

## Lab - Create User Accounts

### 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

### Required Resources

- A Windows PC

### Instructions

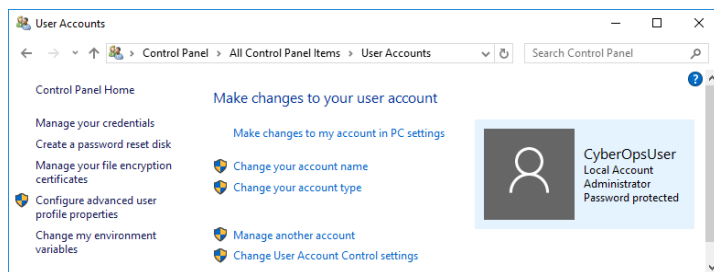
#### Part 1: Creating a New Local User Account

##### Step 1: Open the User Account Tool.

- Log on to the Windows PC with an Administrator account. The account **CyberOpsUser** is used in this example.
- Click **Start** > search **Control Panel**. 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.

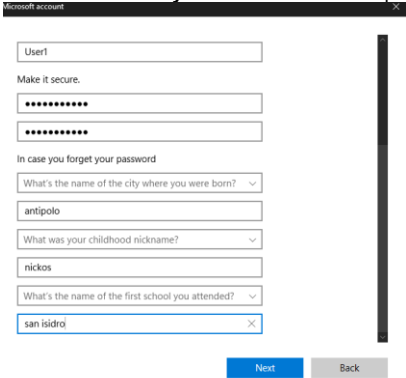
- In the **User Accounts** window, click **Manage another account**.



- In the **Manage Accounts** window, click **Add a new user in PC settings**.
- In the **Settings** window, click **Add someone else to this PC**.
- In the **How will this person sign in?** window, click **I don't have this person's sign-in information**.

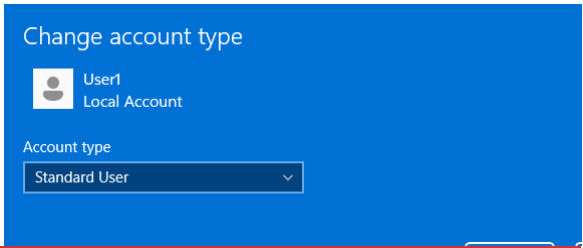
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e. In the **Let's create your account** window opens, click **Add a user without a Microsoft account**.



f. In the **Create an account for this PC** window, provide the necessary information to create the new user account named **User1**. Click **Next** to create the new user account.

What type of user account did you just create? STANDARD USER



g. Attempt to log into the newly created user account. It should be successful.

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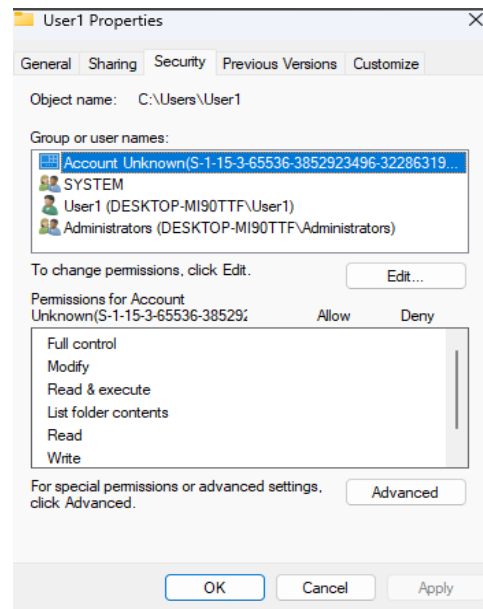
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- h. Navigate to **C:\Users** folder. Right-click the **User1** folder and select **Properties**, and then the **Security** tab.

