Create another user account

A Guide for Children and Parents

For Windows and macOS

Windows
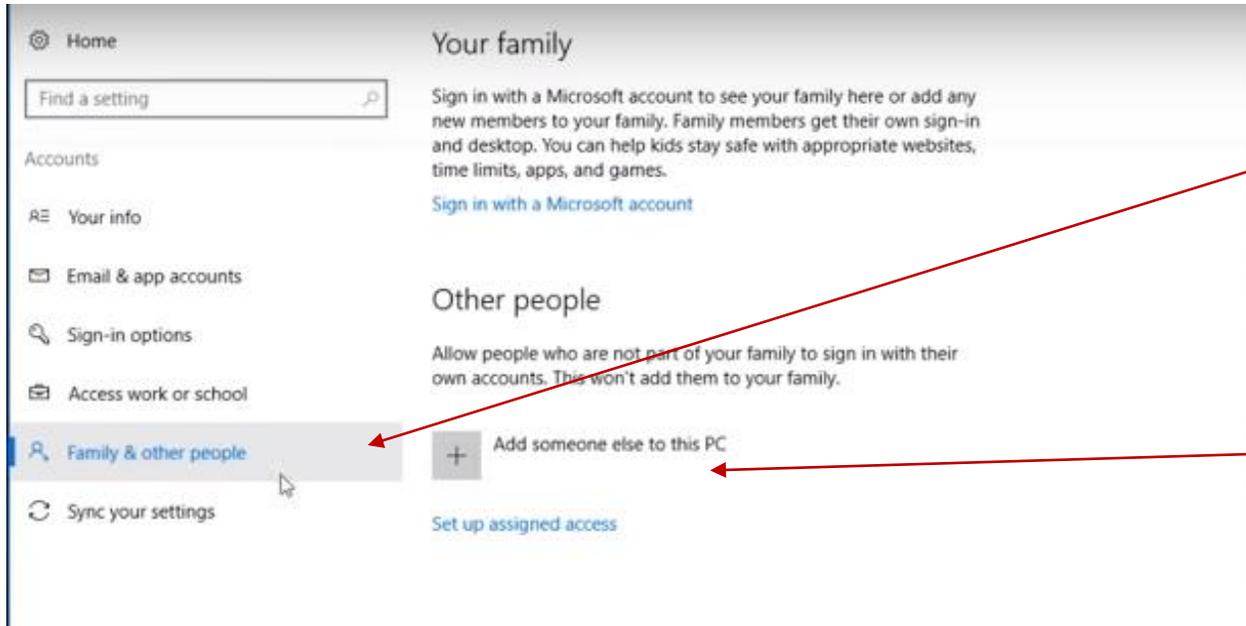
Go to 'Family & other people' or 'Other Users'.

Under Other users/people, click or tap on Add someone else to this PC.

Windows

How will this person sign in?

Enter the email address or phone number of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email or phone number they use to sign in.

Email or phone

I don't have this person's sign-in information

Privacy statement

Next   Cancel

In the bottom part of the page, click or tap the hyperlink reading 'I don't have this person's sign-in information'. You may not see this step.

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* Learn more

someone@example.com

Get a new email address

Password

United States

Birth month   Day   Year

*If you already use a Microsoft service, go Back to sign in with that account.

Add a user without a Microsoft account

Next   Back

Click or tap on the hyperlink reading 'Add a user without a Microsoft account'.

Windows

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

[User name]

Make it secure.

[Enter password]

[Re-enter password]

[Password hint]

[Next]   [Back]

In the account registration window, enter the name of the person who's going to use the computer and choose a password. Reconfirm your password and set a hint. When you're done, press the Next button to complete the registration process.

You can now log out of the current user and use the new user account for your remote learning.

