

# **Creating User accounts on computers using Windows 7 (A guide for parents and carers)**

## Guidance for creating use accounts in Windows 7

This guidance is for parents and carers who wish to give their children their own logon accounts to Windows on home computers.

Enabling each user to have their own accounts allows parents to exercise control over many aspects of their children's uses of home computers. With the latest Windows operating system, Windows 7 this also includes activating parental controls on the account.

As most homes do not run a server-based system, each computer in the house may need user accounts setup.

**WARNING. As the authors of this guidance do not know your particular computer, the version of its operating system and other information, no warranty for these instructions is given, or implied. The authors cannot be held liable for system failures as a result of using this guide. While it is expected that in most cases, the instructions contained here will work, users should consult their own documentation, and/or seek advice from a computer specialist.**

### Why have user accounts?

User accounts enables different settings to be applied and restricts access to some files and folders. For example, a child logging onto a computer would not be able to see any documents that their parents or carers have stored, **unless** those documents are placed in a shared location. It is also possible to make changes to the way internet explorer works.

Imposing the requirement to log onto home computers teaches and reinforces good IT practice. Your child will need to log on to school, college and workplace networks. The sooner they get into the habit of remembering, keeping secure, and using their own logon credentials the better.

Having user accounts gives parents peace of mind as it is possible to limit when the internet is active on a child account, limit where the internet can take them, and provide user reports to the computer administrator.

### Will user accounts protect my children?

The short answer is "No". There is nothing to beat watchful parenting, and there are no automated systems that offer a guaranteed, 100% wrap-around protection against harmful material or people on the internet. What this will do, however, is give you a greater degree of control, allow you to support the school in their ICT lessons around network security, and above all, teach your children good habits.

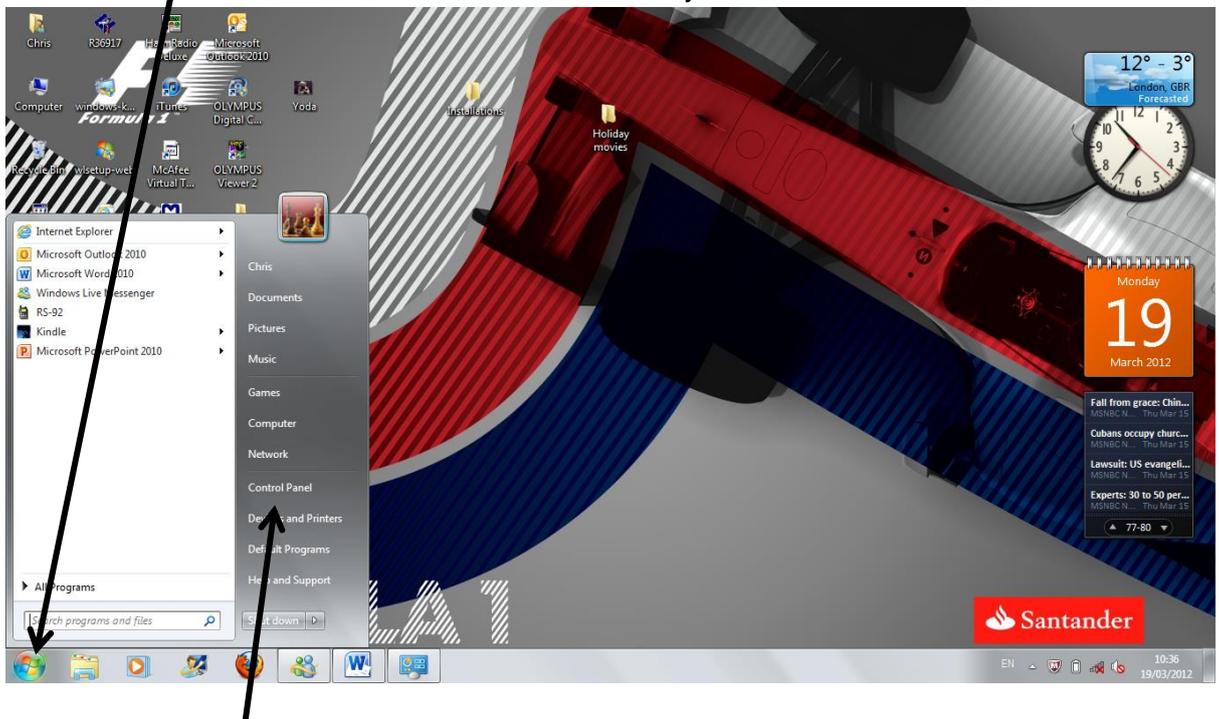
## But there ARE benefits to doing this?

Yes. YOU will have control over when your children can access the internet and the degree to which they can do so. Unacceptable material may still find its way in, but you will have taken a major step forward to addressing this worrying event. Having User Accounts set up allows you to:-

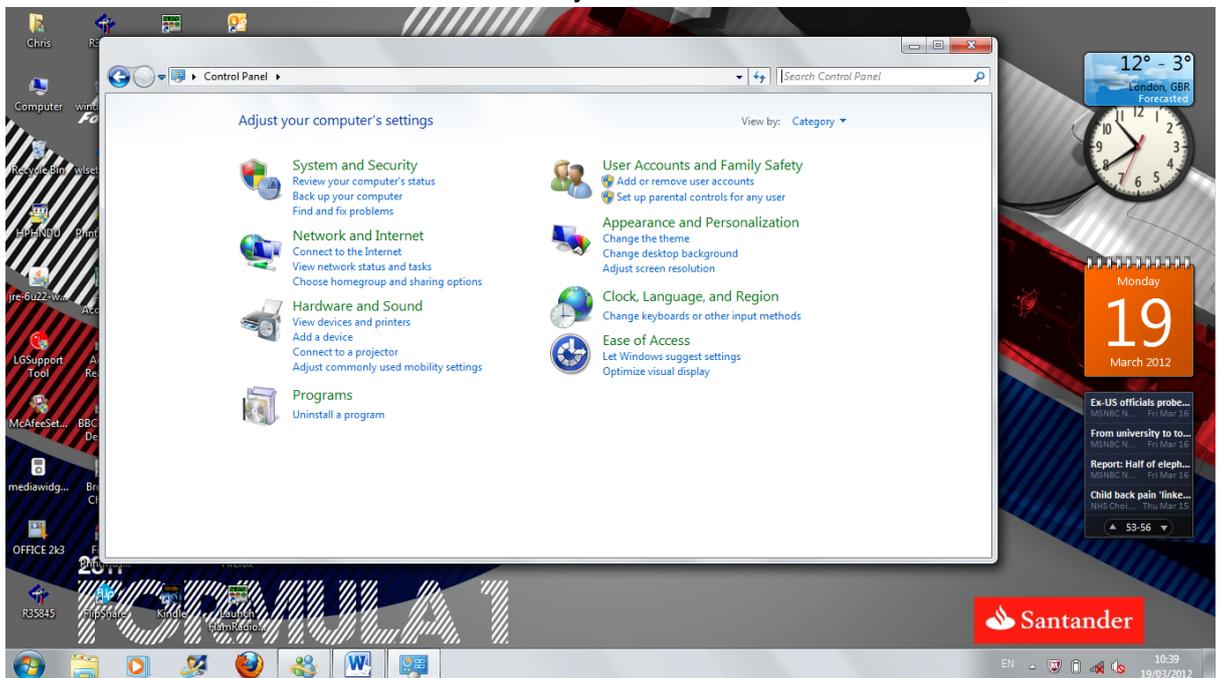
- Make sure that only you can add or remove programmes from your computer
- Determine when your child's logon is active – you can set blocks of time when they cannot logon – that way you know they aren't online late at night.
- Set up Parental Controls that can email you information such as internet searches made. **(This is not covered within the scope of this document, however, part of the setup invites parents to activate parental controls if they wish. If you accept, from then on, the system will guide you through the choices you have available.)**
- You also have some control over internet filtering – **however, no filter can ever be guaranteed to be 100% reliable.** The question of whether to filter is a tricky one, as if you set filter controls too severely, all that happens in reality is that children will seek the material they want elsewhere. At least if you do not apply filter settings, your user reports will tell you what searches they are making!

