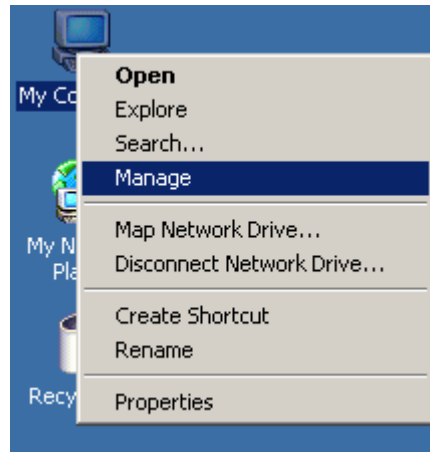


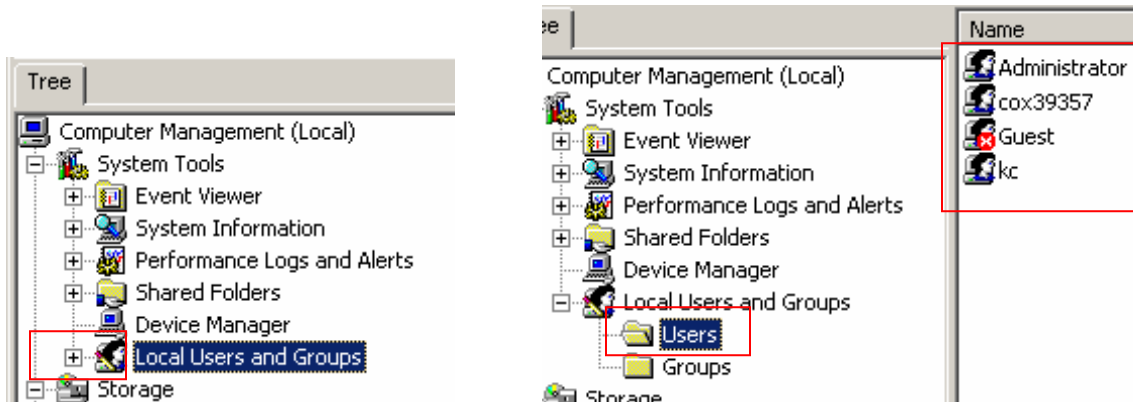
Adding Users to Windows XP/2000 Machines

Adding a Local User

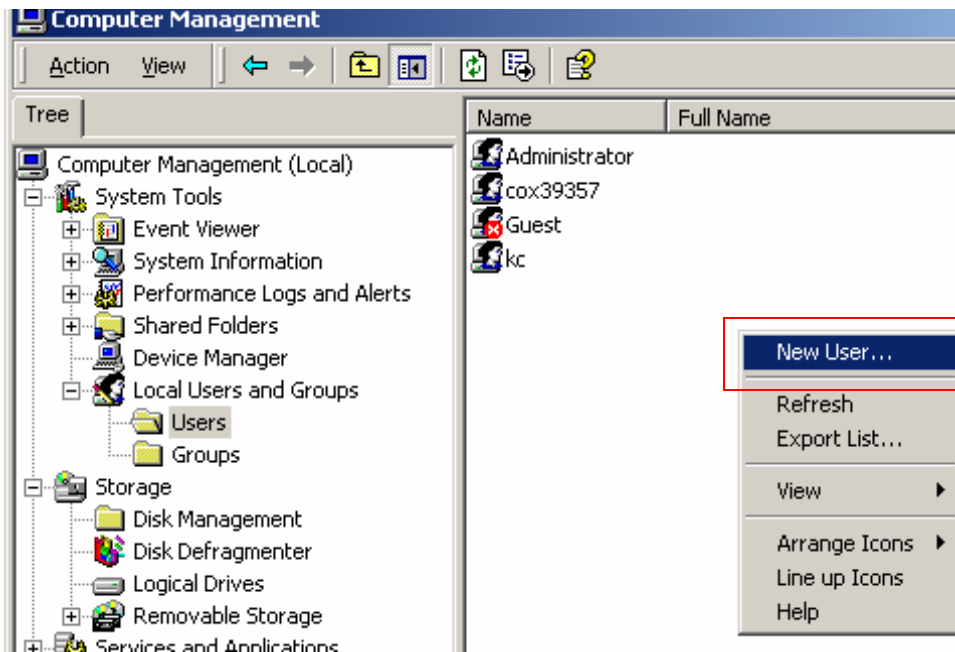
1) Right Click on My Computer and left click on Manage.



