

# **TUTORIAL MEMBUAT 3 USER STANDAR & 2 USER ADMIN**

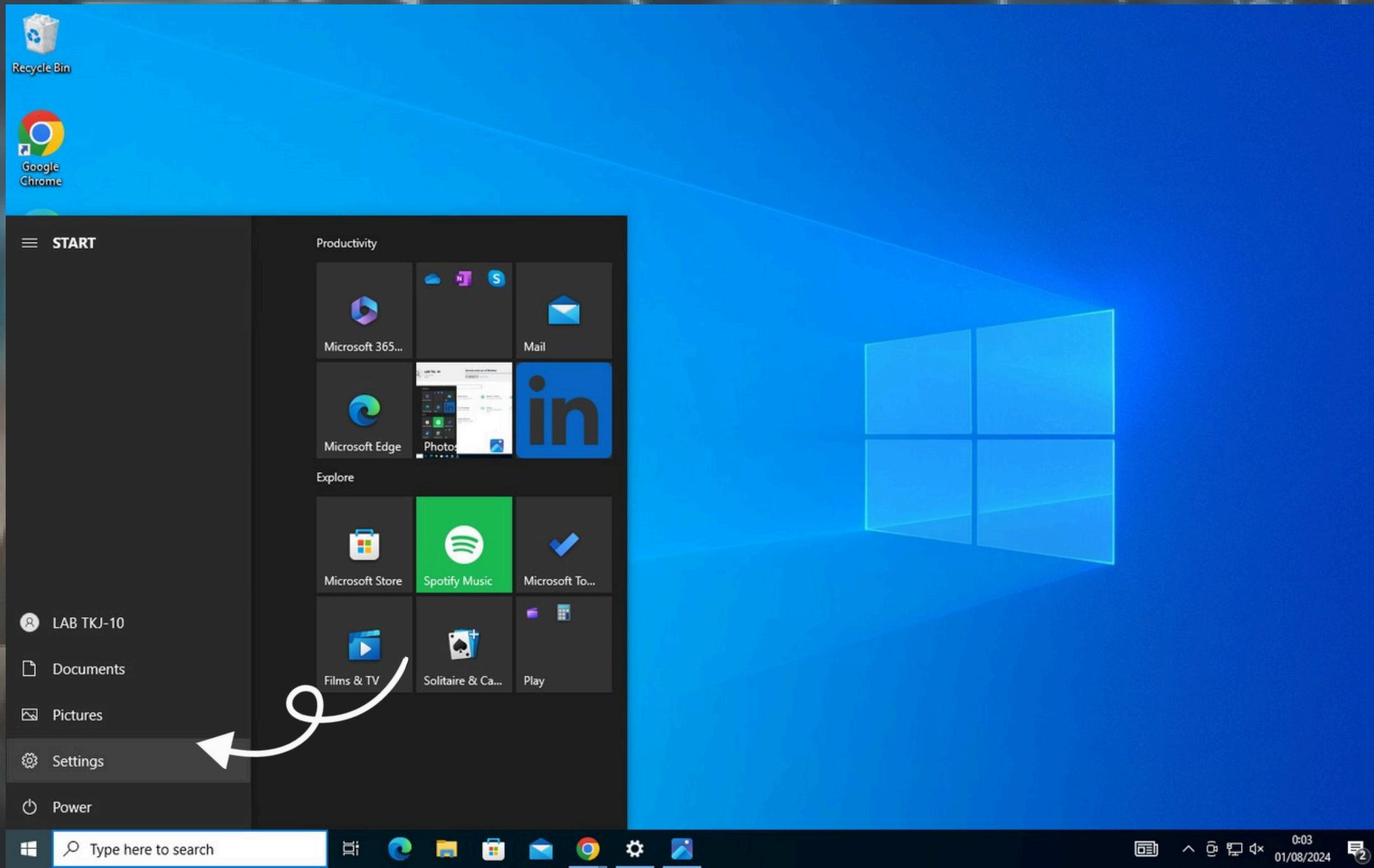
Oleh : Jonathan Antonio Salim XI TKJ 2 10



# Membuat 3 User Standar

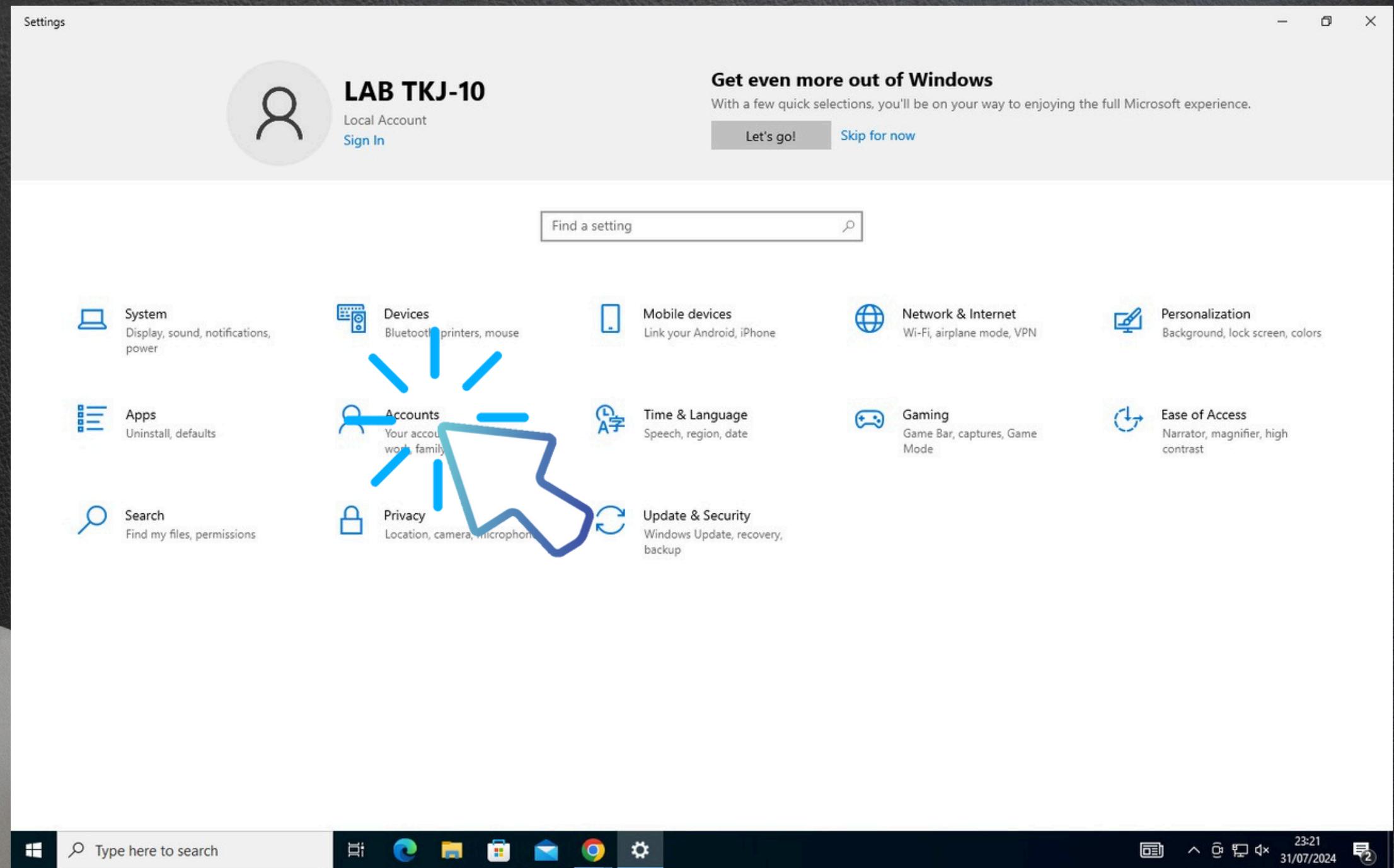


# 1. Masuk ke Setting



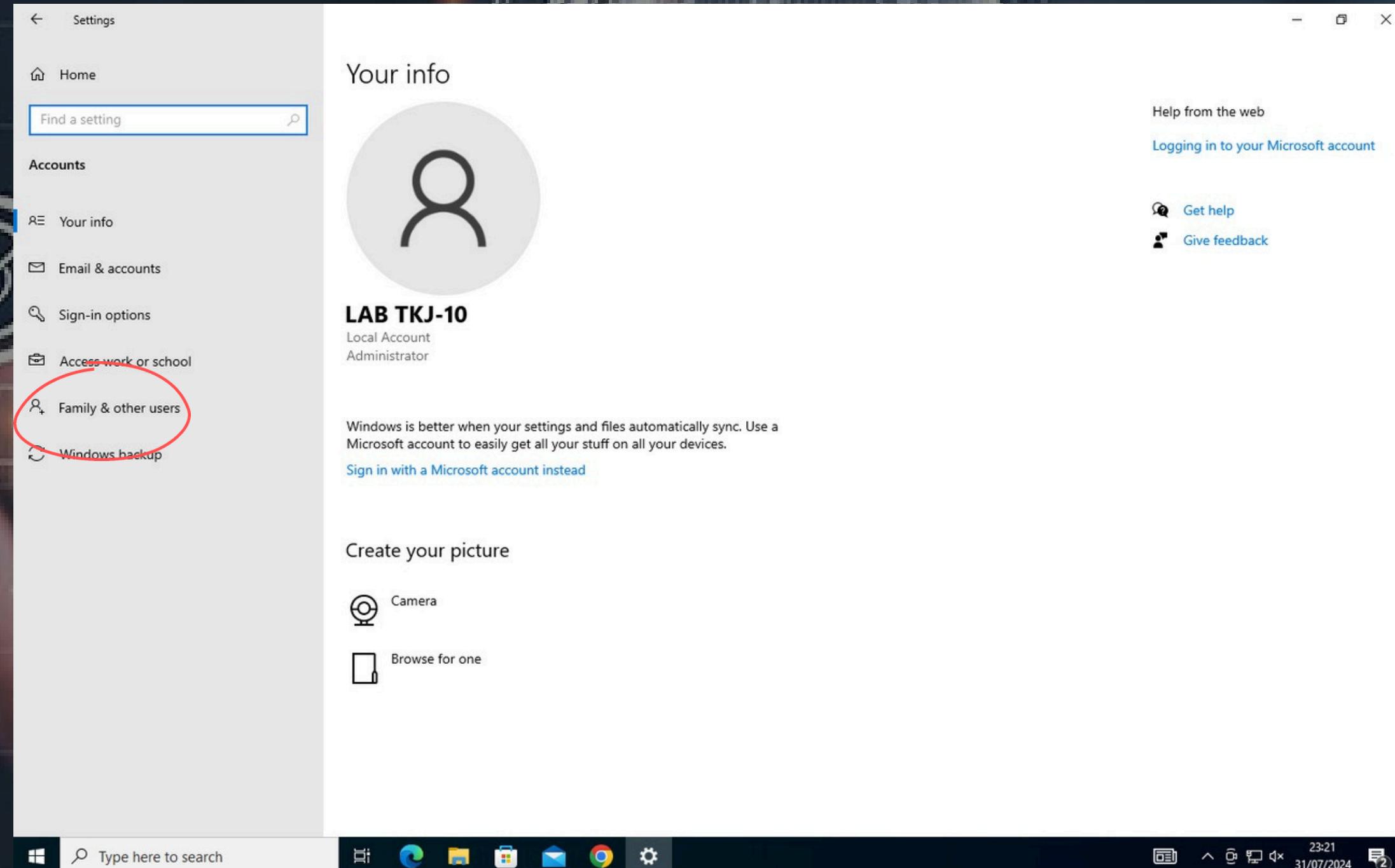
Tekan simbol Windows, lalu masuk ke setting

## 2. Pilih bagian account



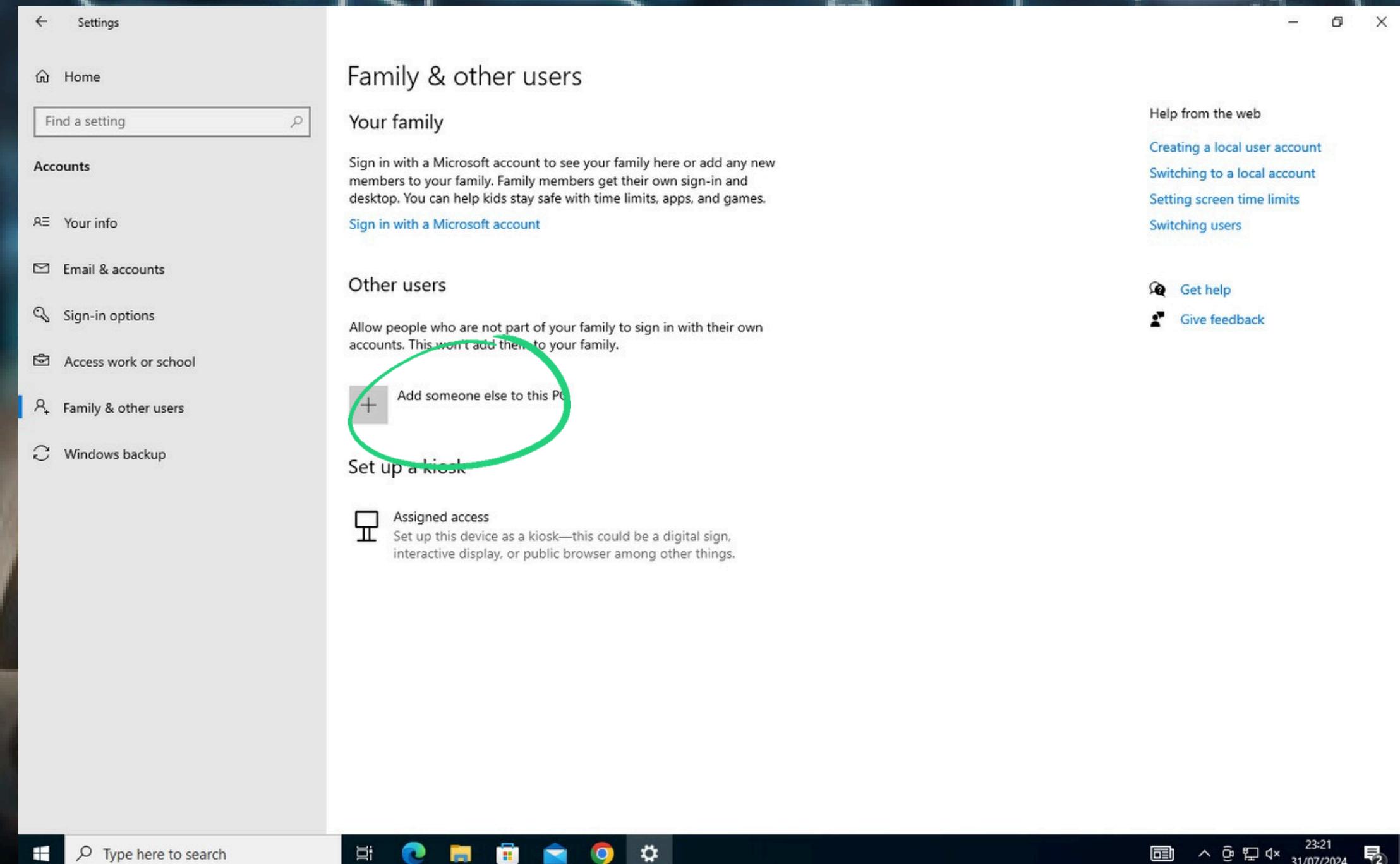
Setelah masuk ke setting akan muncul tampilan seperti berikut, kemudian masuk ke bagian account

