# Create a Local Account

Time required: 15 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

## Lab Description

To create a local account, you must first sign in to Windows with an administrative account. In Windows, you create a new local account through Settings, or you can create accounts using the Computer Management console, which is one of the Administrative Tools in Control Panel.

1. Sign into Windows using an administrator account. (The first account created is an Administrator level account.
2. Click **Start** 🡪 **Settings** 🡪 **Accounts**.
3. Click **Other Users** 🡪 **Add Account**.
4. To set up a regular local account (not a Microsoft account) 🡪 **I don’t have this person’s sign in information**.
5. Go to the bottom of the screen 🡪 **Add a user without a Microsoft account**.
6. Add another account.
7. **Insert a screenshot showing this newly created account in the account screen:**

Click or tap here to enter text.

1. Right Click the **Start** button 🡪 Click **Shut Down or Sign out** 🡪 Click **Sign Out** to sign out of your current account.
2. Sign into the new account you just created.  
   The first time a user signs into Windows with a new account, user files and folders (called the user profile) are created in the C:\Users folder.
3. After you have signed in as the new user, open **File Explorer**, go to My PC, C:\Users, then the folder that has the same name as your new account.
4. **Insert a screenshot showing the folders in your new account profile.**

Click or tap here to enter text.

NOTE: By default, a new account is a Standard user account. Later, if you want to remove an account or change the account type (for example, to make a standard user account an administrator account), return to the Accounts screen, and click Other accounts.

1. Restart your computer.
2. Logon with your original administrator level account.
3. To remove an account, Go to **Accounts**, **Other people**. Click the account and click **Remove**.

## Assignment Submission

Attach this completed document to the assignment in Blackboard.