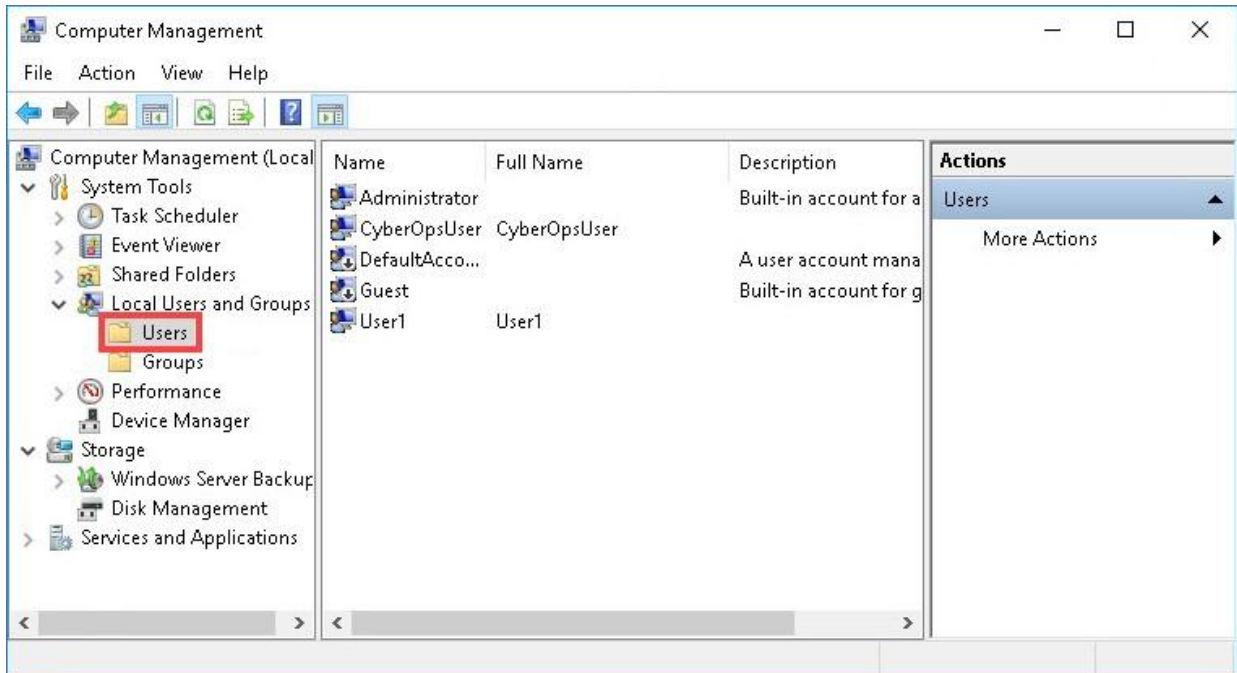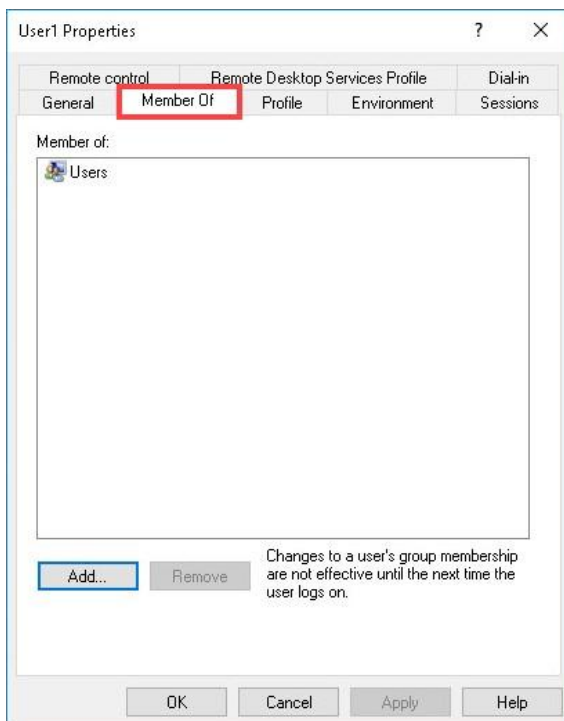
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Part 2: Reviewing User Account Properties

a. Click **Start** > Search for **Control Panel** > Select **Administrative Tools** > double-click **Computer Management**.

b. Select **Local Users and Groups**. Click the **Users** folder.

c. Right-click **User1** and select **Properties**.

d. Click the **Member Of** tab.