# 3. Pilih bagian Family & other user



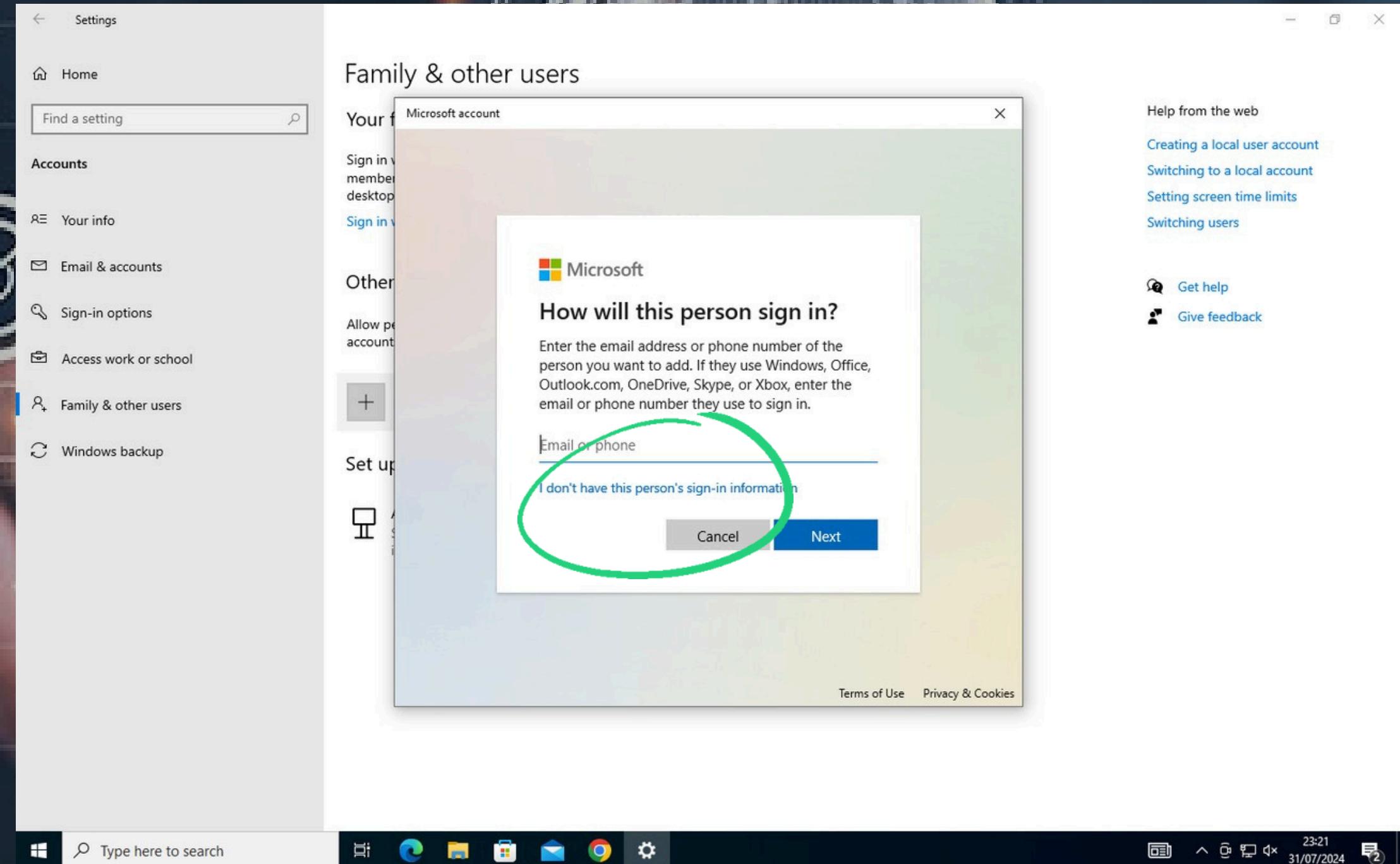
Setelah masuk ke account, tekan  
bagian Family & Other Users

# 4. Pilih add someone else to this PC



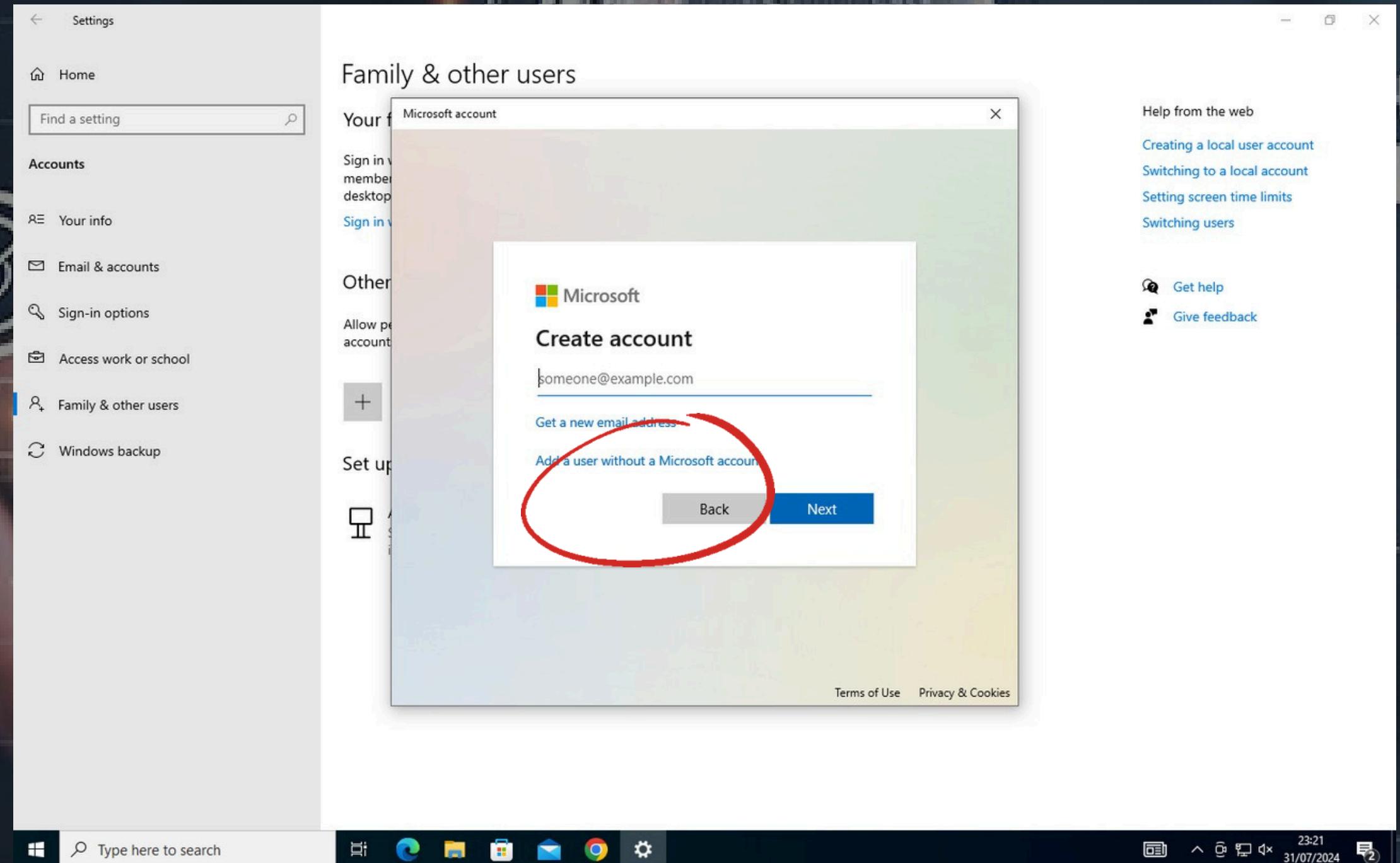
setelah masuk, tekan bagian  
"add someone else to this PC"

# 5. Pilih bagian yang dilingkari



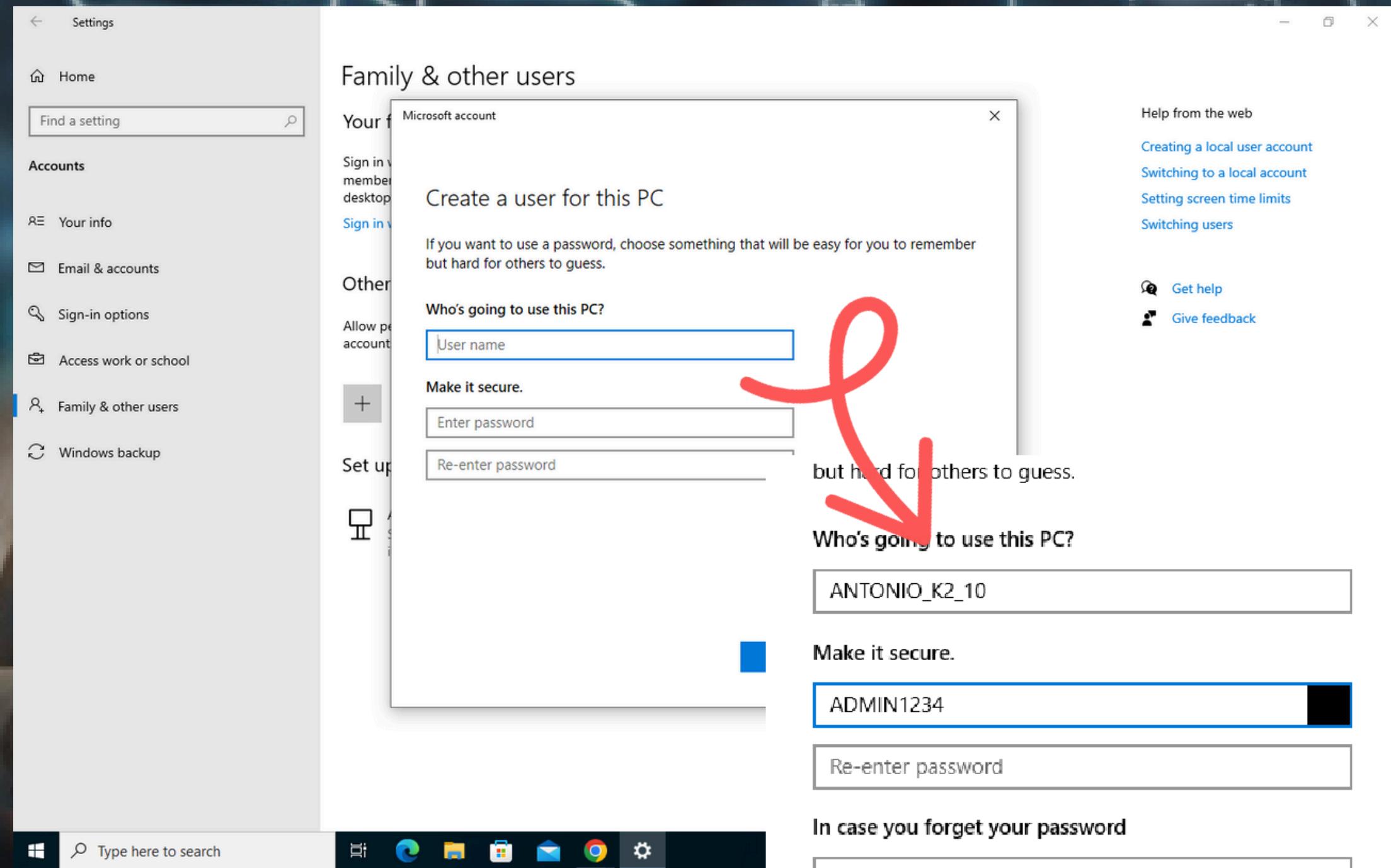
Setelah kalian tekan akan muncul tampilan seperti berikut,  
kemudian tekan bagian "*I don't have the person's sign-in information*"