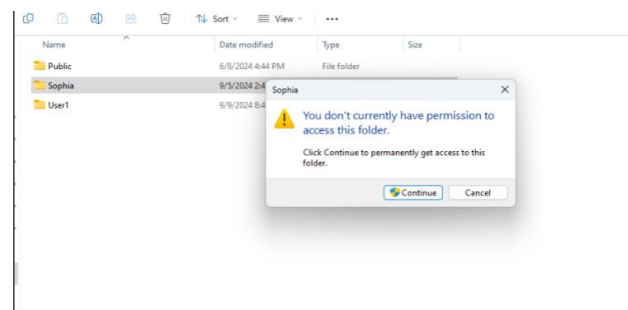
Which groups or users have full control of this folder?

The administrators and the user itself



- i. Open the folder that belongs to CyberOpsUser. Right-click the folder and click the **Properties** tab. Were you able to access the folder? Explain.

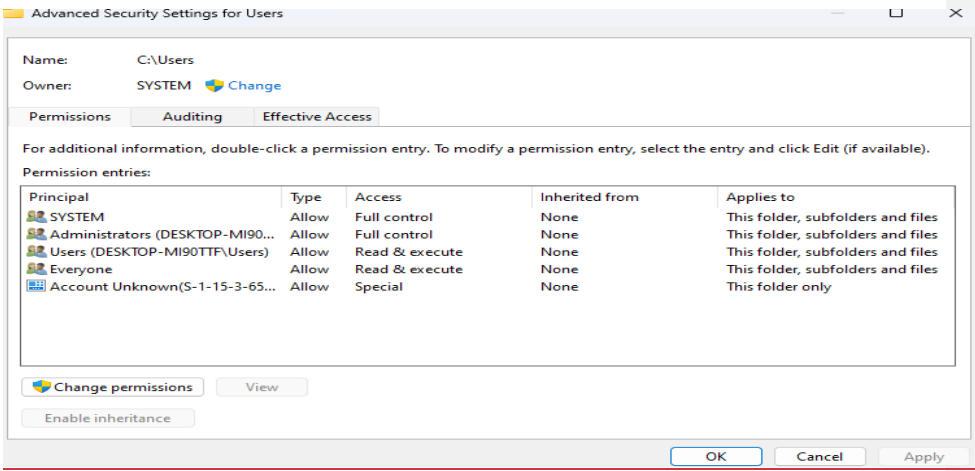
You cannot access the admin folder since the account is just the standard user but you can access it if you know the admin password



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- j. Log out of User1 account. Log back in as CyberOpsUser.
- k. Navigate to **C:\Users** folder. Right-click the folder and select **Properties**. Click the **Security** tab.  
Which groups or users have full control of this folder?

The administrator and the user only it cannot be access by other users unless they know the password



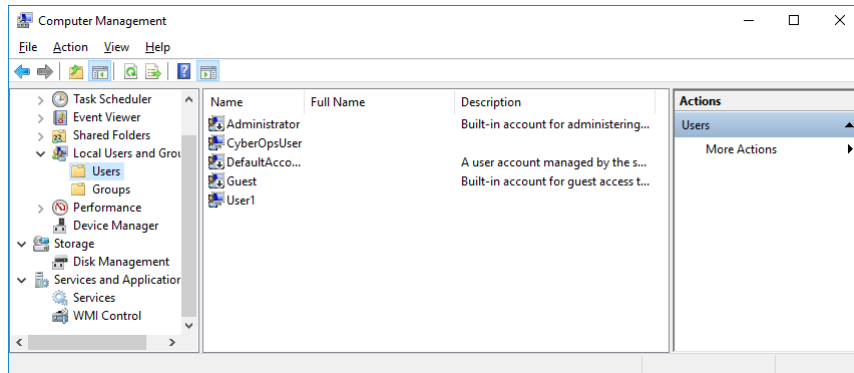
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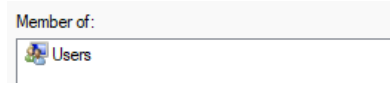
### Part 2: Reviewing User Account Properties

- Click **Start** > Search for **Control Panel** > Select **Administrative Tools** > Select **Computer Management**.
- Select **Local Users and Groups**. Click the **Users** folder.



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

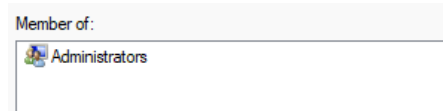
Which group is User1 is a member of? Users



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- Right-click the account **CyberOpsUser** and select **Properties**.