## Setting up a user account in Windows 7

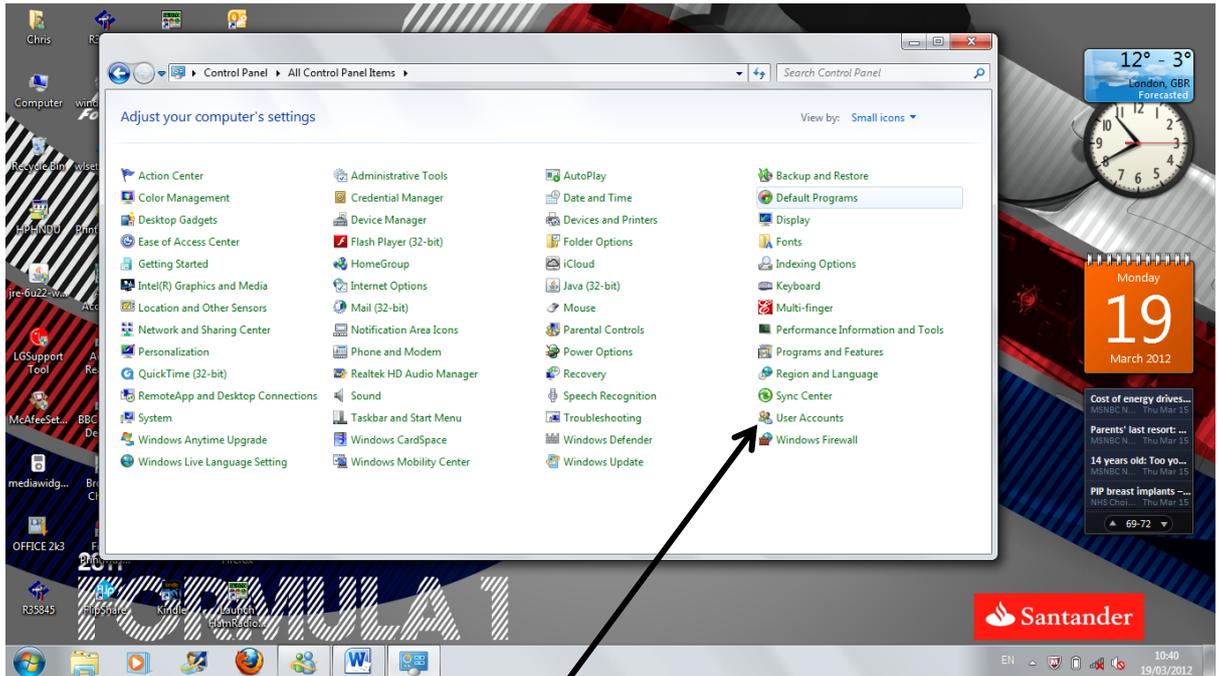
- 1) Go to the Start Button on the lower left hand side of your screen. Click it.



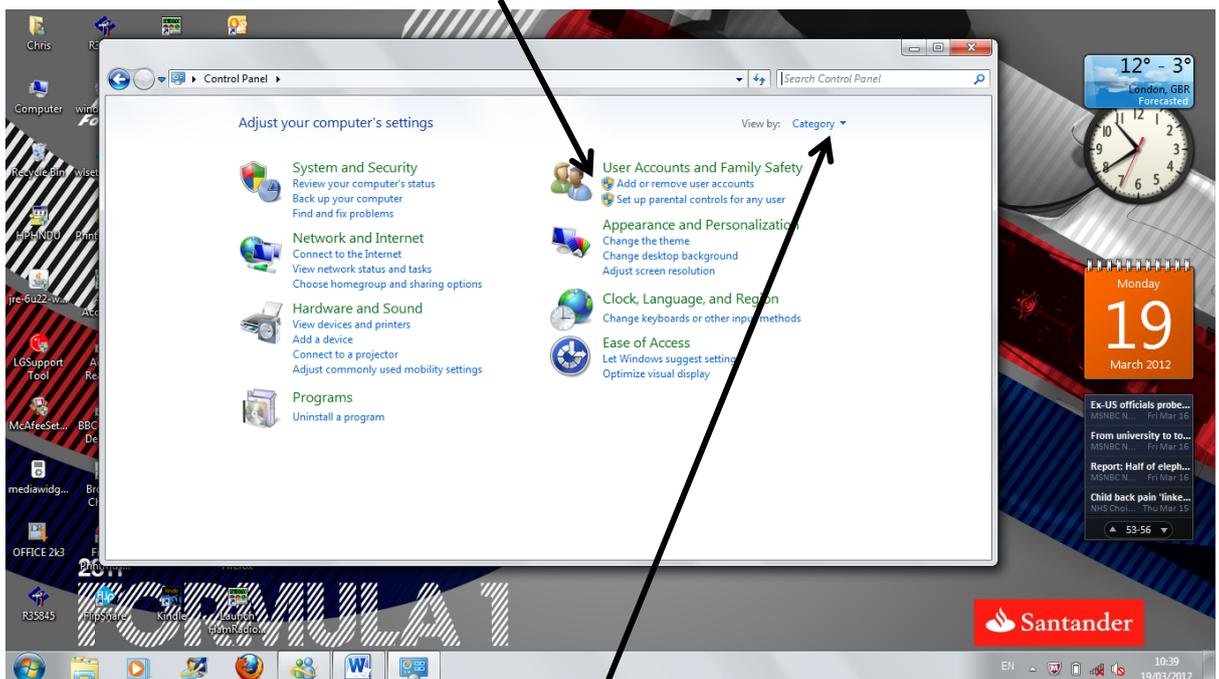
Now click "Control Panel" Control Panel may look like this....



Or this...

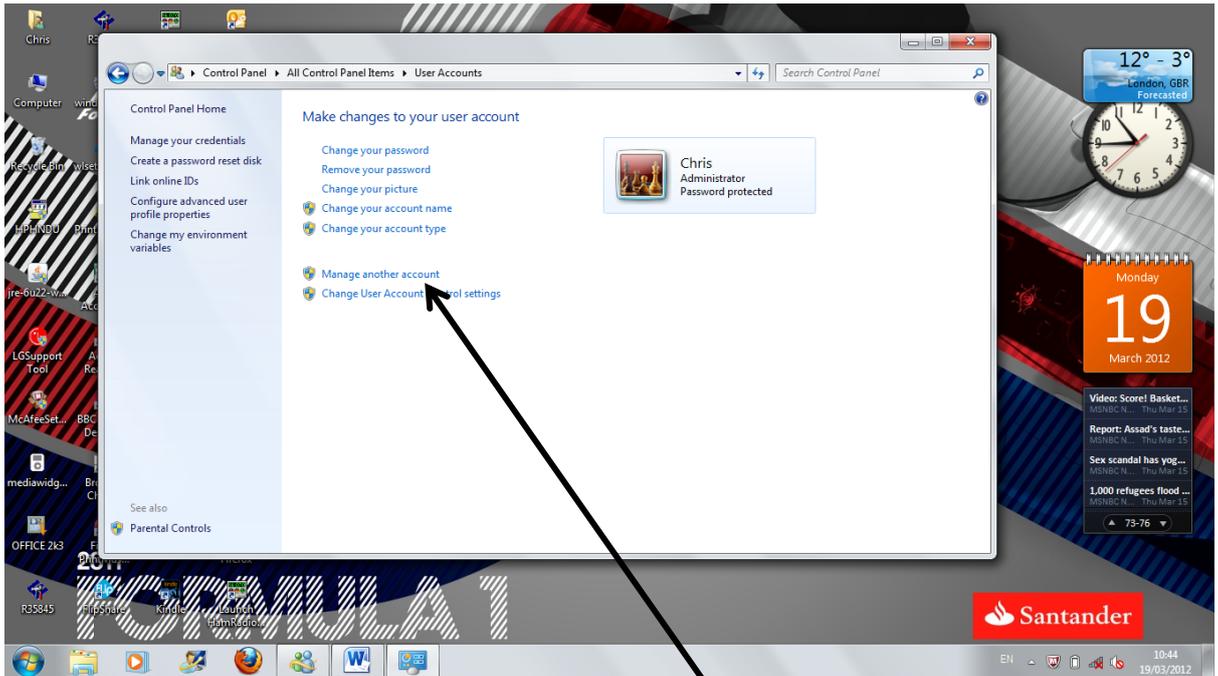


You now need to find "User Accounts"



Some people find it is easier to see the whole of the contents of Control Panel, and prefer the more detailed view at the top of this page. To access this view, select "View by small icons" at the top of the page. From here on in, we will assume that this is the view you have.