# 6. Pilih bagian yang dilingkari



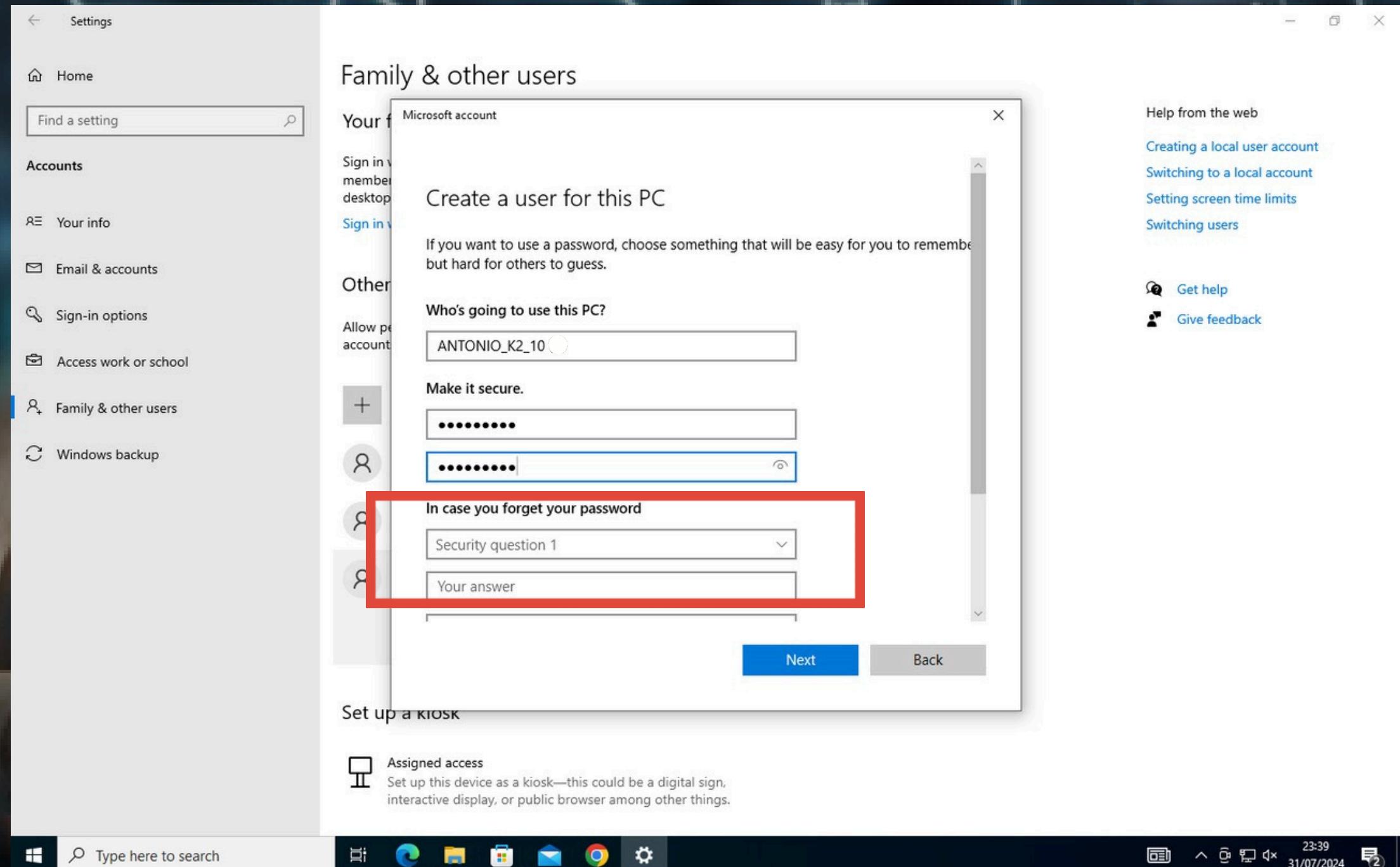
Maka akan muncul tampilan seperti pada gambar diatas, pilih bagian  
**"Add a user without a Microsoft Account"**

# 7. Masukkan username dan password



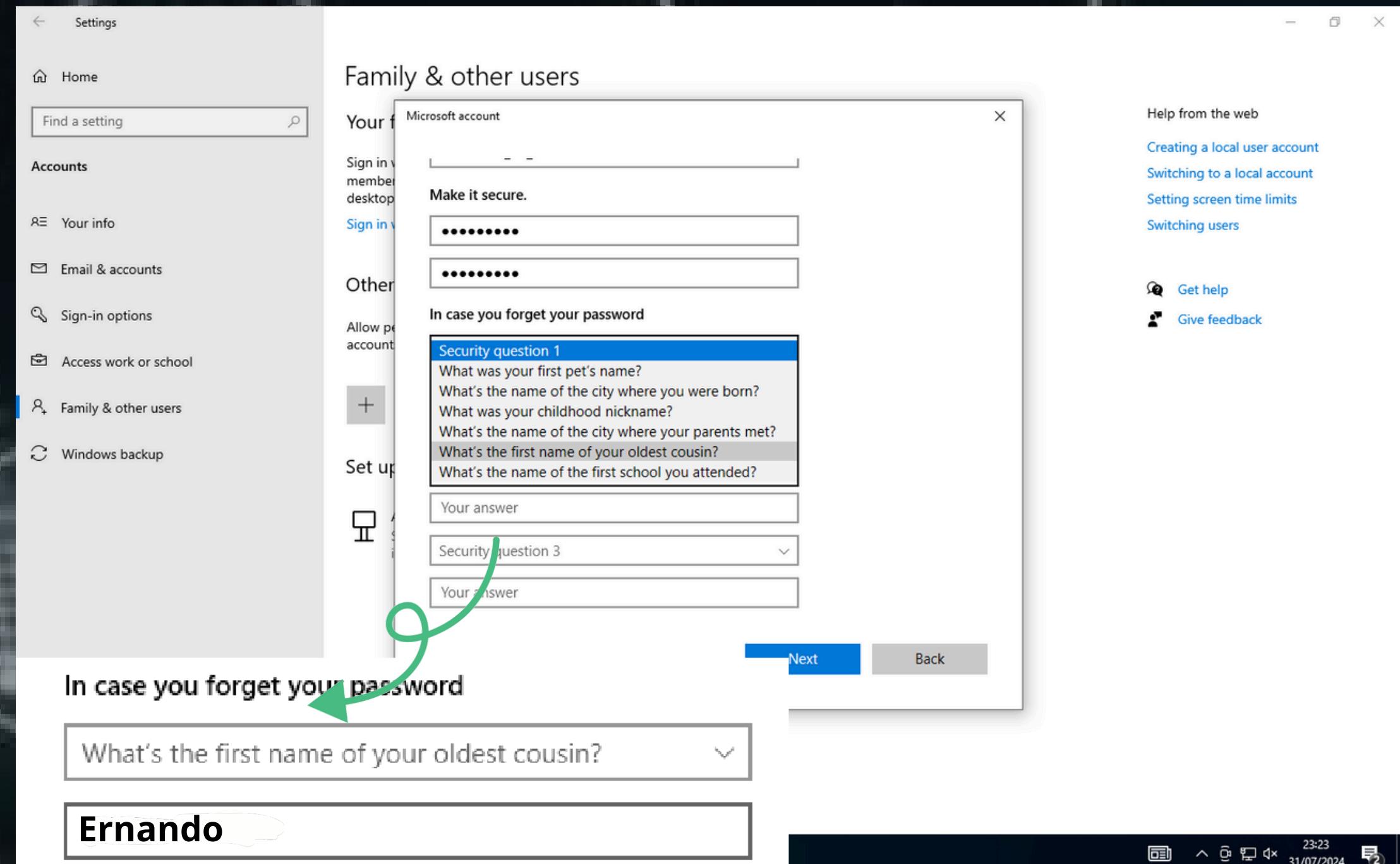
**Setelah muncul tampilan seperti pada gambar,  
kalian dapat memasukkan Username dan Password**

# 8. Pilih Pertanyaan dan isi jawaban



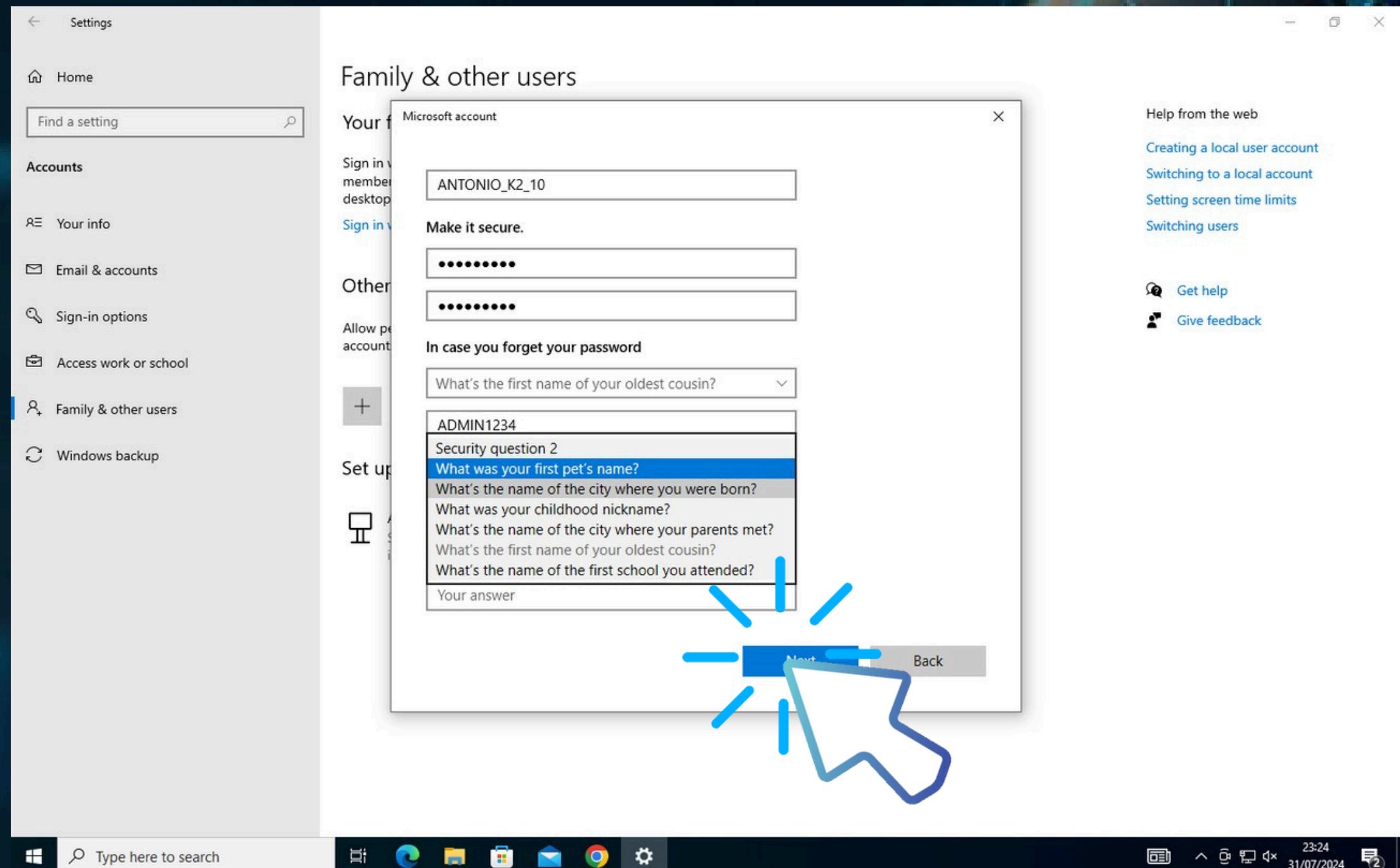
**Setelah memasukkan Password maka akan muncul tampilan seperti ini, kalian bisa mengisi untuk berjaga jaga, jika kalian lupa dengan password kalian maka ini adalah alternatifnya**

# 9. Pilih pertanyaan dan isi jawaban



Kalian bisa memilih salah satu dari pertanyaan-pertanyaan diatas, kemudian kalian bisa mengisi jawabannya sesuai dengan pertanyaannya, misal disini saya mengisi dengan Ernando sepupu tertua saya

# 10. Tekan next jika sudah mengisi semuanya



Ulangi langkah ke 9 sampai semuanya sudah terisi  
kemudian tekan next untuk lanjut

# User standar sudah jadi

The screenshot shows the Windows Settings app open to the 'Family & other users' section. The left sidebar lists various settings categories like Home, Accounts, Your info, Email & accounts, Sign-in options, Access work or school, Family & other users (which is selected and highlighted in blue), and Windows backup. The main content area is titled 'Family & other users' and 'Your family'. It explains how to sign in with a Microsoft account to see family members and manage screen time limits. A link to 'Sign in with a Microsoft account' is provided. Below this, the 'Other users' section allows adding non-family members. A red oval highlights the 'ANTONIO\_K2\_10 Local account' listed here. A 'Set up a kiosk' section is also visible at the bottom. The top right corner of the window has 'Help from the web' links: 'Creating a local user account', 'Switching to a local account', 'Setting screen time limits', and 'Switching users'. The bottom right corner shows system status icons.

← Settings

Home

Find a setting

Accounts

Your info

Email & accounts

Sign-in options

Access work or school

Family & other users

Windows backup

## Family & other users

### Your family

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktop. You can help kids stay safe with time limits, apps, and games.