If you are still unsure, please follow the video here:
https://www.youtube.com/watch?v=_Cg Ef0DEzmg
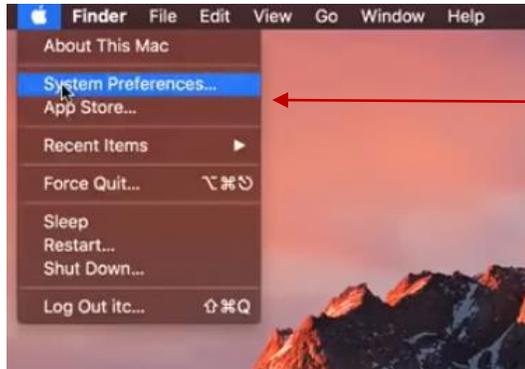
macOS

On your Mac, choose Apple menu > System Preferences, then click Users & Groups.
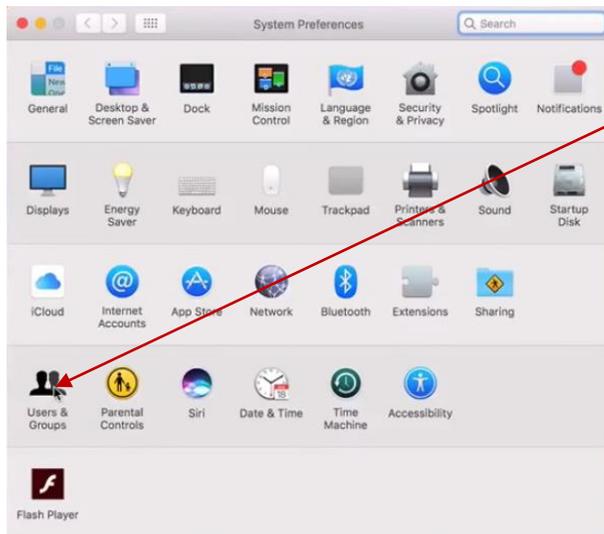
macOS

Click the lock icon 🔒 to unlock the options.
Enter an administrator name and password.
Click the Add button ➕ below the list of users.
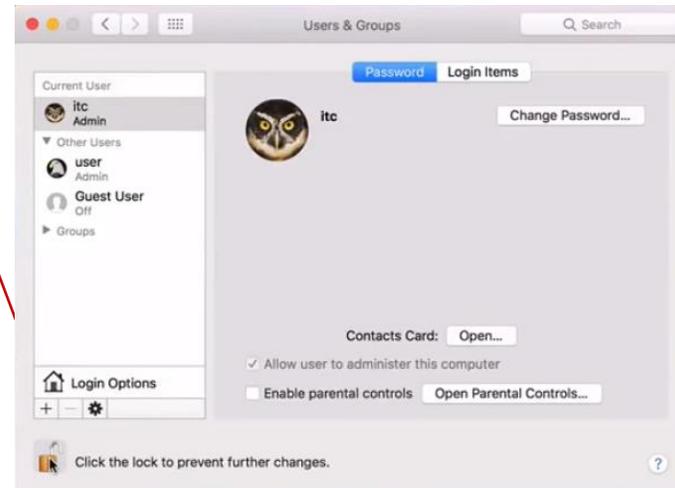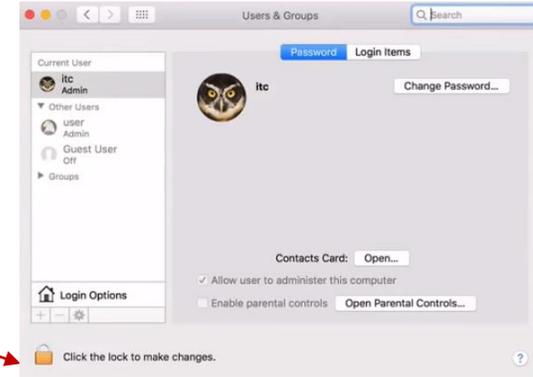
macOS

Click the New Account pop-up menu, then choose a type of user.
Enter the new user's details.