Which group is *User1* a member of? Close the **User1 Properties** window.
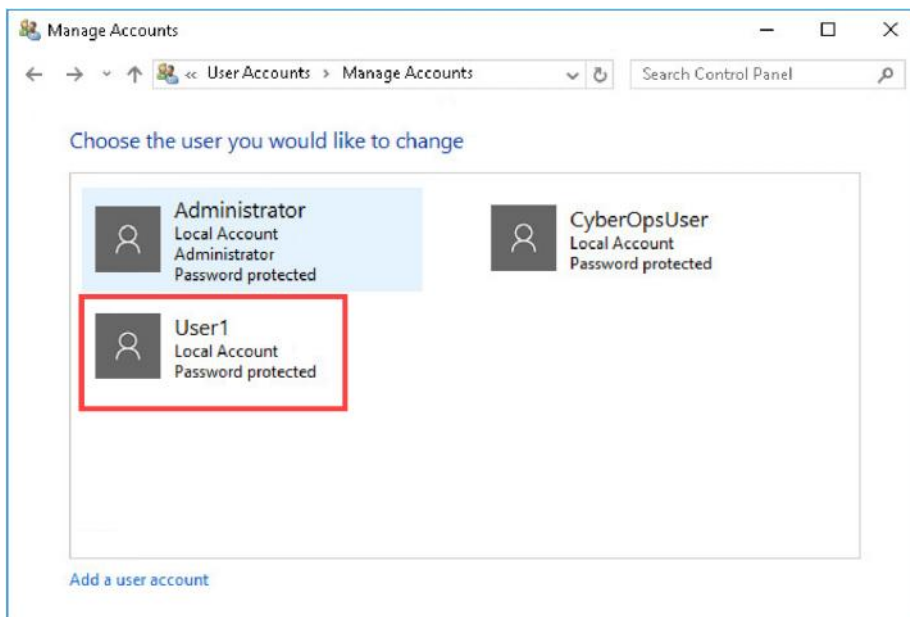
e.   Right-click the account **CyberOpsUser** and select **Properties**.

Which group is this user a member of? Close all open windows.

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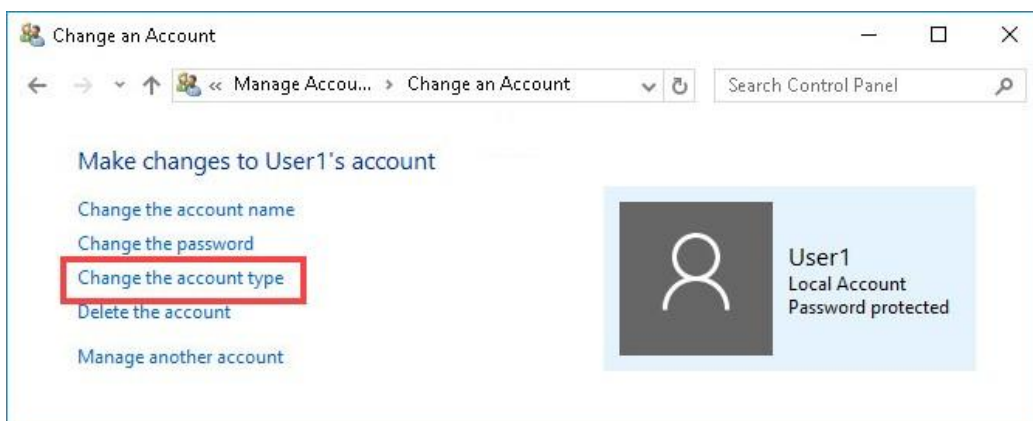
Part 3: Modifying Local User Accounts

Step 1: Change the account type.