[Sign in with a Microsoft account](#)

### Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

+ Add someone else to this PC

ANTONIO\_K2\_10  
Local account

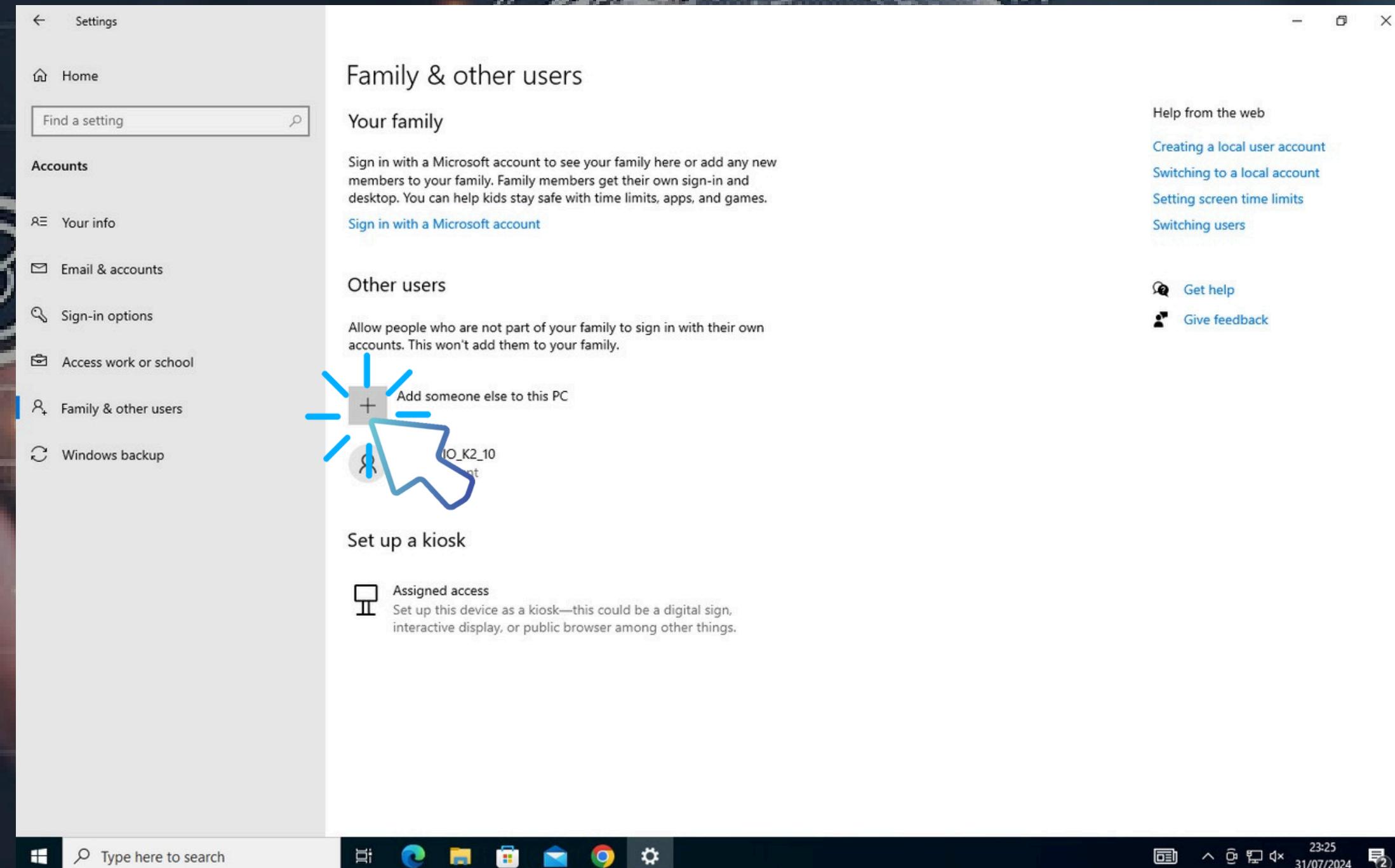
Set up a kiosk

Assigned access

Type here to search

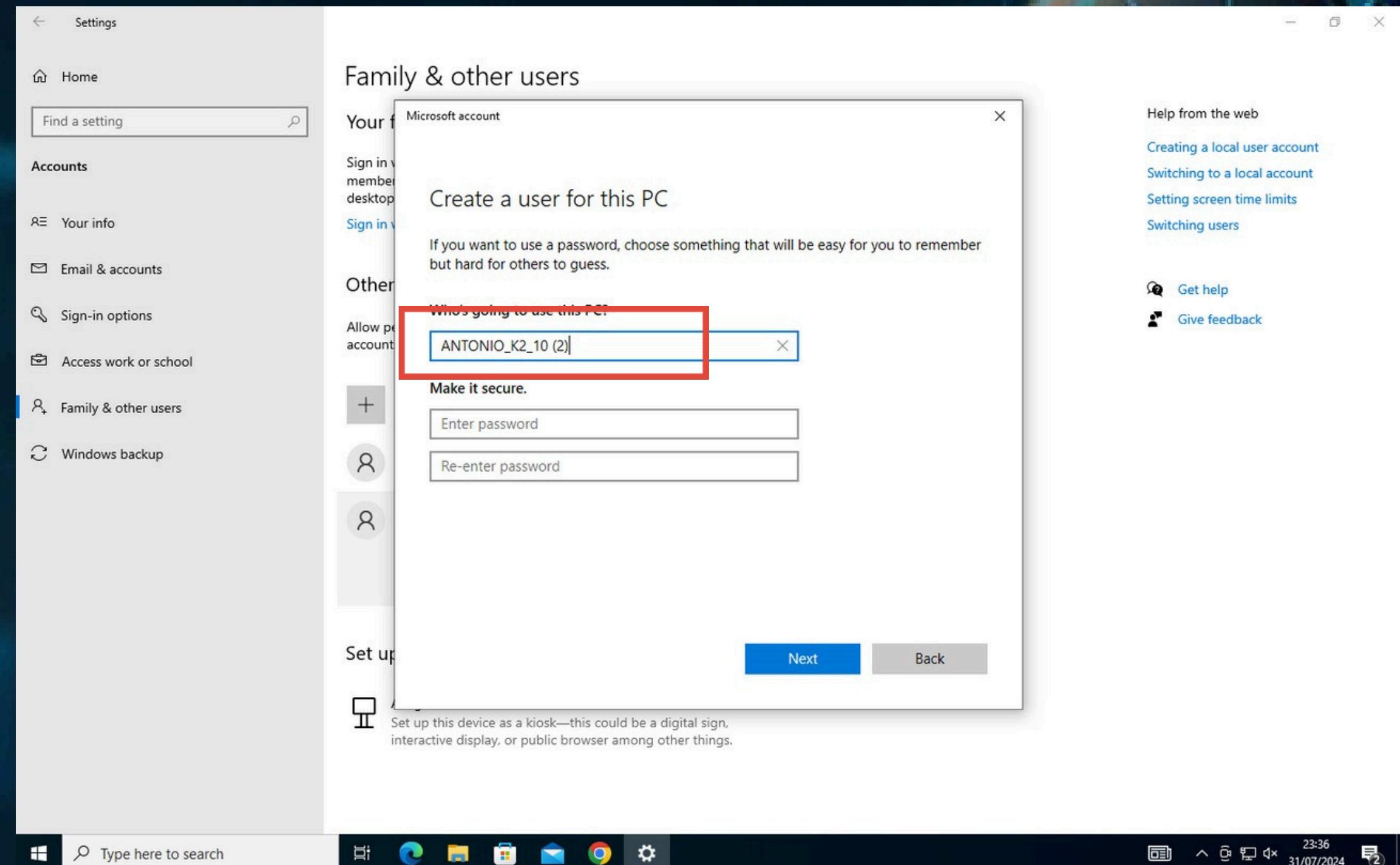
23:25 31/07/2024

# 11. Tambahkan 2 user standar lagi



Ulangi langkah ke-4 sampai 11 untuk  
menambah 2 User standar yang baru

# 12. Ganti username setiap membuat user baru

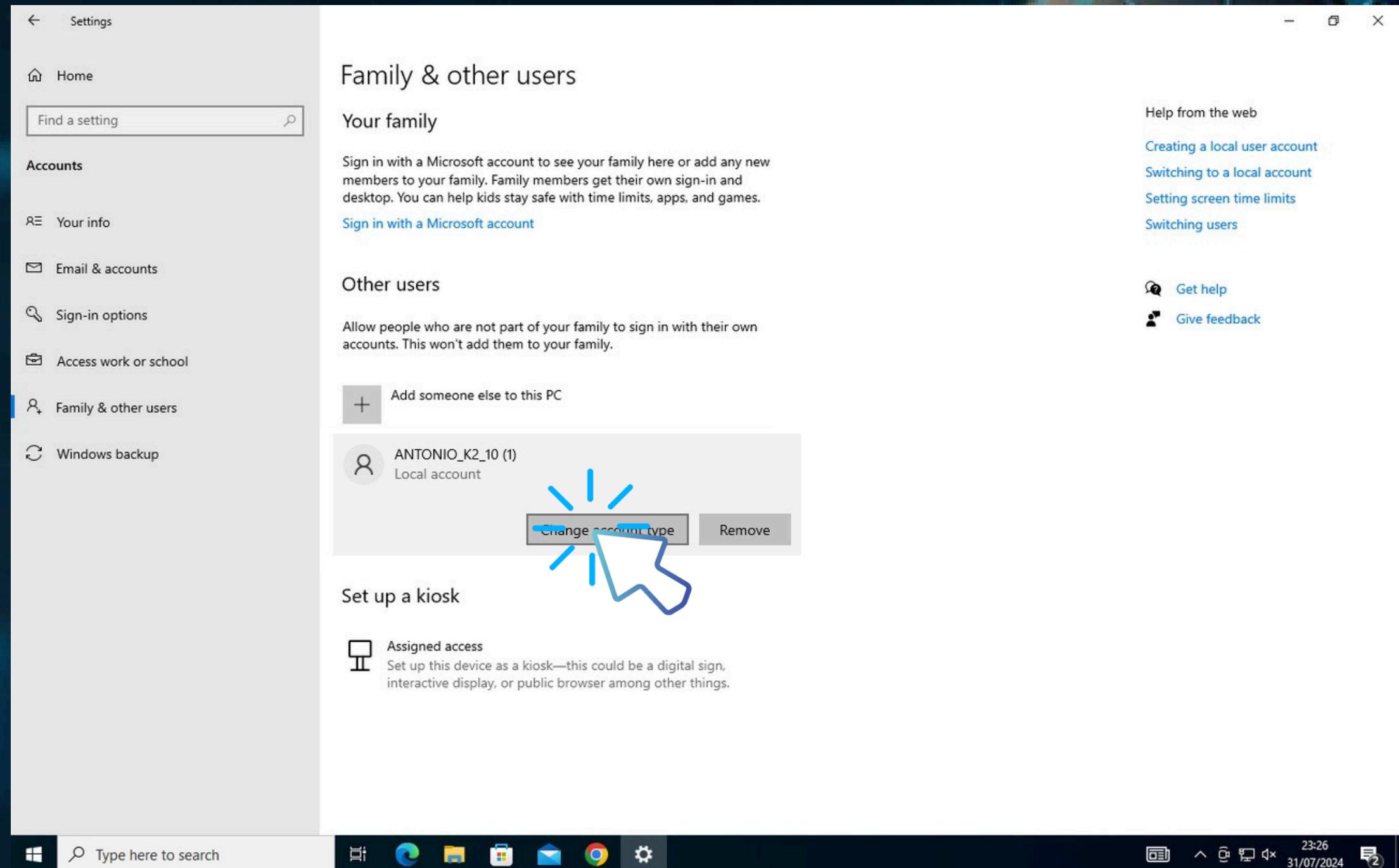


Perlu dicatat untuk membuat user standar baru harus menggunakan username yang berbeda dengan sebelumnya. selebihnya untuk cara membuatnya sama saja