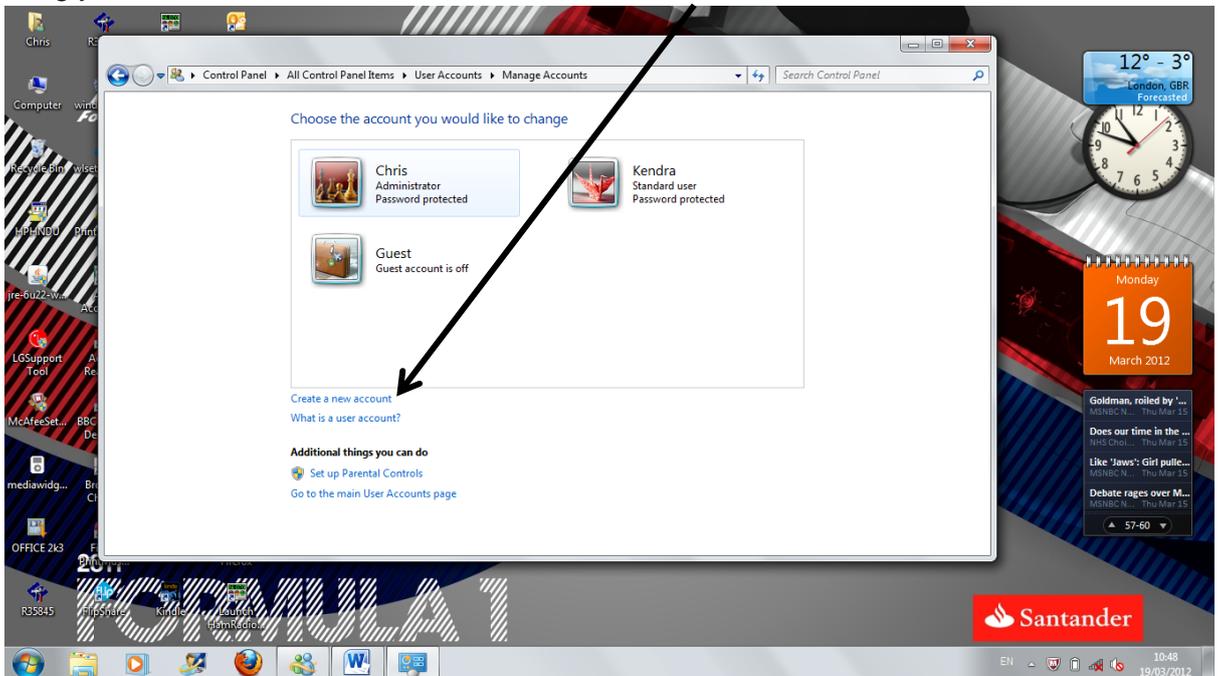
Clicking on User Accounts brings you to this screen.



From here, you want to set yourself up as a Computer Administrator, and then add user accounts for everyone else. You can use your existing account and just add a password to it.

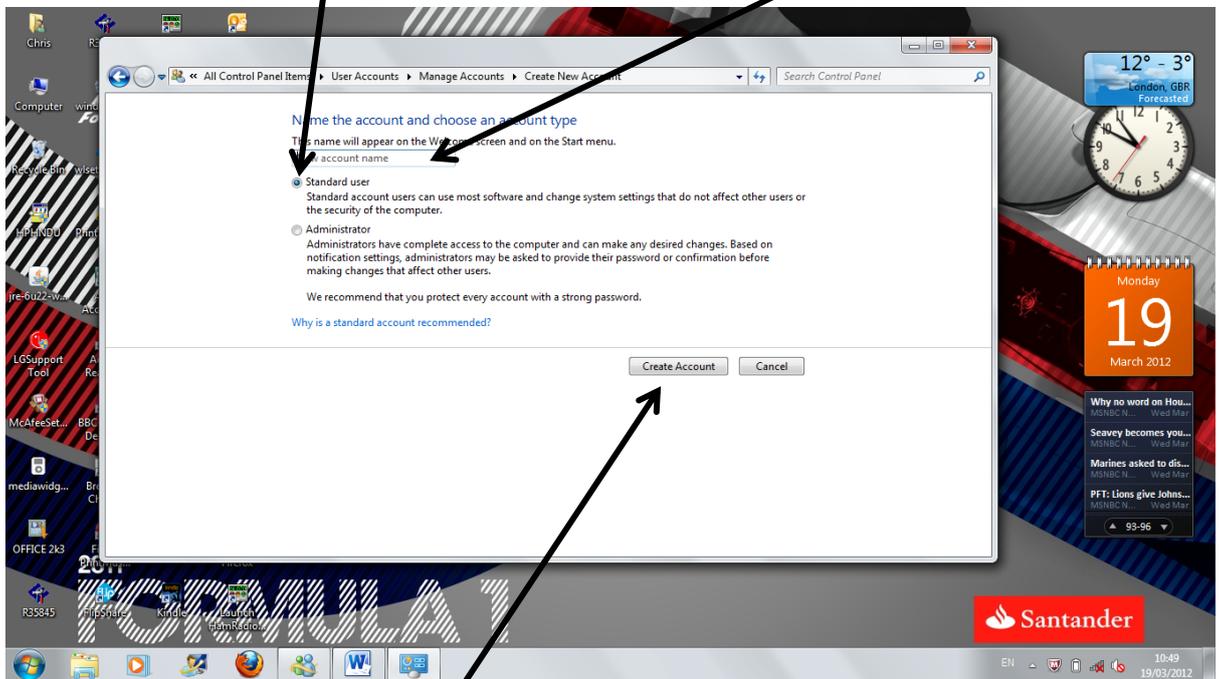
Follow the instructions that will appear when you click. Password Protect this account.

Next we need to add a child's account. Click on Manage Another Account. This will bring you here. And we need to Create a New Account.

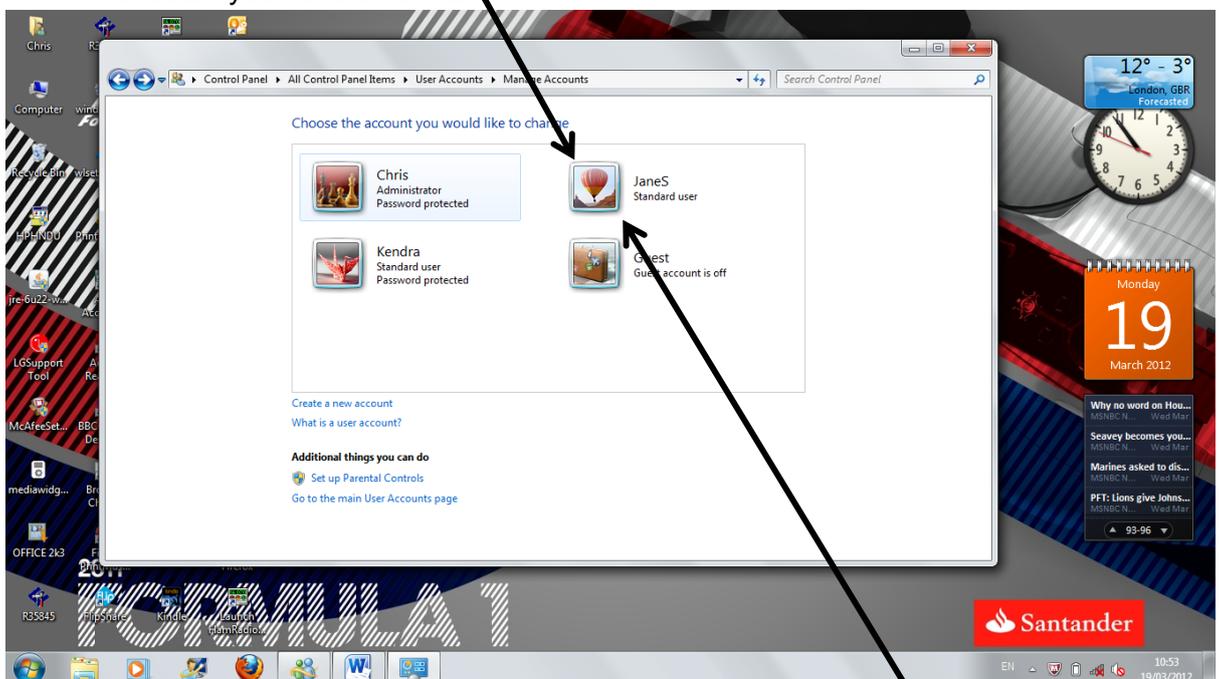


First, you give the account a name. This can be your child's name. In most places, a username is a firstname and surname initial. So Jane Smith would be JaneS. It is entirely your choice.

