

HOW TO SET UP A SEPARATE WINDOWS ACCOUNT FOR EACH CHILD




Windows 8.1

1. Swipe in from the right edge of the screen, tap **Settings**, and then tap **Change PC settings**. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, click **Settings**, and then click **Change PC settings**.)
2. Tap or click **Accounts**, and then tap or click **Other accounts**.
3. Tap or click **Add an account**, and then tap or click **Sign in without a Microsoft account**
4. Tap or click **Local account**.
5. Enter a user name for the new account.
6. If you want this person to sign in with a password, enter and verify the password, add a password hint, and then tap or click **Next**.
7. Tap or click **Finish**.

Windows 7

1. To open User Accounts, click the **Start** button, click **Control Panel**, click **User Accounts and Family Safety**, and then click **User Accounts**.
2. Click **Manage another account**. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.
3. Click **Create a new account**.
4. Type the name you want to give the user account, click an account type, and then click **Create Account**.

Windows 10

1. Select the  **Start** button, select  **Settings** > **Accounts** and then select  **Family & other users**. (In some editions of Windows you'll see **Other users**.)
2. Select **Add someone else to this PC**.
3. Select **I don't have this person's sign-in information**, and on the next page, select **Add a user without a Microsoft account**.
4. Enter a user name, password, password hint or choose security questions, and then select **Next**