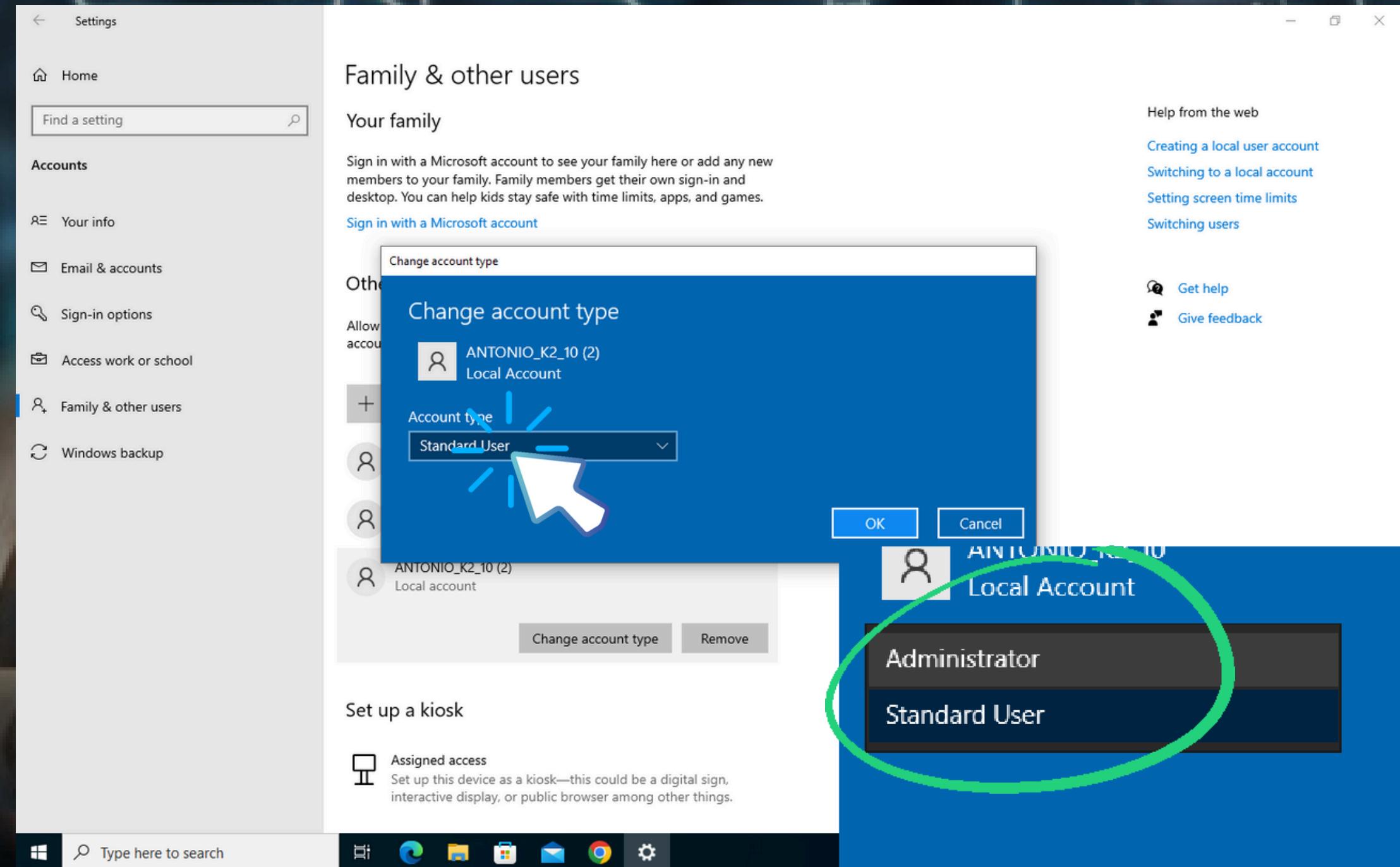
# membuat 2 user admin

# 1. Pilih bagian change account type



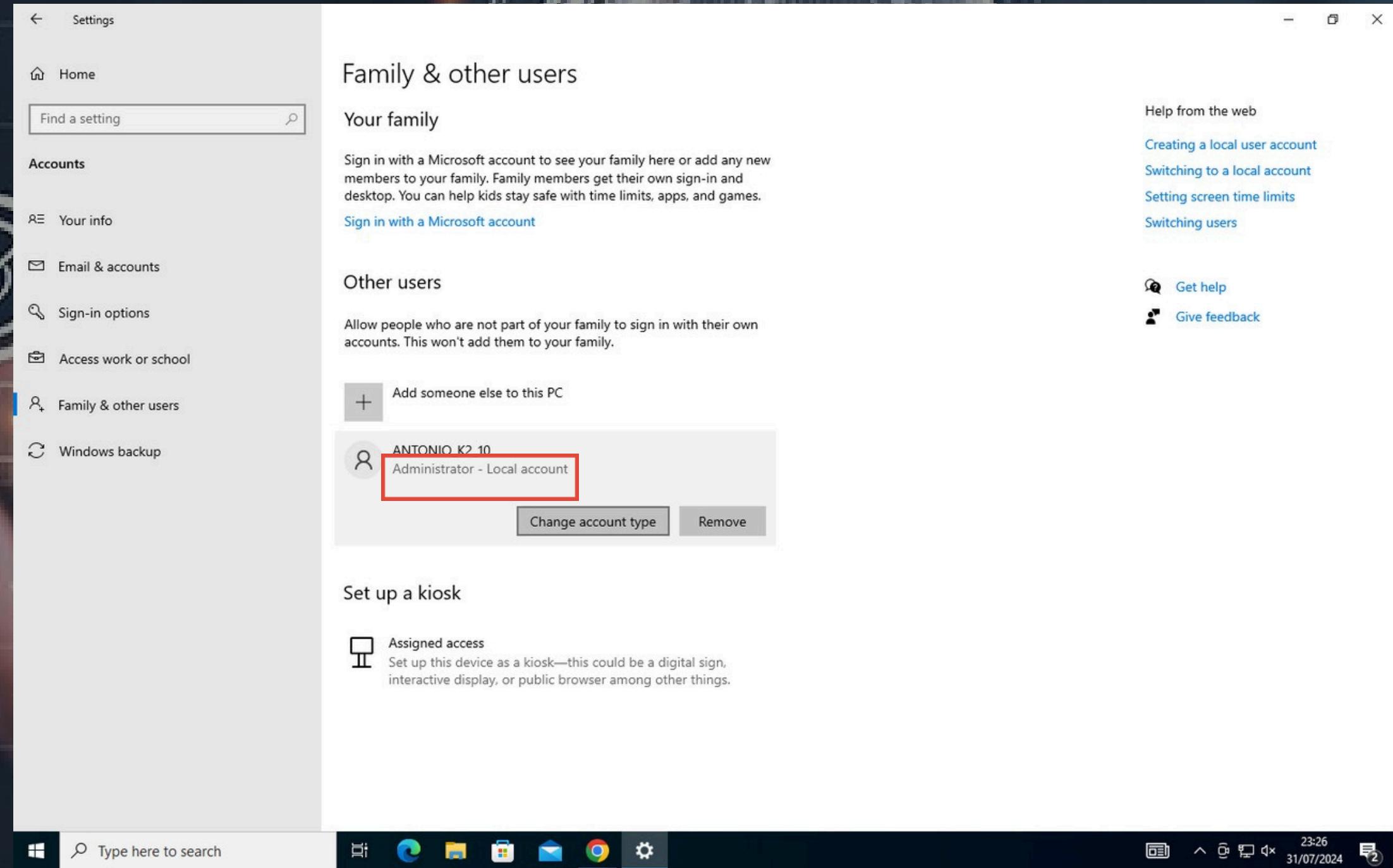
**Ulangi langkah ke-4 sampai 11 untuk membuat user standar (jangan lupa untuk mengganti username setiap membuat user yang baru) setelah selesai membuat user standar, tekan bagian “Change account type”**

## 2. Ubah tipe akun



Tekan bagian "Account type" ubah bagian "Standard User" menjadi "Administrator", kemudian tekan "Ok"

# 3. Tampilan berubah



Tampilan user akan berubah seperti ini, lakukan langkah-langkah berikut hingga dua kali untuk membuat dua user admin

# Hasil Akhir

The screenshot shows the Windows Settings app open to the 'Family & other users' section. The left sidebar lists various settings categories like Home, Accounts, Your info, Email & accounts, Sign-in options, Access work or school, Family & other users, and Windows backup. The main content area is titled 'Your family' and explains how to sign in with a Microsoft account to manage family members. It includes a link to 'Sign in with a Microsoft account'. Below this is the 'Other users' section, which allows adding non-family members. A button '+ Add someone else to this PC' is shown, followed by a list of five local accounts: ANTONIO\_K2\_10 (Administrator - Local account), ANTONIO\_K2\_10 (1) (Administrator - Local account), ANTONIO\_K2\_10 (2) (Local account), ANTONIO\_K2\_10 (3) (Local account), and ANTONIO\_K2\_10 (4) (Local account). The bottom of the window shows a 'Set up a kiosk' option and an 'Assigned access' section. The taskbar at the bottom includes the Start button, a search bar, and pinned icons for File Explorer, Mail, and Google Chrome.

← Settings

Home

Find a setting

Accounts

Your info

Email & accounts

Sign-in options

Access work or school

Family & other users

Windows backup

Family & other users

Your family

Sign in with a Microsoft account

Help from the web

Creating a local user account

Switching to a local account

Setting screen time limits

Switching users

Add someone else to this PC

ANTONIO\_K2\_10  
Administrator - Local account

ANTONIO\_K2\_10 (1)  
Administrator - Local account

ANTONIO\_K2\_10 (2)  
Local account

ANTONIO\_K2\_10 (3)  
Local account

ANTONIO\_K2\_10 (4)  
Local account

Set up a kiosk

Assigned access

Type here to search

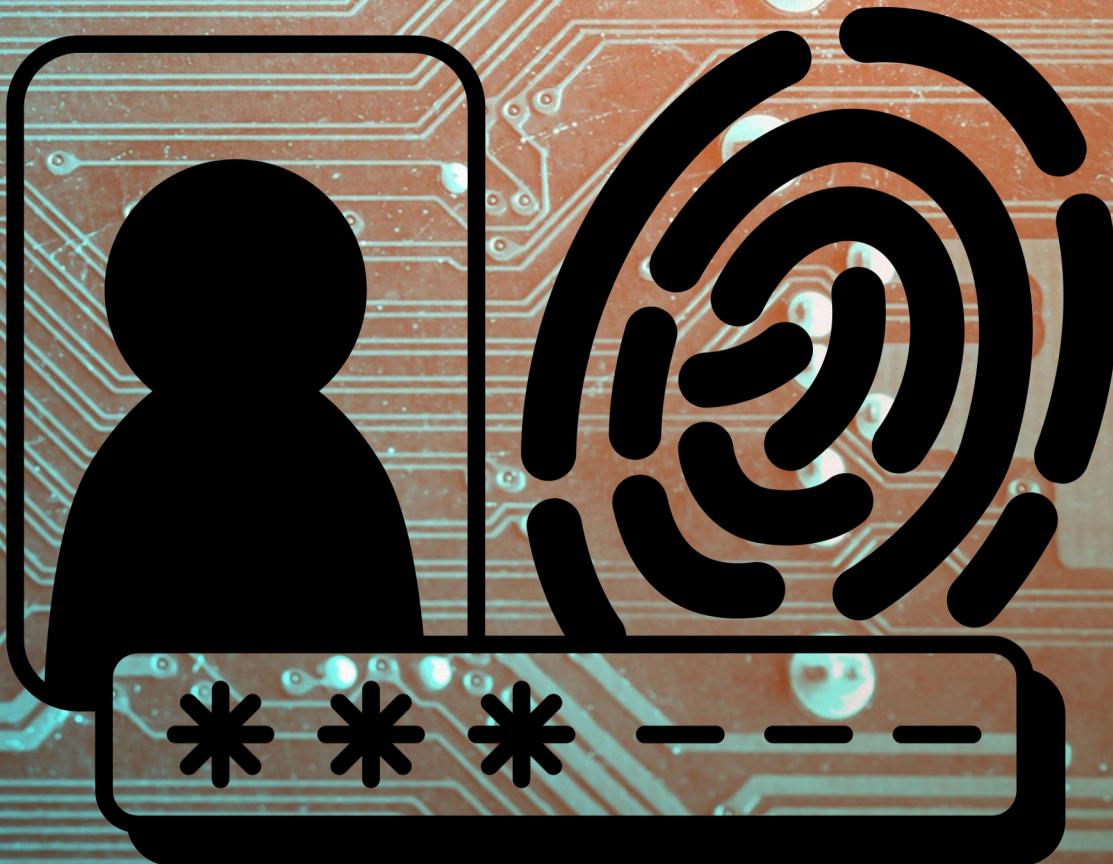
File Explorer Mail Google Chrome Settings

23:41 31/07/2024

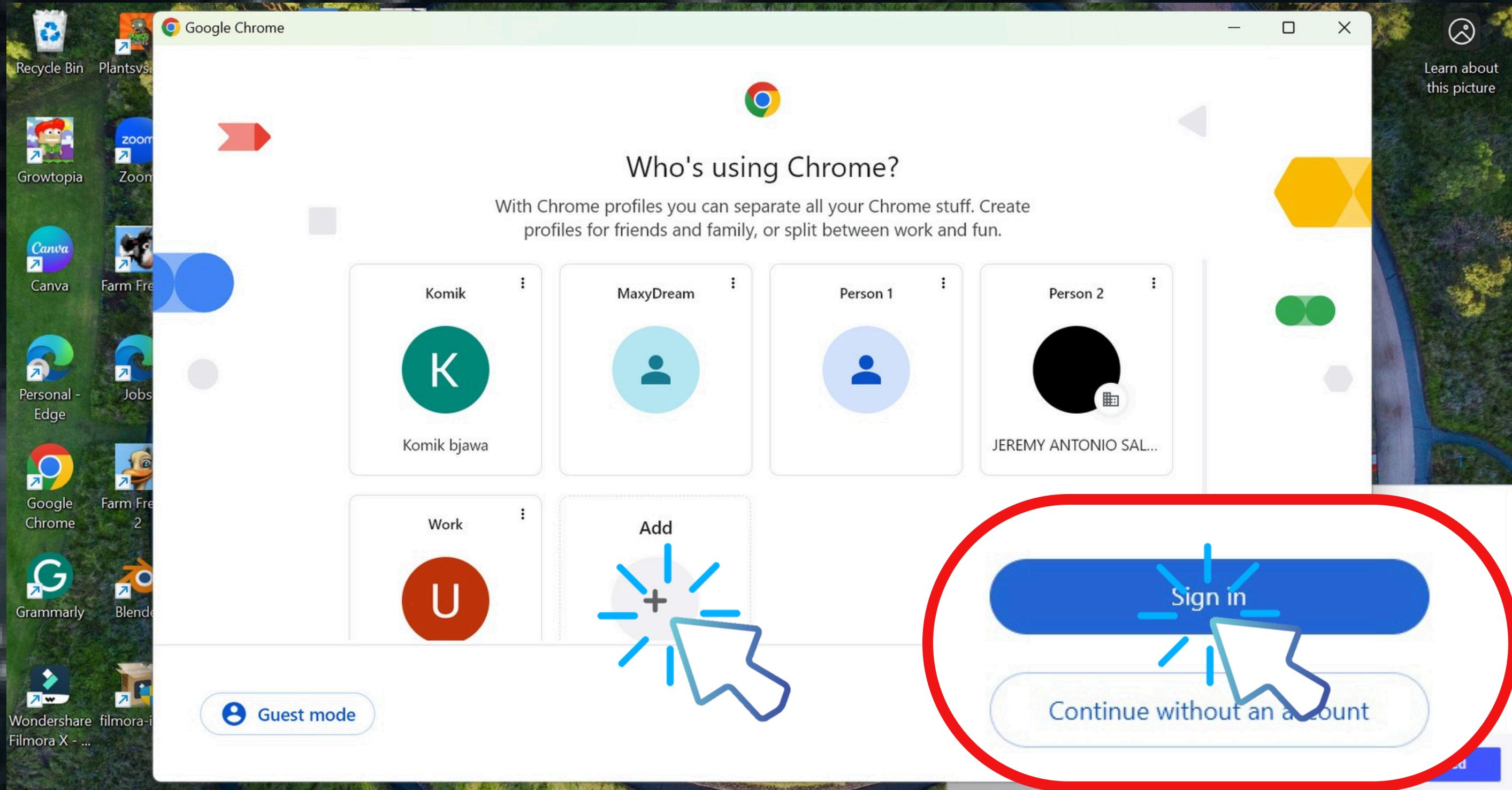
3 user standar, dan 2 user admin sudah jadi