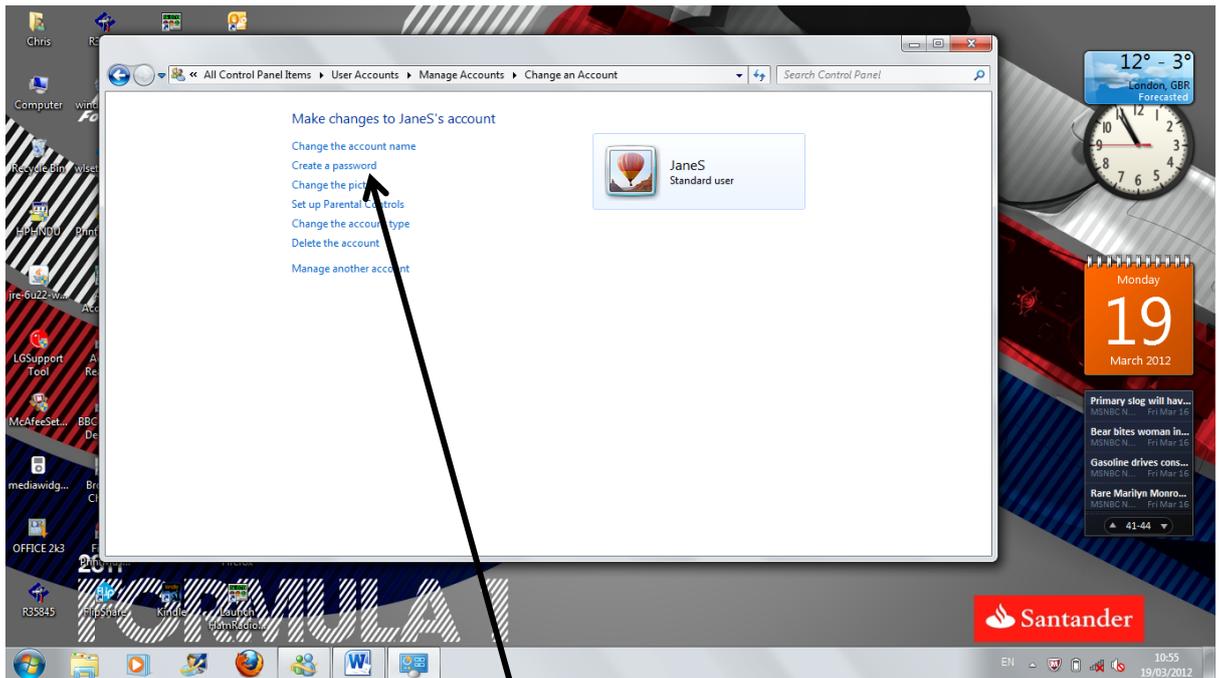
The next thing is that you do **not** want this account to have administrator privileges, so it needs to be a Standard Account



Next, click on Create Account. This will bring you here, and you can clearly see the new account you have created.

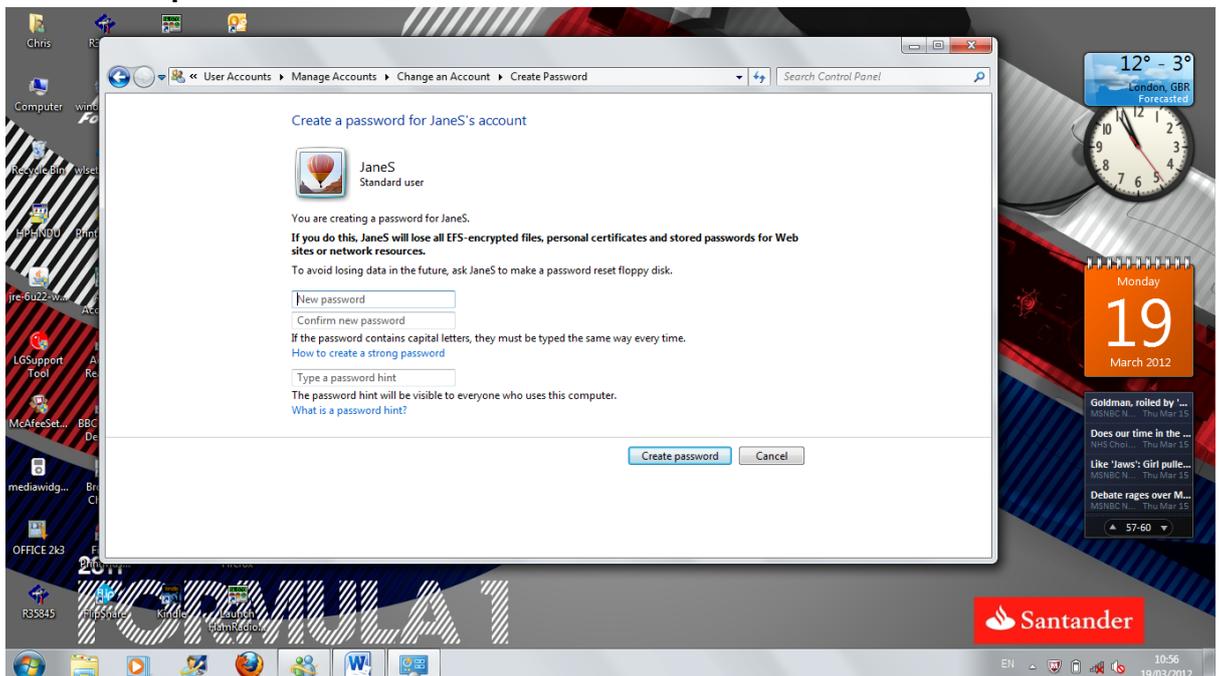


Now, we want to set a password. (Remember, all users of the computer will need their own user account and password.) You can also create a password recovery disk and we will look at this later. To set JaneS password, click on the account.



And then click here to create the password.

This brings you to this screen, and it also brings you to the need to consider a password hint that the user will see if they forget theirs. **The password hint must NOT be the password itself.**



Type the new password twice. (Here, we have chosen the location of the last holiday and the house number. Please see our advice on complex passwords later.)

Password : majorca18

Confirm : Majorca18

Password hint: Last holiday and number.

### **More about passwords.**

Passwords are useless if everyone knows everyone else's. You must keep your administrator password secret, as should your partner. You and your partner need administrator rights, but your children do not. If they get to know your password, (and children tend to do this really quickly) they can log on as you, and your efforts will have been wasted.

You should also change your administrator passwords regularly.

As children grow, it is good practice to get them used to thinking about complex passwords, as this is the standard they will need to work to in upper secondary school, university or college and the workplace.

A "strong" password is defined as 8 or more characters containing letters, punctuation characters, numbers and a mixture of upper and lower case letters.

It is not as hard as it sounds. Here are some ideas to get you started.

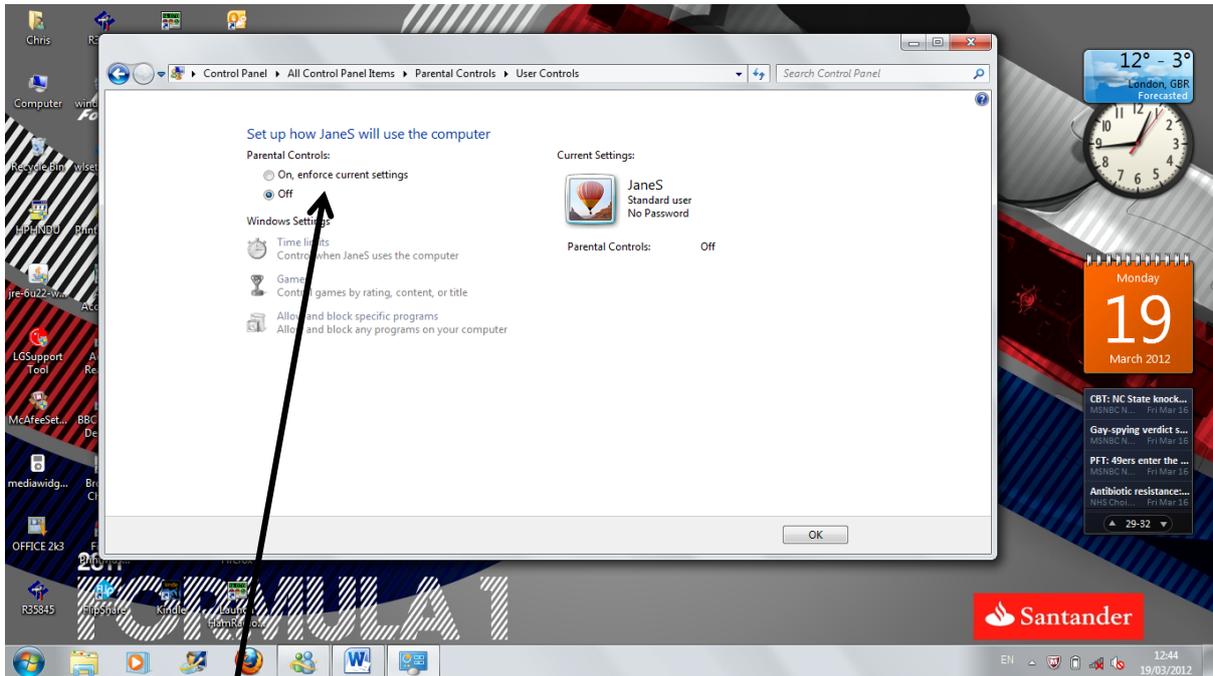
<b>Word</b>	<b>Strong password</b>
Canalboat	c@N@lb0@t
railways	r&!Lw@y5
homework	h0m3w0Rk

It doesn't take long to get into a good password habit.