Which group is this user a member of? Administrators



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### Part 3: Modifying Local User Accounts

#### Step 1: Change the account type.

- Navigate to the **Control Panel** and select **User Accounts**. Click **Manage another account**. Select **User1**.
- In the Change an Account window, click the **User1** account. Click **Change the account type**.
- Select the **Administrator** radio button. Click **Change Account Type**.

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d. Now the account User1 has administrative rights.

Choose a new account type for User1



- ☐ Standard  
Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.
- ☒ Administrator  
Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

Why is a standard account recommended?

Change Account Type

Cancel

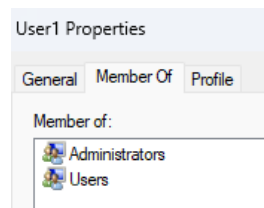
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e-f. Navigate to **Control Panel > Administrative Tools > Computer Management**. Click **Local Users and Groups > Users**.

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

Which groups does User1 belong to?

Administrators and Users

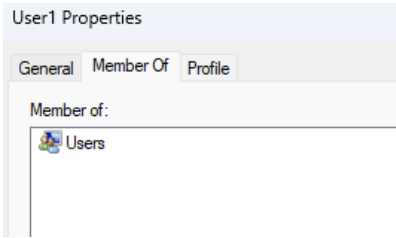


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h. Select **Administrators** and click **Remove** to remove User1 from the Administrative group. Click **OK** to continue.

Users only

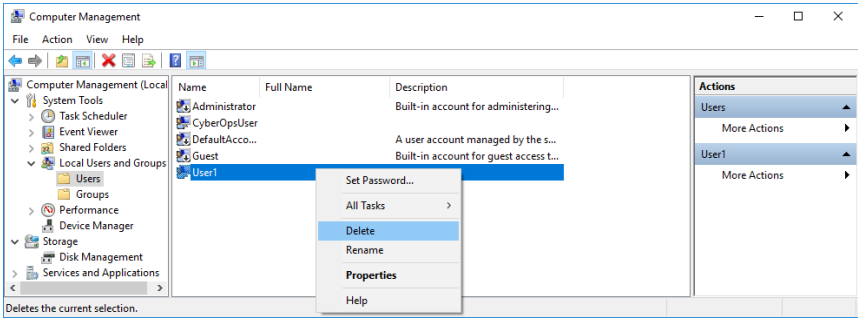


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Step 2: Delete the account.

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



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

Name	Full Name	Description
Administrator		Built-in account for administering...
DefaultAcco...		A user account managed by the s...
Guest		Built-in account for guest access t...
Sophia		
WDAGUtility...		A user account managed and use...

b.

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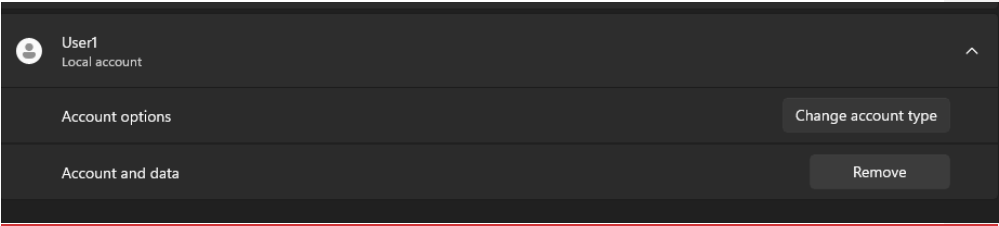
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What is another way to delete a user account?

In the manage accounts in settings you can remove a user there and also this method but I think this method is more likely to be the cleanest way

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ype your answers here.

In this tab in setting you can remove users here

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Basically to protect all the files you don't want other users to access and only for cyber security purposes

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Reflection Questions

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

Basically to protect all the files you don't want other users to access and only for cyber security purposes

1.

pe your answers here.

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

Maybe for the other persons that will use my computer if I don't want them to access my folders and the contents of it

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