# TUTORIAL VERIFIKASI DUA LANGKAH AKUN GOOGLE

Oleh Jonathan Antonio Salim XI-TKJ-2/10

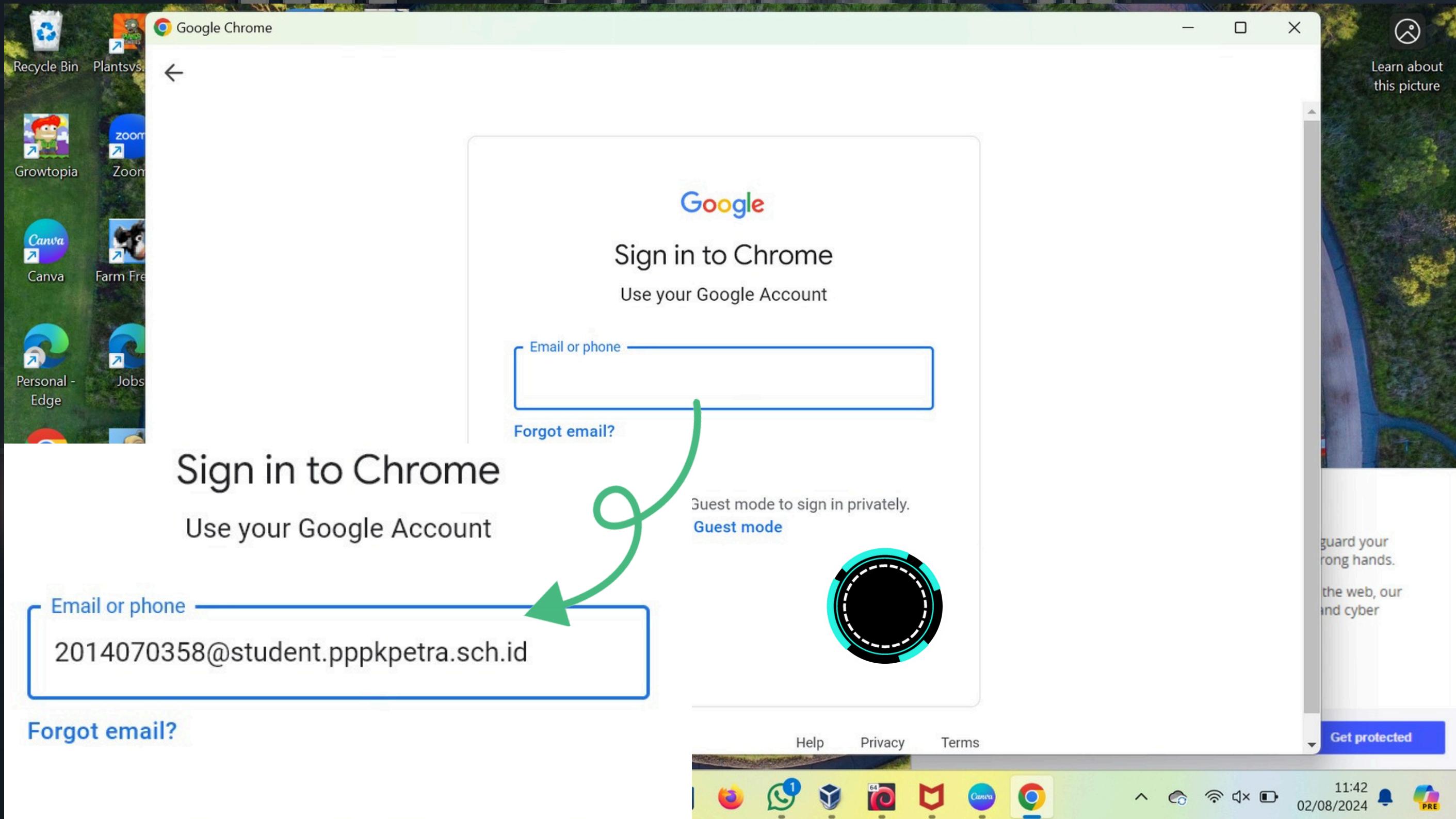


# 1.Sign in akun



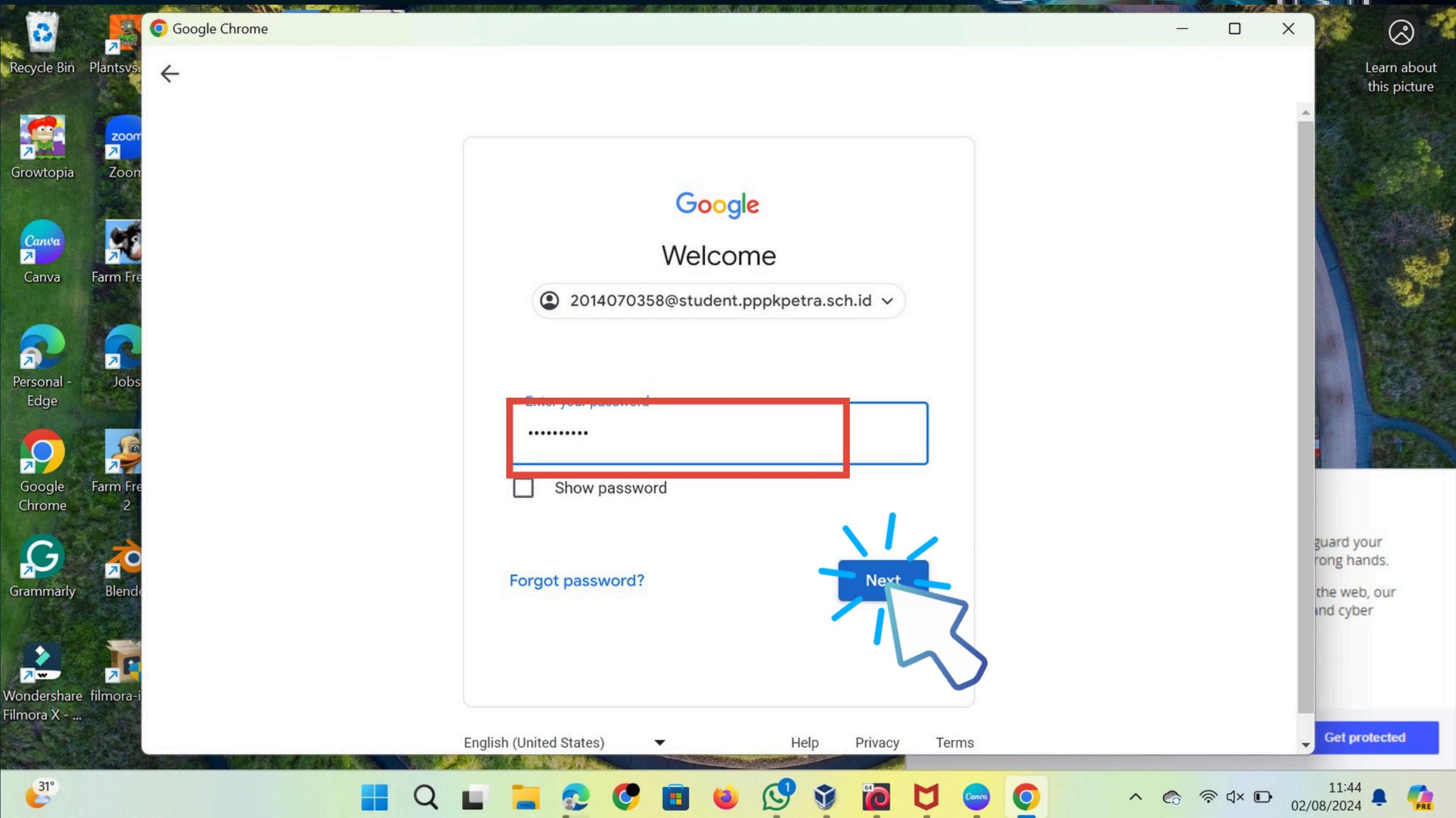
Tekan add untuk masuk ke akun kalian, lalu sign in ke akun yang ingin kalian aktifkan verifikasi dua langkahnya

## 2. Masukkan Email



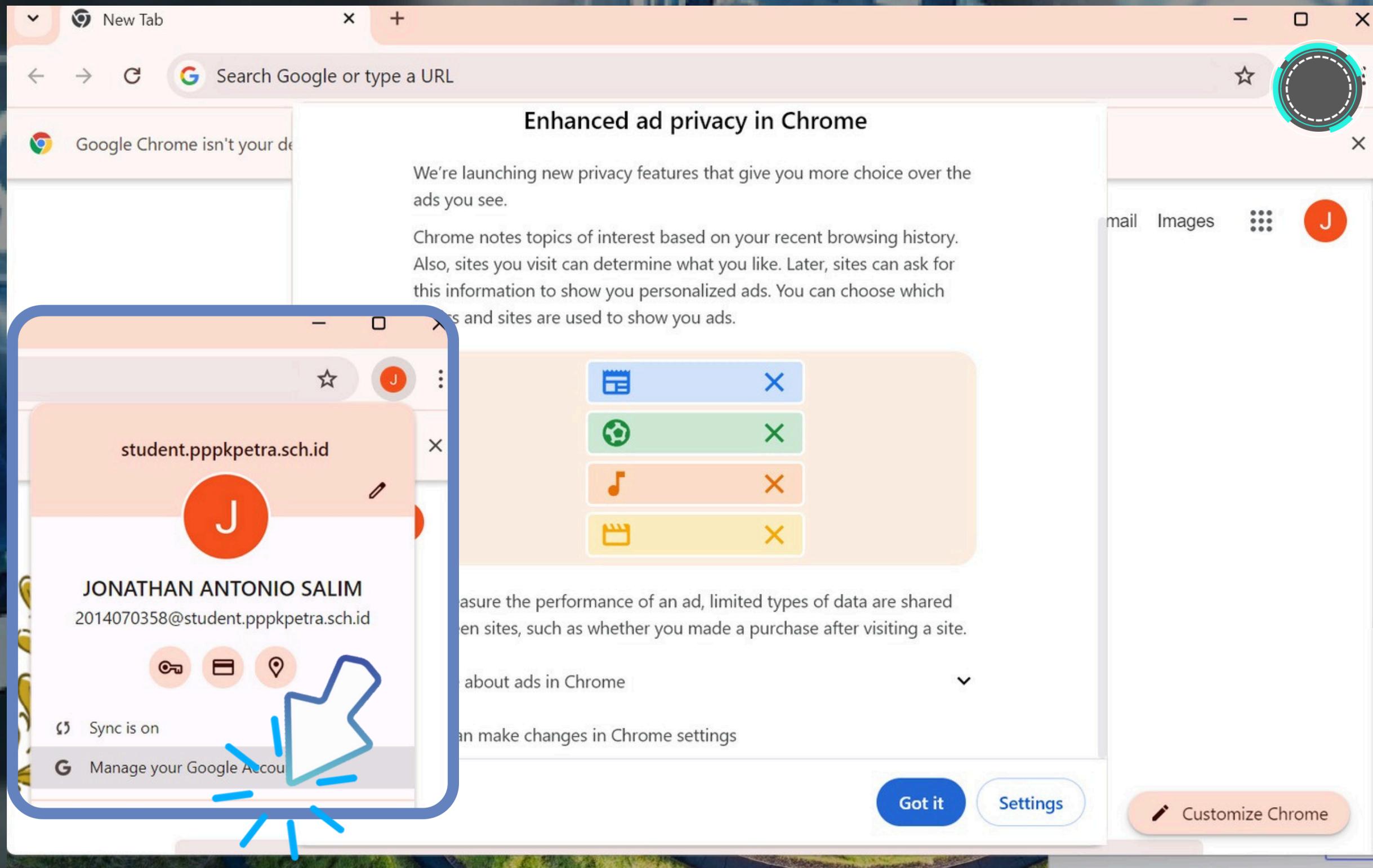
Setelah muncul tampilan seperti berikut, kalian dapat memasukkan email kalian, kemudian tekan "Next"