**Remember, a password may as well not be there if it becomes known, or is easy to guess, and this includes yours as the computer administrator.**

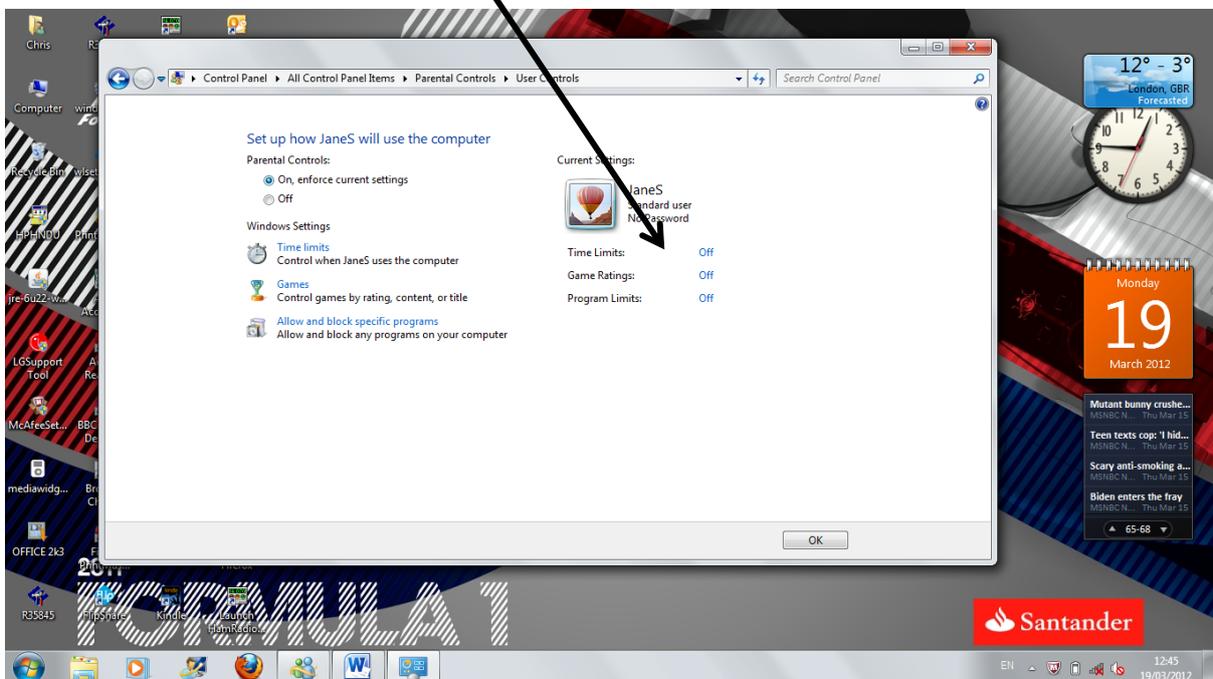
## Setting up Parental Controls.

This is one of the major strengths of Windows 7 and is well worth taking a look at.



You can find it here. The first thing to do is to turn it on by selecting the **On, enforce current settings** radio button.

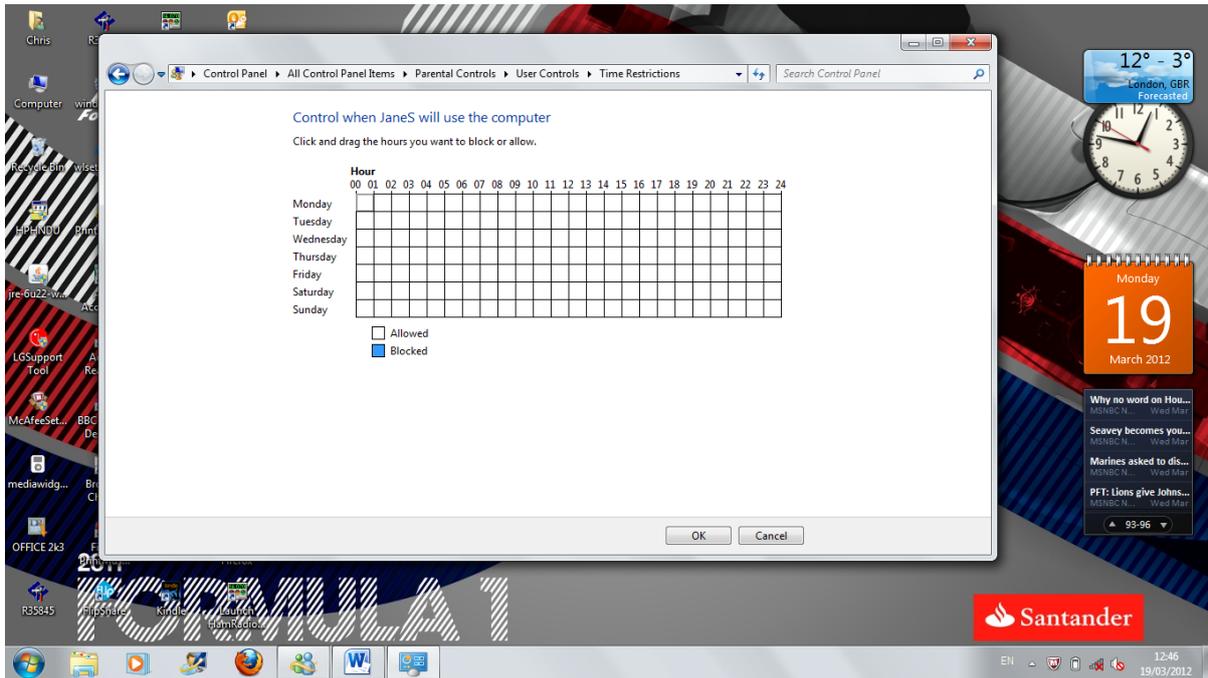
This makes a slight change to this screen.



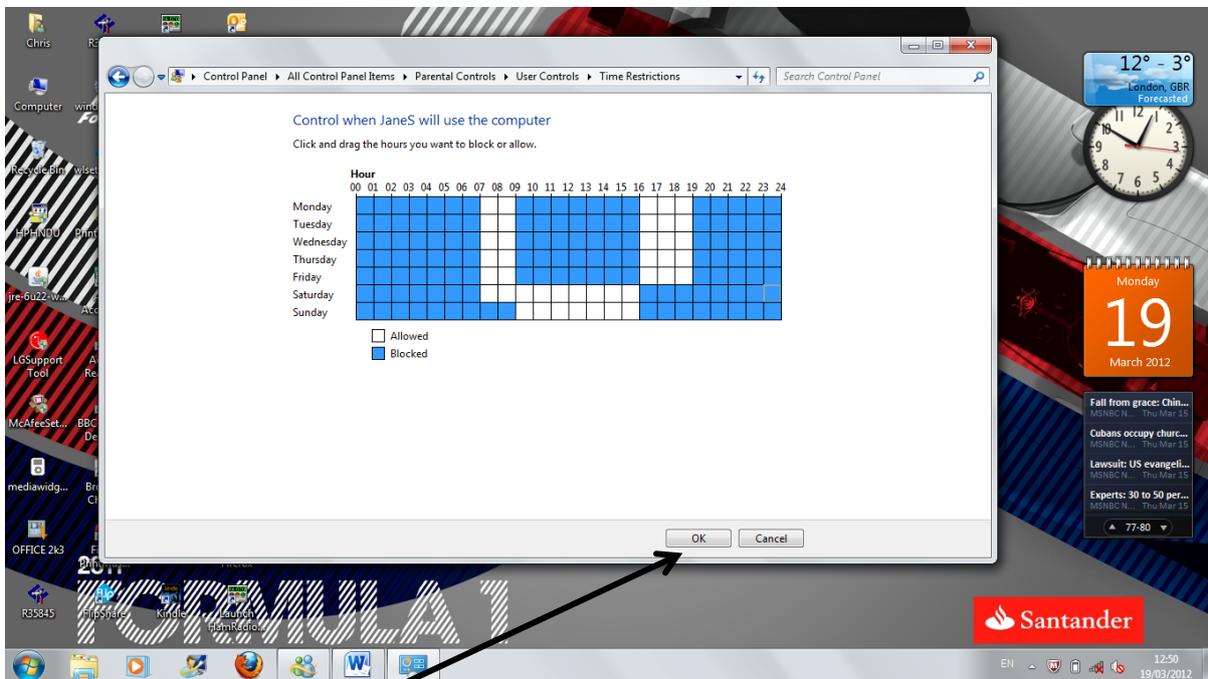
You can now work through the three options that have appeared.

Let's start with the **Time Limits** option which is usually of most interest to parents.

A simple block chart appears, and all you have to do is colour in when you want the internet to be active for that account.