a.   Navigate to the **Control Panel** and select **User Accounts**. Click **Manage another account**. Select **User1**.
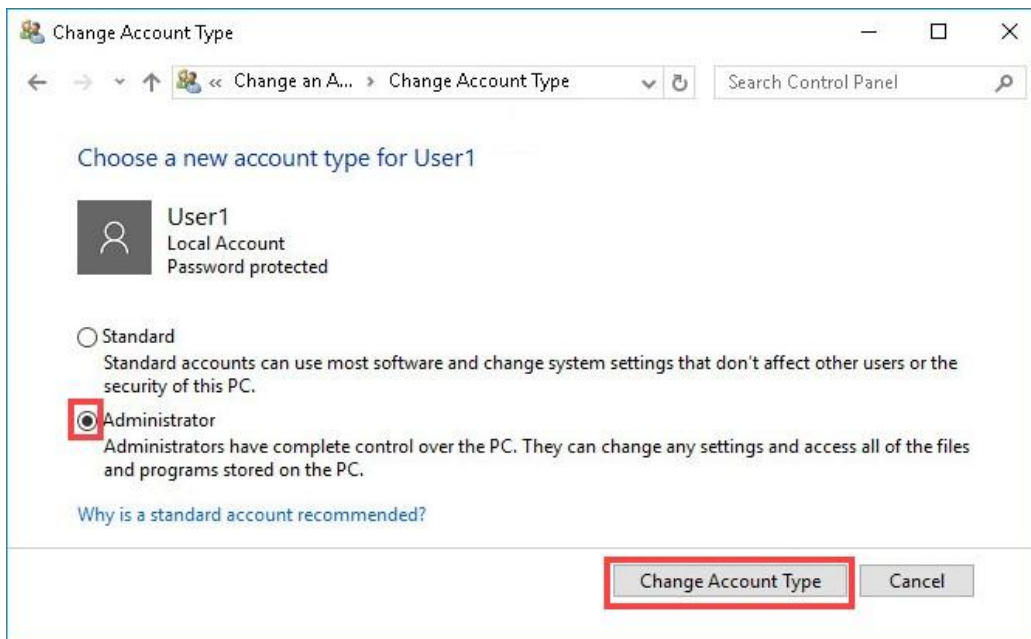

b.   In the *Change an Account* window, click the **User1** account. Click **Change the account type**.

c. Select the **Administrator** radio button. Click **Change Account Type**.

d. Now the account *User1* has administrative rights.

e. Navigate to **Control Panel** > **Administrative Tools** > **Computer Management**. Click **Local Users and Groups**> **Users**.