### 3. Masukkan Password



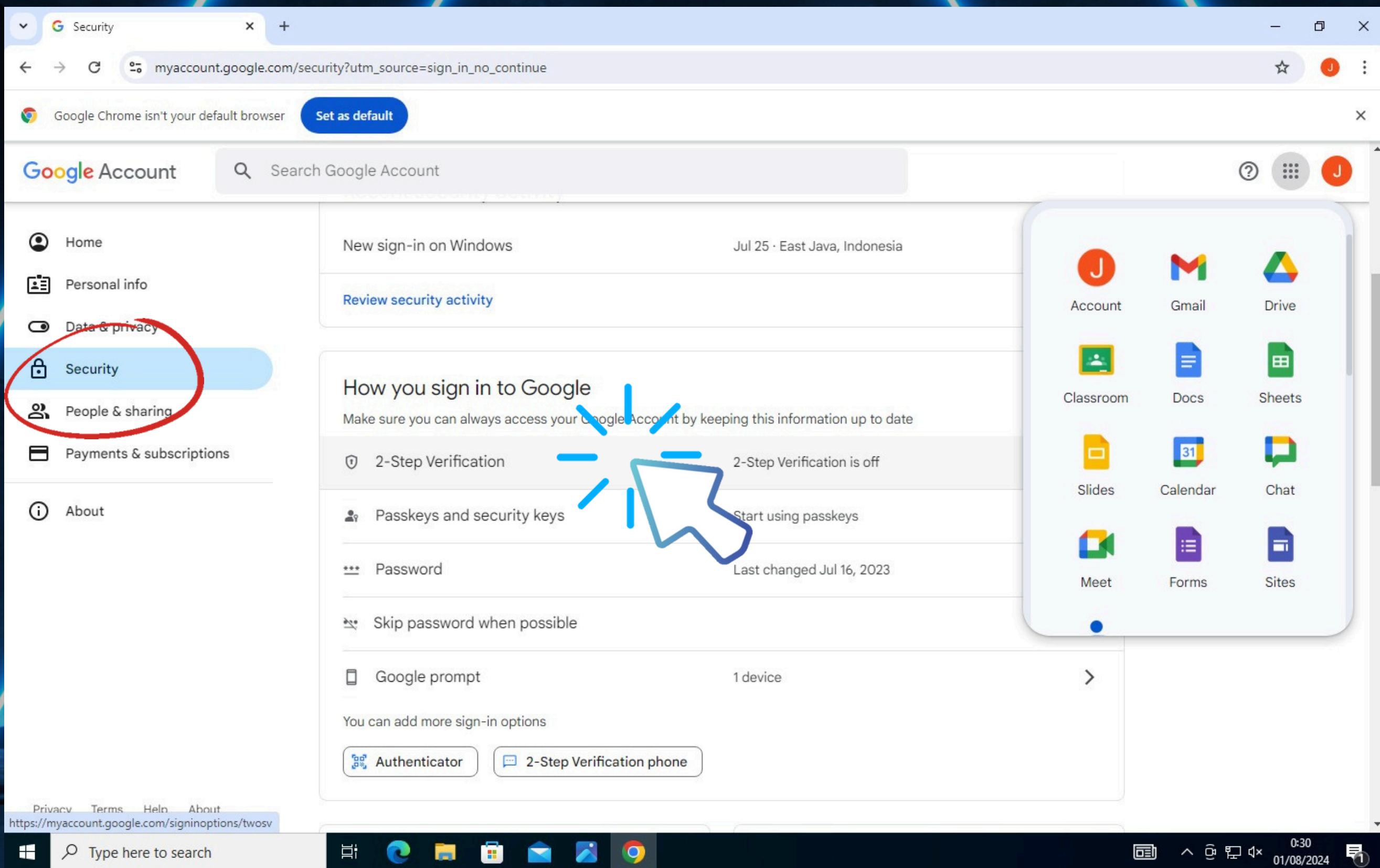
Setelah memasukkan email, masukkan *Password* email kalian, kemudian tekan “Next”

# 4. Masuk ke “Manage your Google Account”



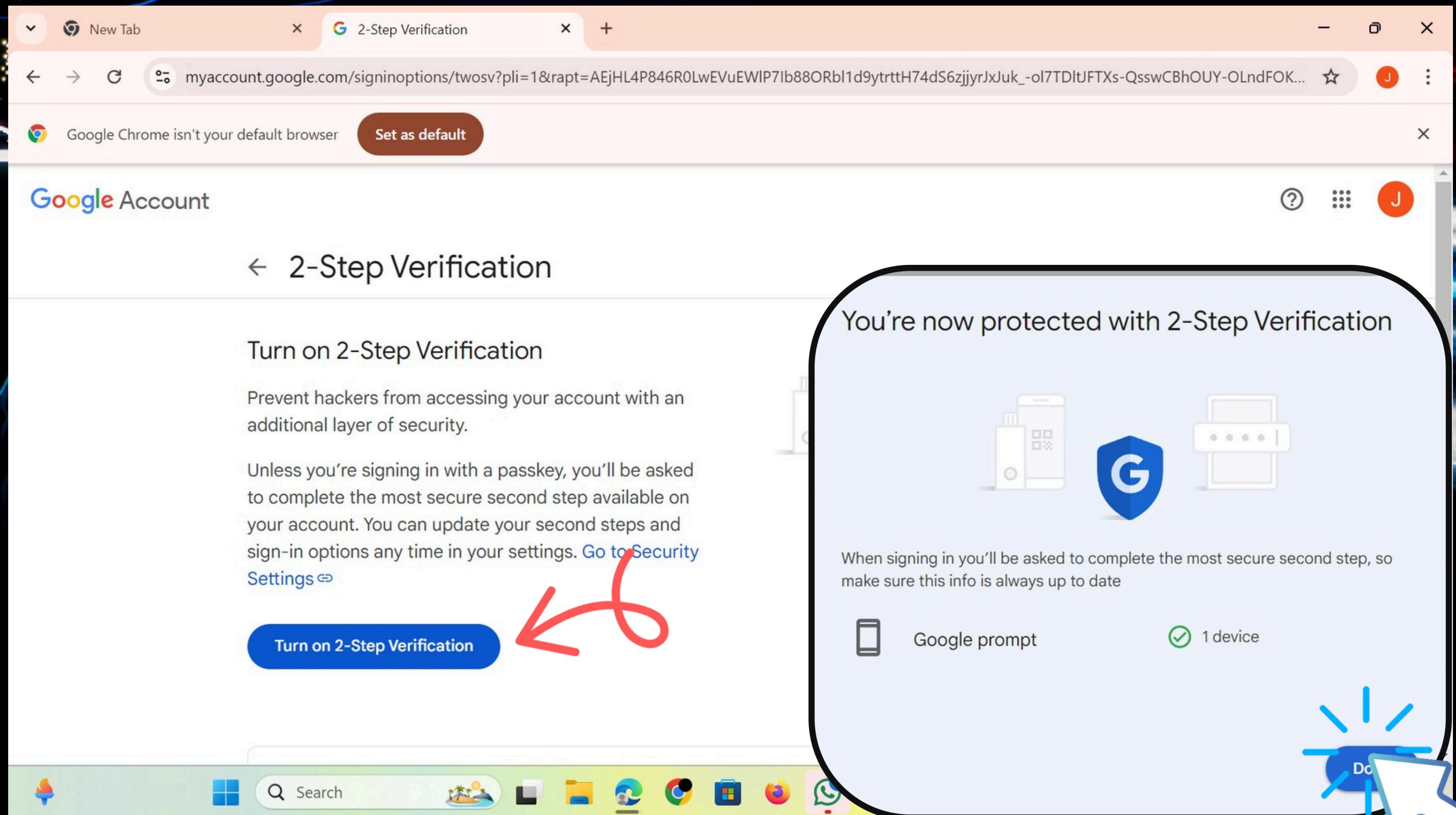
Setelah masuk ke akun, tekan “Got it”, kemudian masuk ke profile, dan pilih “Manage your Google Account”

# 5. Pilih bagian “2-Step Verification”



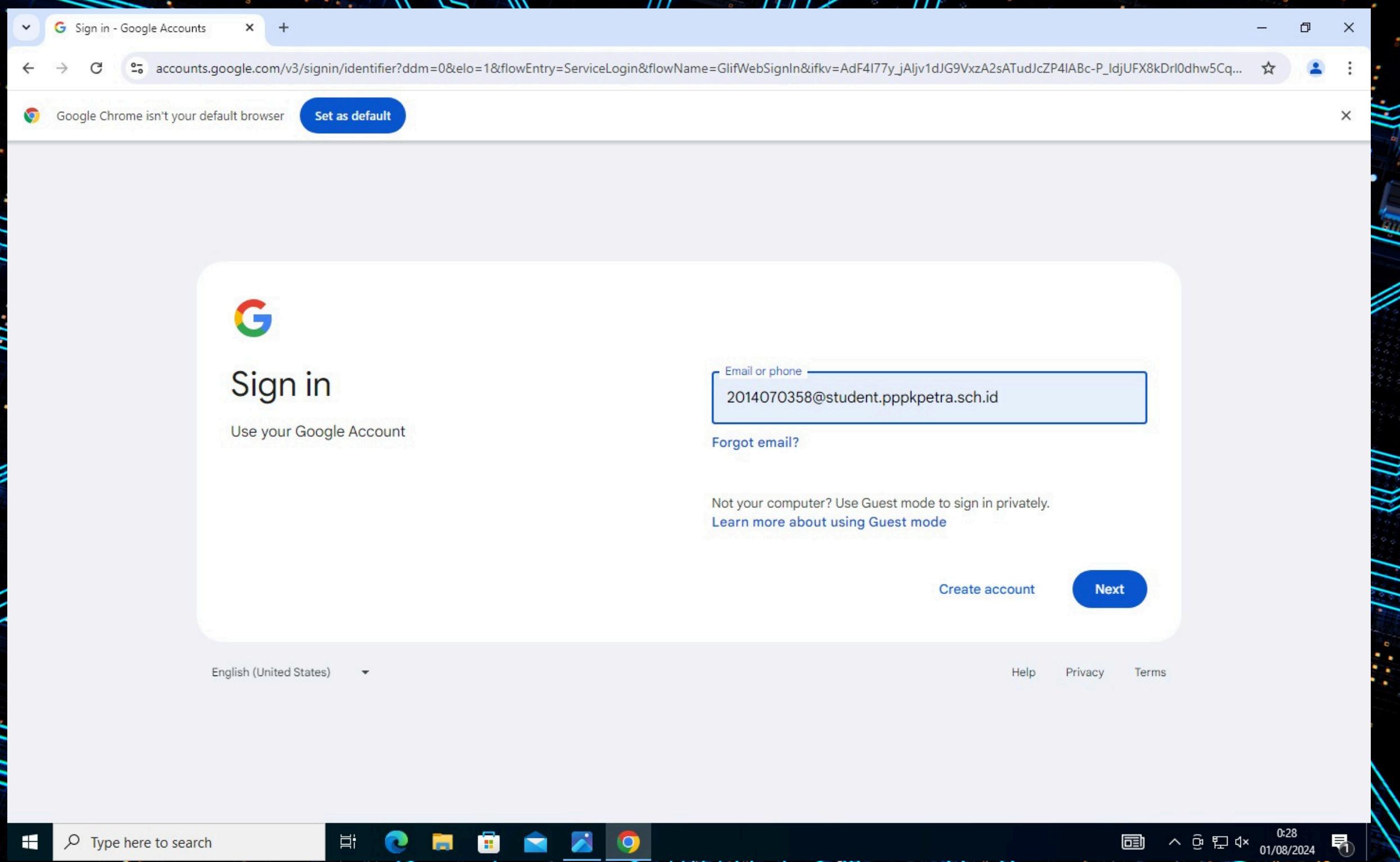
Setelah masuk, pilih bagian “*security*”, geser sampai menemukan “*How you sign in to Google*” dan pilih bagian “*2-Step Verification*”

## 5. Aktifkan “2-Step Verification”



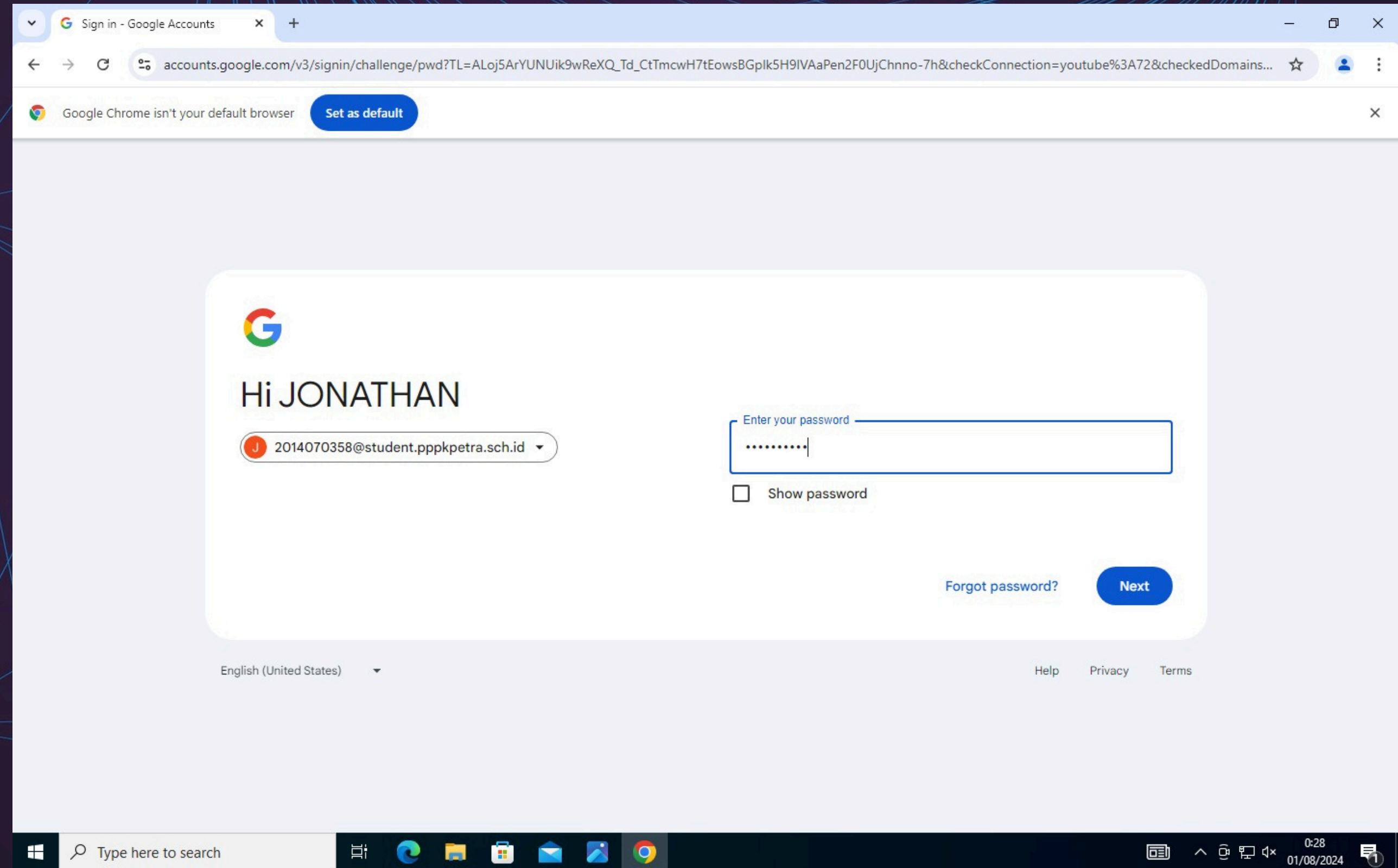
Tekan bagian “Turn on 2-Step Verification” setelah muncul pop up seperti pada gambar tekan “Done” dan akun kalian sudah terproteksi oleh verifikasi 2 langkah