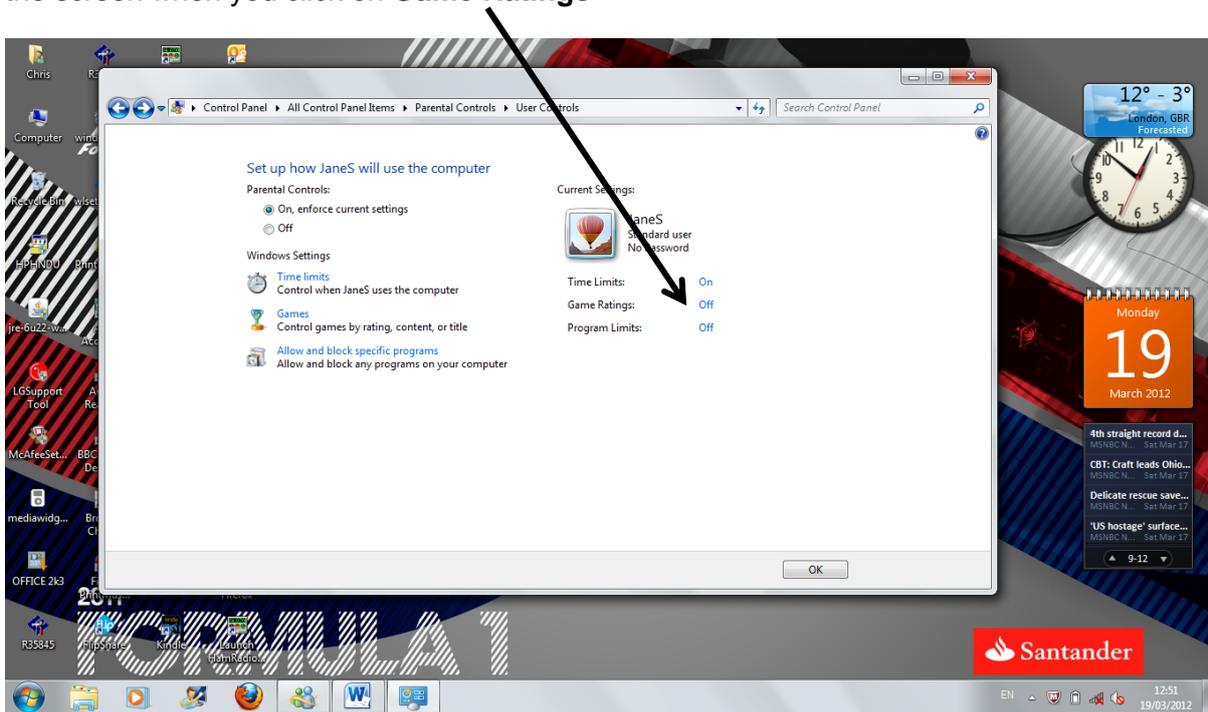


As an example below, we have allowed this account to have internet access from 7:30am – 8:30 am and from 16:00 – 18:00 at night. We have also allowed longer periods at the weekends. How much you allow and when is a matter for you to talk about with your child.

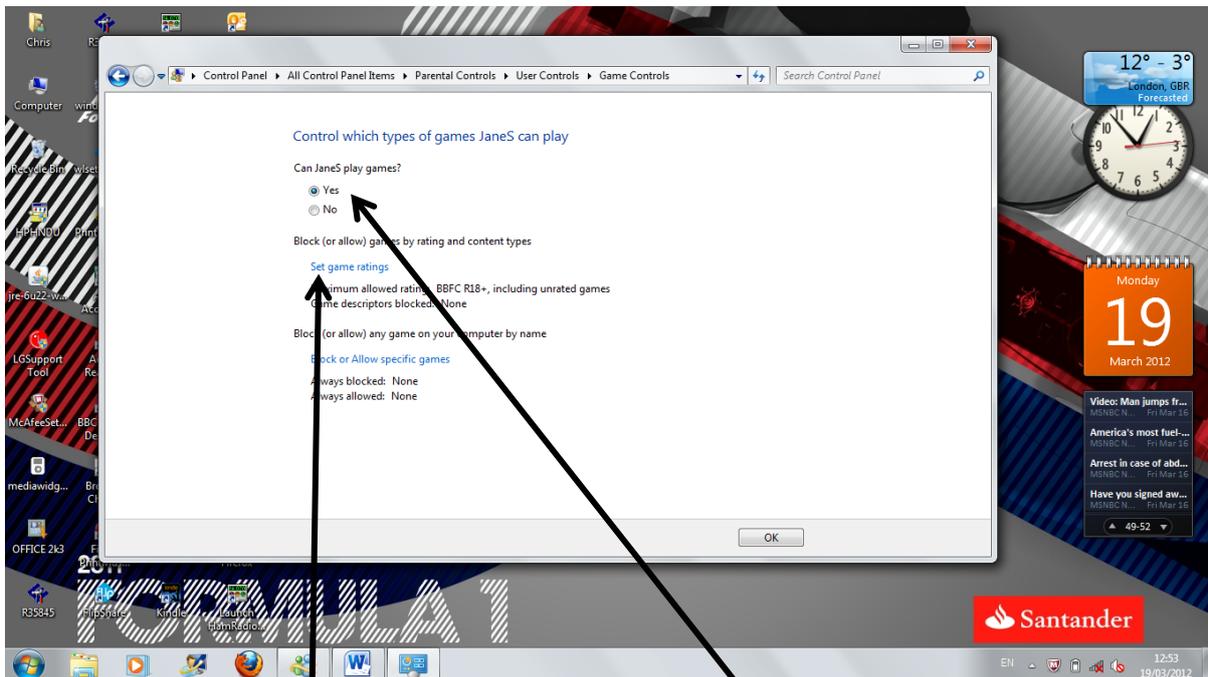


The white areas show when that account can access the internet. Once you are happy with this, click on **OK**

The next thing we need to think about it games. The question you have to ask appears on the screen when you click on **Game Ratings**



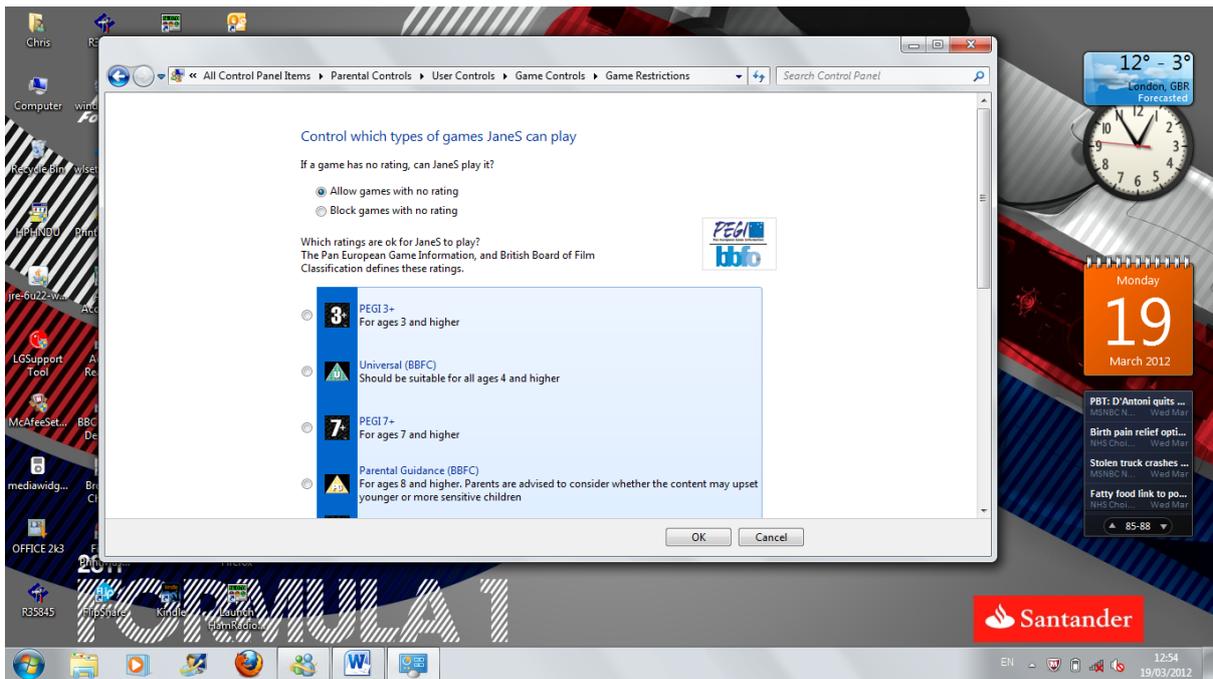
This brings you here.



You have control over whether or not they can play games at all.