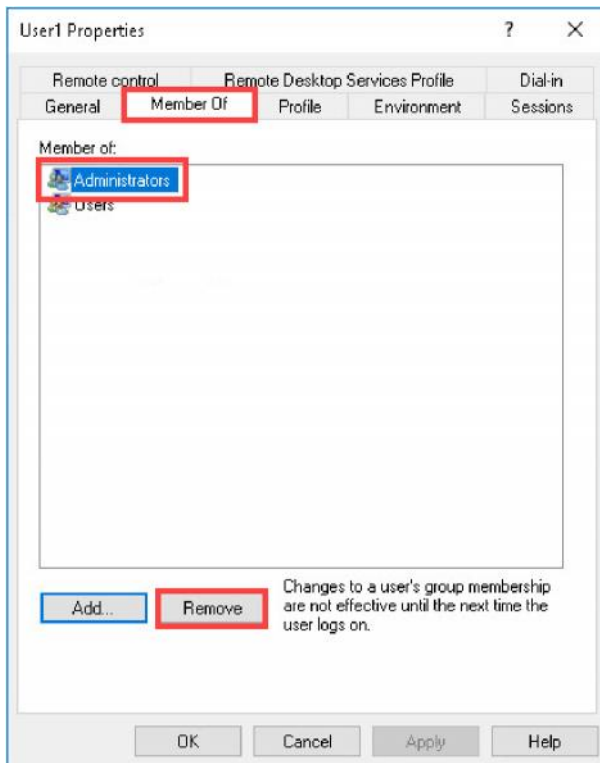f. Right-click **User1** and select **Properties**. Click **Member Of** tab.
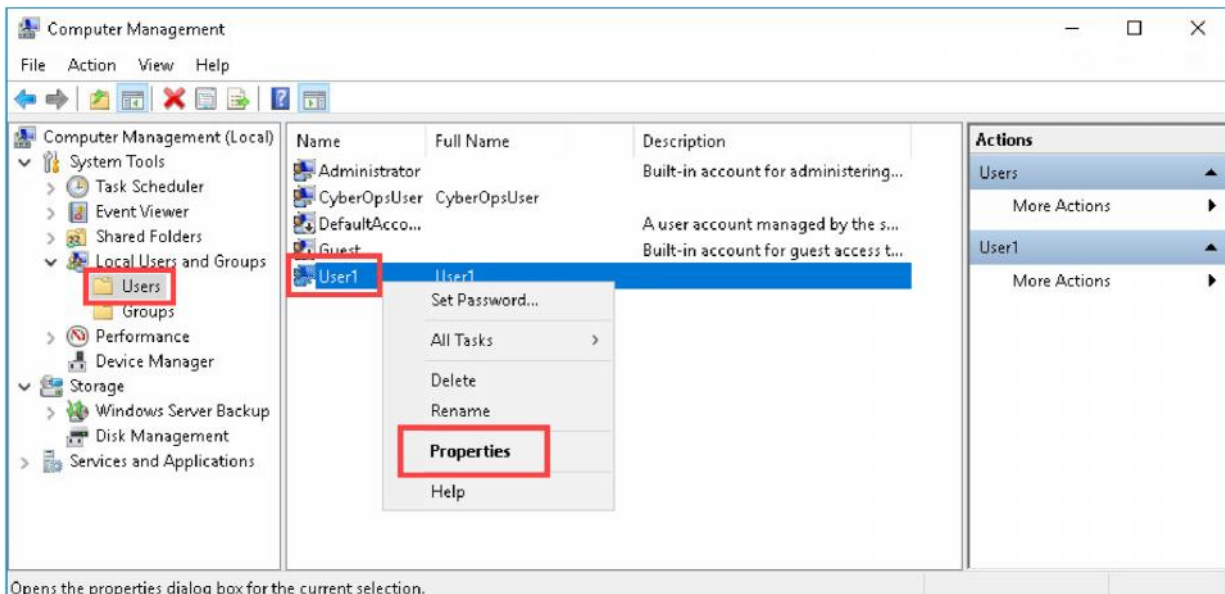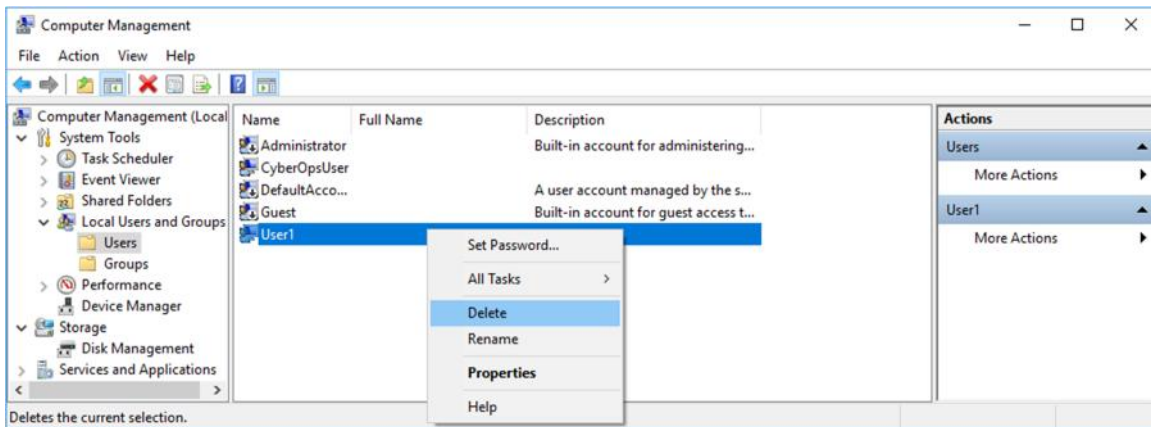

Which groups does User1 belong to?

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g.   Select **Administrators** and click **Remove** to remove User1 from the Administrative group. Click **OK** to continue.

Step 2: Delete the account.

a.   To delete the account, right-click **User1** and select **Delete**.

b.   Click **YES** to confirm the deletion.

What is another way to delete a user account?

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Reflection Questions

1. Why is it important to protect all accounts with strong passwords?

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2. Why would you create a user with Standard privileges?

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