User Profiles

Creating new ones for family members, changing passwords and the importance of keeping them hidden

You may wish to create your own profile on your computer. This will be your own personal login with a secure password of your own. It is important to do this if you are planning on sharing your computer.

To do this click on Menu button in the bottom left corner of the screen, type "users and groups" in the search box and "Users and Groups" will pop up in the right hand column. Click on it.

This will open a new window called **Users Settings**. To create a new user, click the "Add" button. You'll be asked for your password - it's the same one you use to login normally. Click on the "Authenticate" button.

Once you've entered your password correctly, you'll see the Create New User window where you can type in the new user's Name. You will also need to complete the Username field - following the given requirements and click OK. Once you've done this you'll see the Change User Password window. You will then need to set a password. Make sure it's something you can remember! Then click on OK. You have now created a new user!

You will be taken back to the Users Settings screen you saw earlier, but your new user account should now be listed. You have now created a new user!

If the new user is an adult and one of the main users of your computer, we recommend setting the **Account Type** to **Administrator**. This means you will be able to download apps and change settings for other users. To do this, find the User name that you want to change and click "Account type". You can then choose between "Administrator" and "Desktop user". Then click OK.

If children or vulnerable adults are using the computer we recommend you set their account to **Desktop user**. For more information about using the computer safely read our **Staying Safe Online** document on the desktop.

To remove a user, click on the user profile that you want to remove and click on the button "Delete". A pop-up will ask you to confirm that you want to "Remove home folder for the new user?" ie the account and files. Once you are sure you no longer need the account and any of the folders - click "Delete Files".