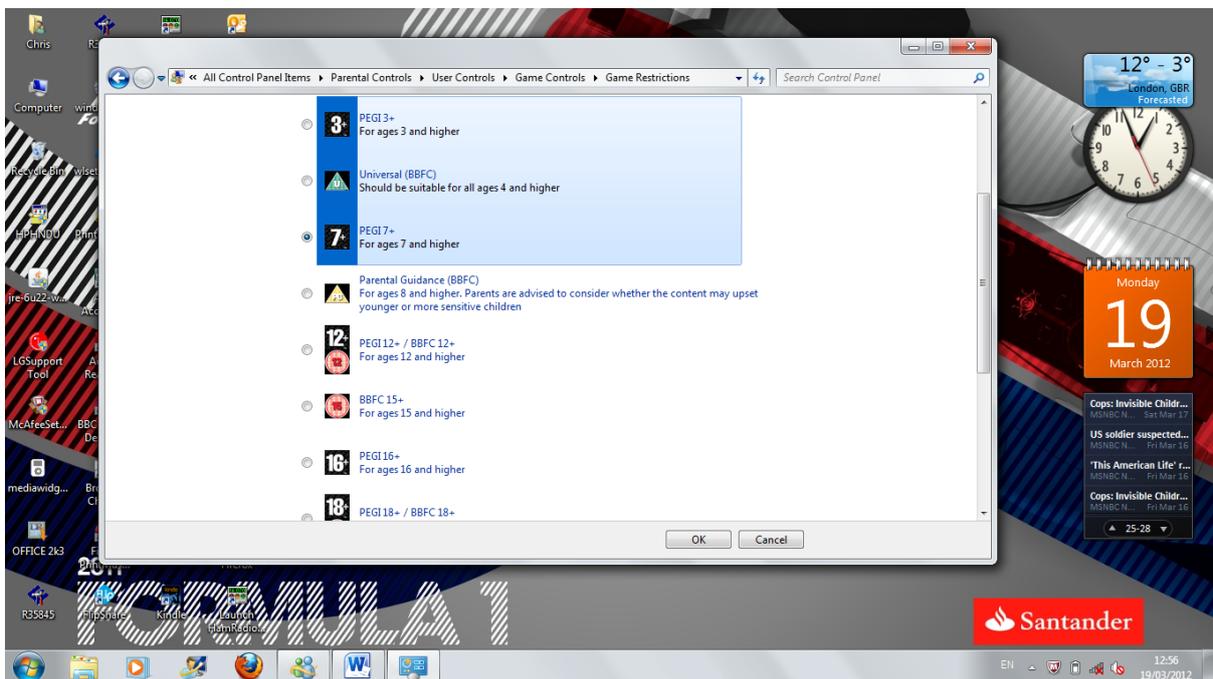
Then you can set the rules.

Let's assume that games are allowed, and how we set the rules up.



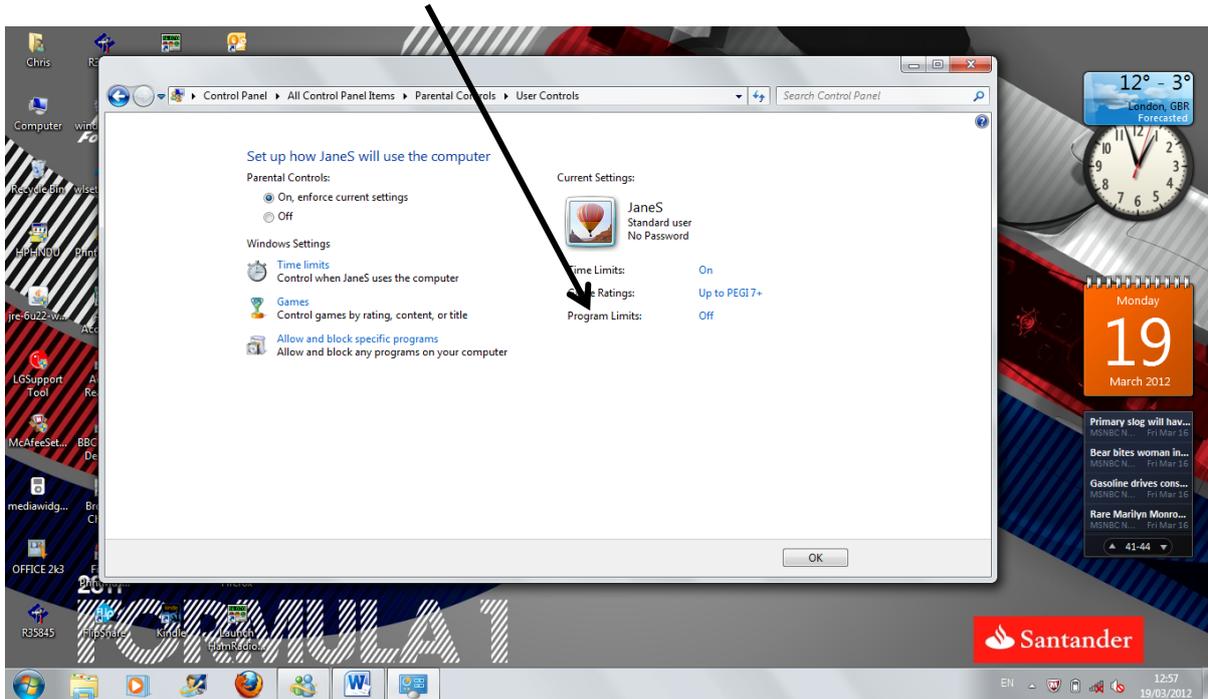
You can choose from an age-appropriate list that suits the needs of your child.

Here, we have given the account access to 7+ age games, but not those that require parental guidance

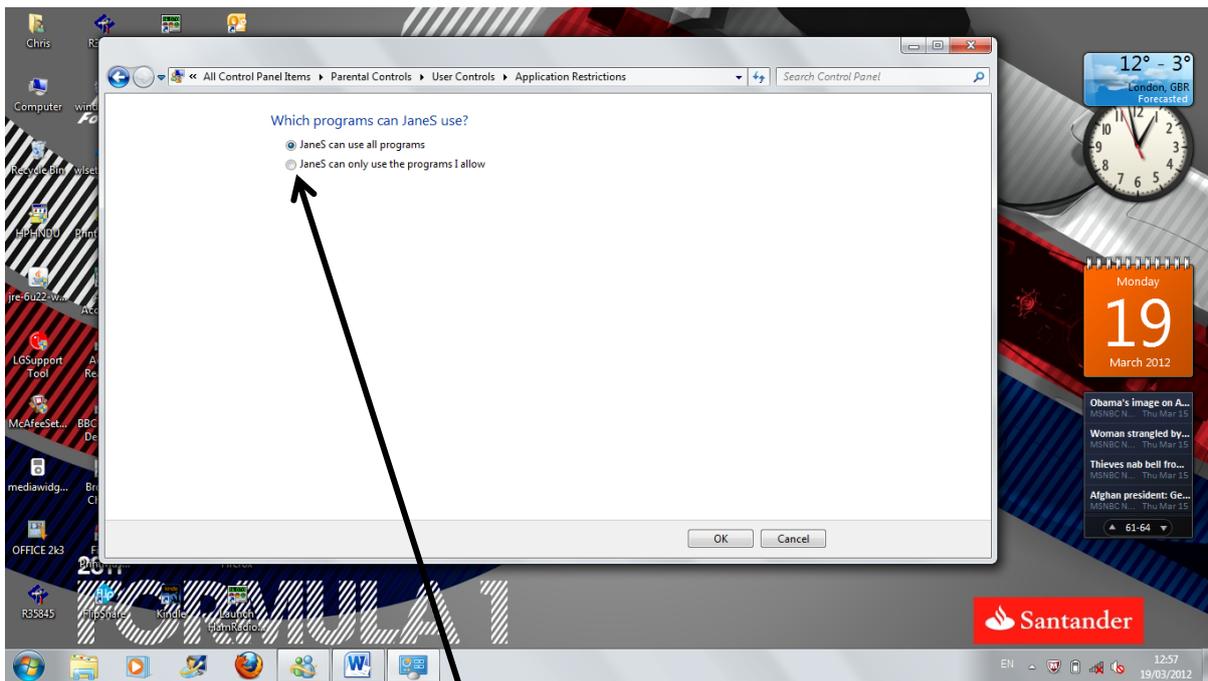


As you can see, there is a lot of choice available.

Finally, we can look at **Programme limits**.