## 5. Mencoba verifikasi 2 langkah



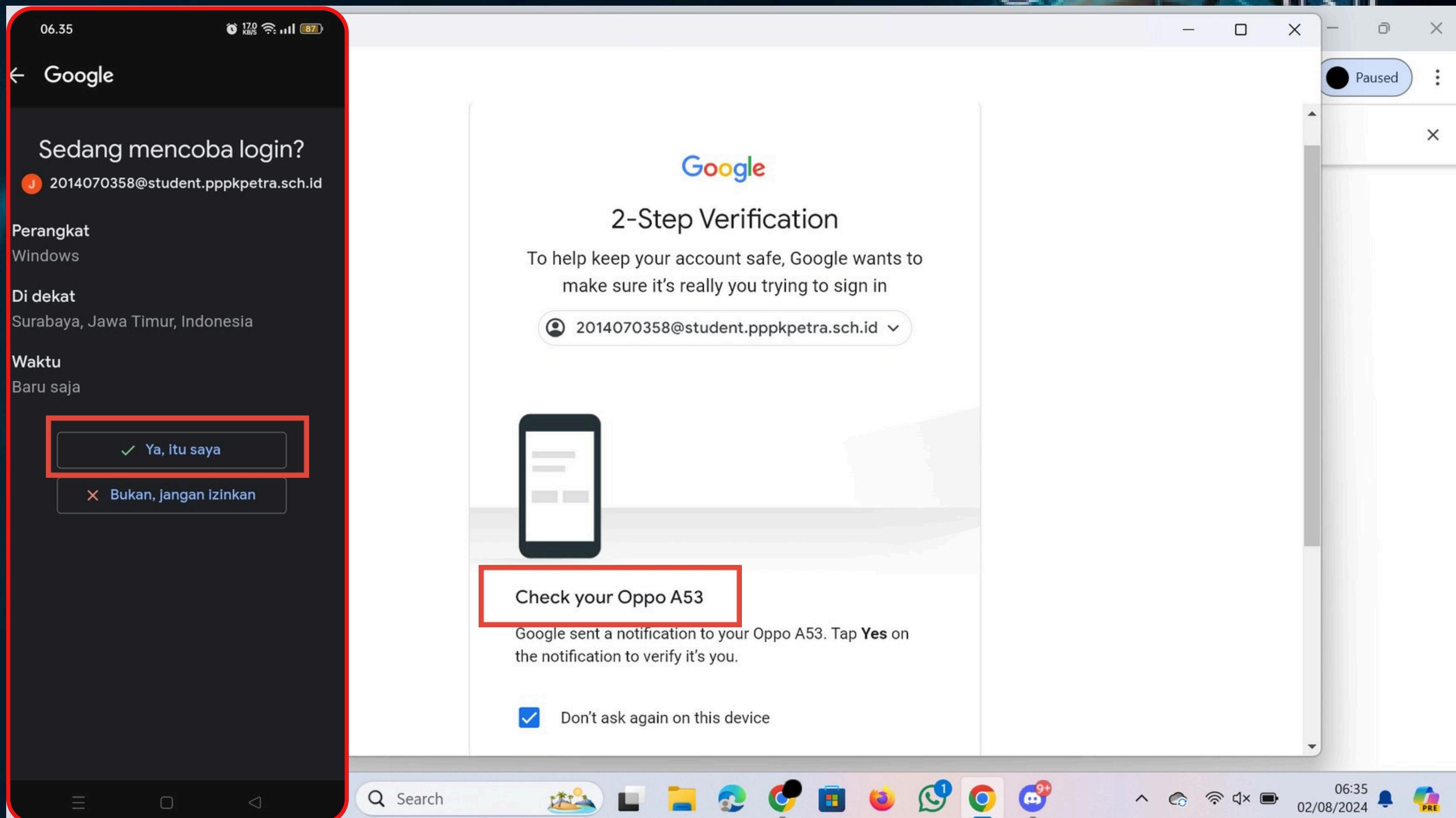
Sign in ulang ke akun yang sudah terproteksi verifikasi 2 langkah

## 5. Masukkan Password



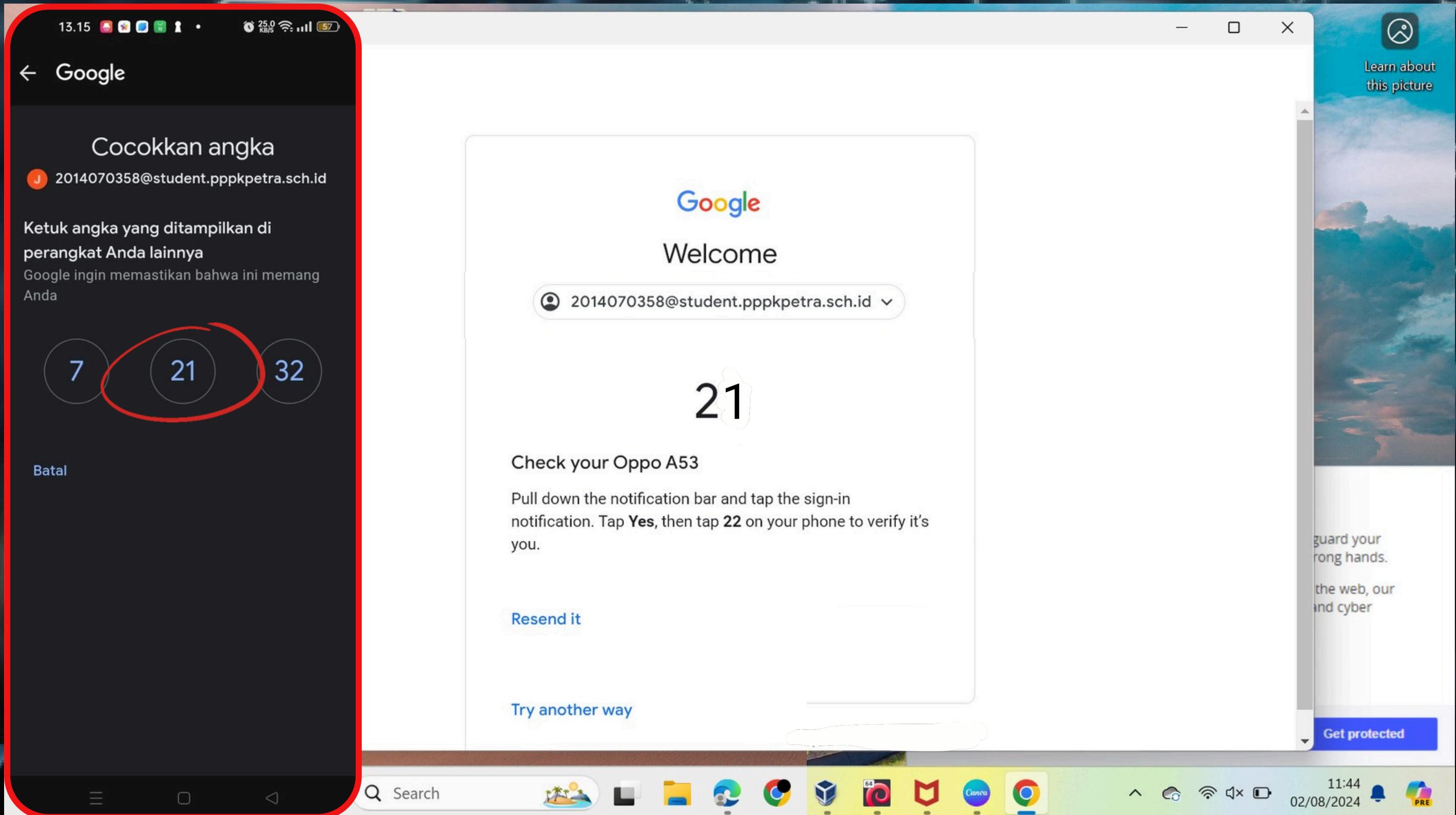
Masukkan Password kalian kembali, kemudian tekan "Next"

## 6. Cek *pop up* perangkat yang dimaksud



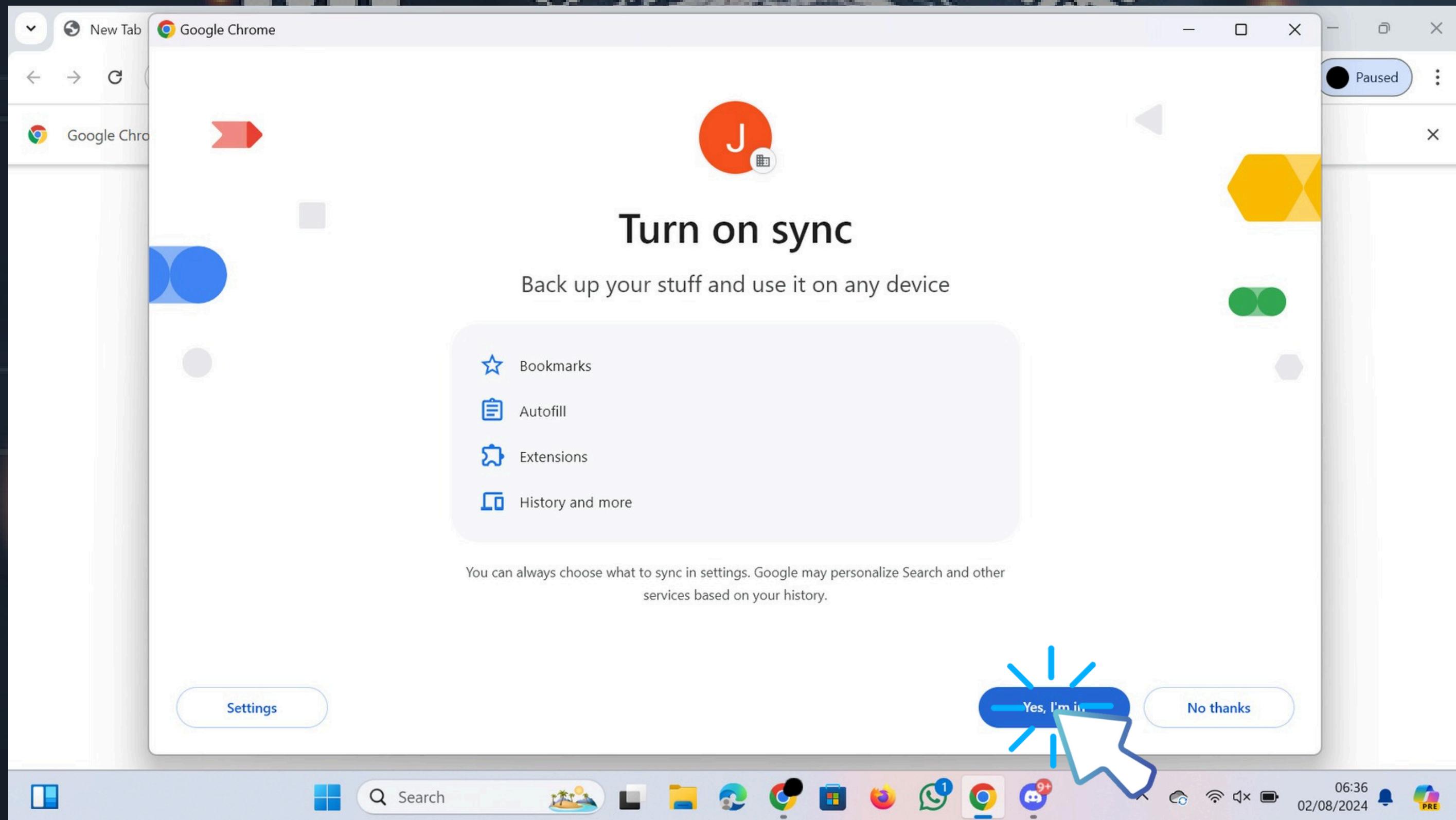
Setelah memasukkan *password*, akan muncul tampilan seperti gambar diatas, kemudian cek *pop up* di perangkat kalian (pastikan bahwa kalianlah yang sedang mencoba login di akun kalian), kemudian tekan "Ya, itu saya"

## 6. Pilih angka yang sesuai



Setelah itu akan muncul tampilan seperti gambar diatas, pilih angka yang sesuai dengan tampilan di PC kalian

# Selesai



Tekan “Yes, Im in”, dan kalian sudah bisa mengakses akun kalian



# THANK YOU

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ADA PERTANYAAN?

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