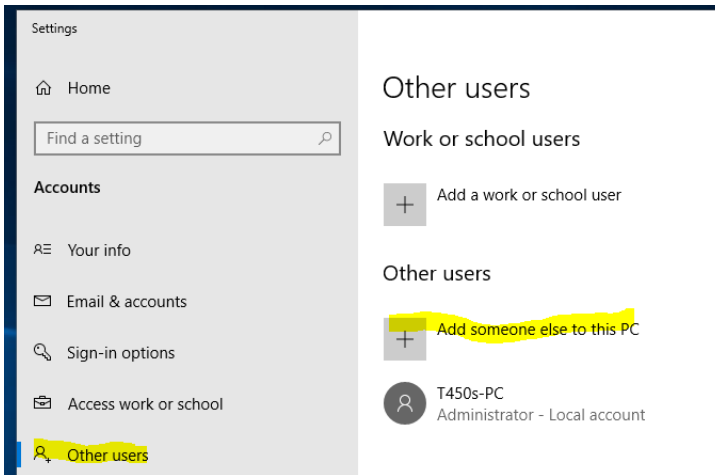


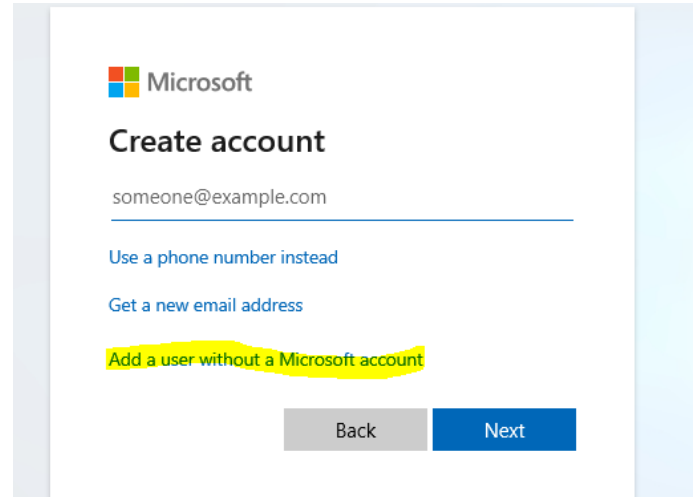
How to add additional users in Windows 10

(Note – this is for student/parent own devices. For SHS devices, students should log into the loaned machine with their SHS credentials.)

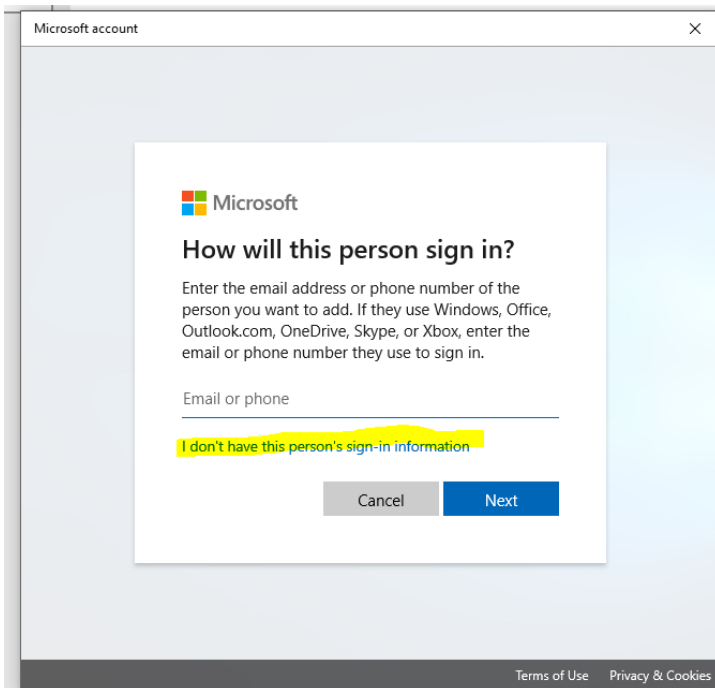
1. In the Windows search box, type Other Users
2. On the Other user page, under “Other Users”, click “Add someone else to this PC”



4. On the next screen, pick “Add a user without a Microsoft account”



3. On the next screen, type “I don’t have this person’s sign-in information”



5. Next, you’ll be prompted for a username/password for the new user:

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

Enter your user name.

Make it secure.

Enter password

Re-enter password

6. Once the account is created, the user can log into the account on the home screen or by selecting switch user from the windows menu under the user icon. The user icon is at the top of the windows menu and looks like a person.