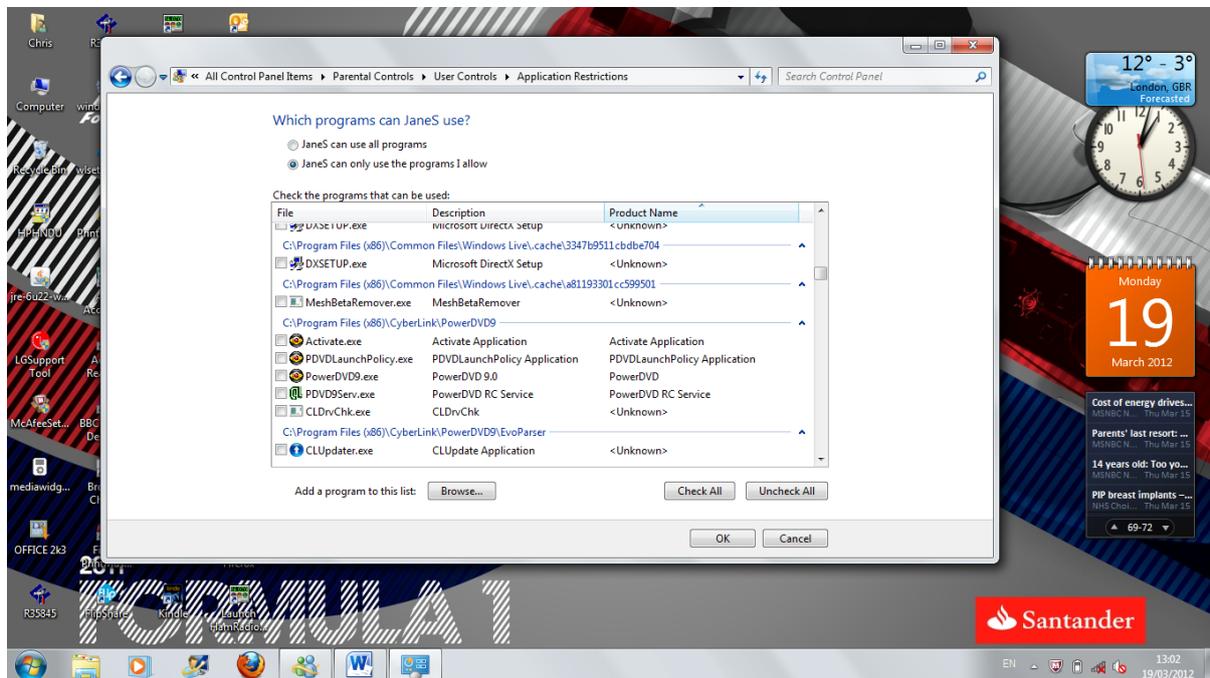
There are two initial choices. Can this account use any programme, or only those you allow?



Let's say that we want to choose what programmes are allowed.

To do that, select the second radio button.

A wait occurs while the programme builds a list of applications your child can use. As the computer is scanning for every single programme on your computer, this may take a few minutes. The list is likely to be quite long and may contain items you have never seen before. As a general rule, you should look for the suffix .exe after programme names.



This is time consuming and often an area that parents do not want to enable. **Remember, if you allow all programmes, then that is exactly what your child can get.** Restricting, time consuming though it is, allows, for example an older child to have access to a game installed on the computer while denying it to a younger one.

The most usual programmes enabled are:-

Internet explorer

Email

Microsoft Office

Microsoft picture viewer

Anti-virus software

The choice is yours, but please do not be tempted to remove items that you have not seen before. Some programmes install their own updating programmes and it would be unwise to uninstall these. For example, if you disable McAfee updater then your virus definitions will quickly become outdated and your computer will be at risk.

We hope you find this guide useful, but nothing will ever be as good as regular e-safety discussions in the family, and an easy way by which they can tell you they have a problem. (Remember, it is not always easy for a child to look you in the eyes and tell you something.)

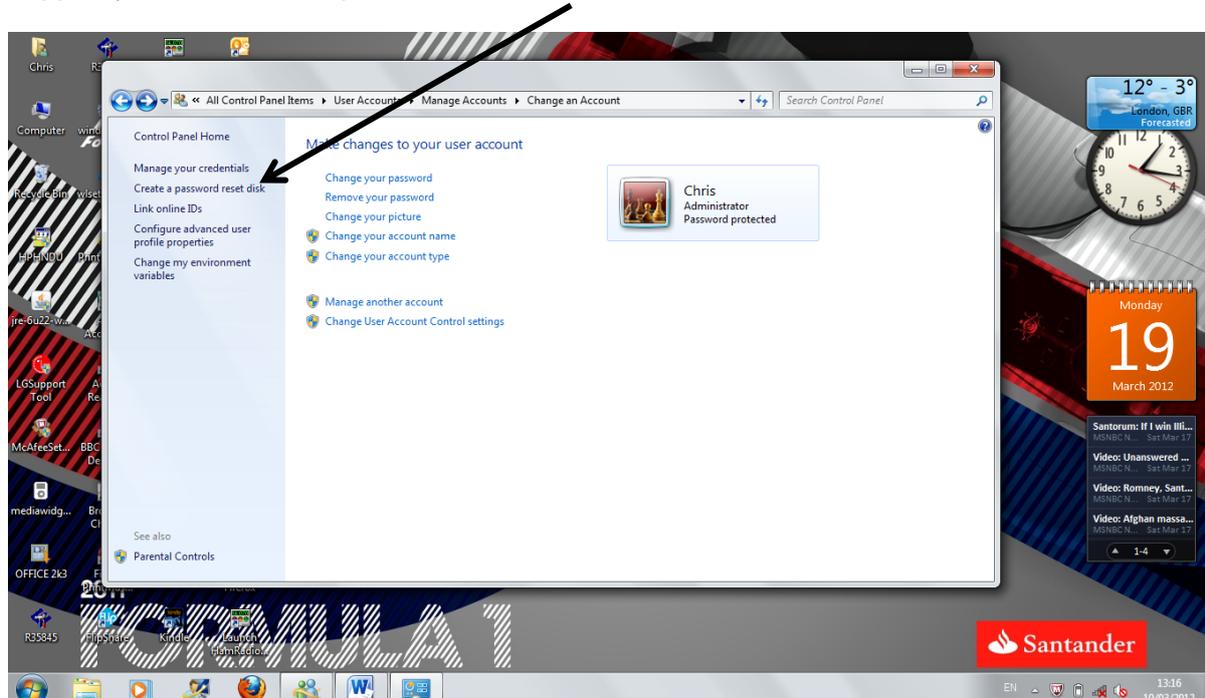
Finally, your school has an **Acceptable Use Policy** and this is a very good starting place for creating one for your home. You are responsible for your internet connection and what comes over it. It is therefore reasonable to set ground rules for what can and cannot be downloaded.

### A recap of the rules.

**Administrator:** You can do whatever you like on the computer. You can add/remove programmes, devices and printers. Standard users (and they should be everyone else who uses that machine) cannot.

**Other computers in the house:** You need to run through this guide with every computer in the house. Even if your child has their own computer or laptop that is only ever used in their bedroom, there are good reasons why they should **not** be administrators of that computer until they reach the maturity of decision that you consider appropriate. Remember, an administrator can do whatever they like.

**Passwords :** You need one as the administrator. Each user needs one that they can remember. The moment a password becomes known, it is useless. And if the worst should happen you can create a password reset disk.



You will need a USB flash drive to use this facility.

## Passwords for Parents and Carers.

Children are like little sponges when it comes to what is happening around them. They quickly learn parent logons, and even PIN numbers.

Here are some general “Dos and Don’ts” regarding **your** passwords!

- Avoid letting children use your logon – they will have administrator rights and can make any changes they wish, including upgrading their own user account to admin.
- Change your password every 90 days or so.
- Avoid using the same password for multiple online accounts, especially if they are things like online shopping, or personal information accounts such as social networking.
- **NEVER** use the “remember my password” facility. This has led to massive financial losses for parents over the years. Enabling things like “Buy with one click” from Amazon, or letting an internet browser remember your e-bay password is not good practice.
- Your mobile phone needs a lock code. These days, mobile phones are far more than just phones – they are internet browsers, email clients, and more! Anyone acquiring your phone should it be lost may be able to access a huge amount of personal information and may well put you at risk. Although it can be a nuisance to have to unlock your phone every time you want to make a call or send a text, just talk to people who have had their phone stolen to know just how nasty it can be.

## “Acceptable Use” in the home.

All schools, colleges and companies have “Acceptable Use Policies”. These set out what is and is not OK to do on the computers. It is a good idea to have that discussion at home too. If your children know the parameters that are acceptable, there will be no misunderstandings. With younger children, they can make a poster for the fridge with “Dos and Do Nots” on.

As they grow, you will need to renegotiate not only what they can do, but where and when. Always remember though – **you** are providing the internet or mobile phone facilities. It is not a right, it is a privilege – and one that can be withdrawn if rules are broken.

Lastly, remember that it can be very difficult for a young person to tell you that something has happened online – particularly if it happened as a result of them breaking your house rules on use of the internet and mobile phones. Giving your child a non-verbal way of telling you they have a problem is better than not knowing about it in the first place.