2) After you click Manage a Computer Management window will open. On the left side of the screen you will see an option for Local Users and Groups. Click the + symbol next to that option to get a submenu. From the submenu you will need to click on the Users folder. Once you click Users a list of all users on the machine will appear to the right.



3) Right click in the white space of the right hand window that list the users. When you right click a menu will appear. New User will be the first option in the list. Left click on New User to add a new local user.



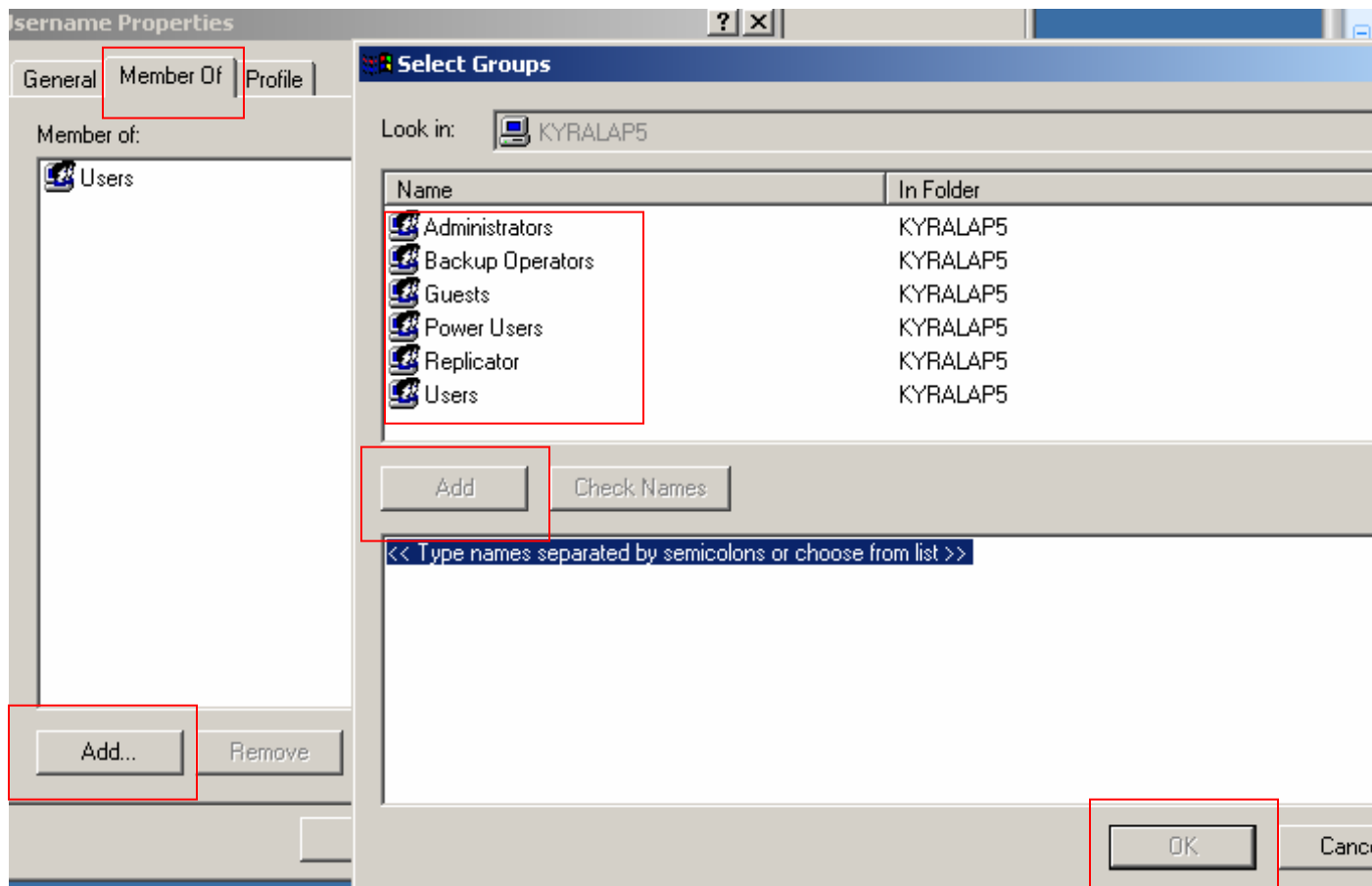
4) Once you click on New User a new user window will popup. Fill out the information on the screen, then click Create to finish.

The screenshot shows the 'New User' dialog box. The 'User name' field is highlighted with a red box and contains the text 'Username'. The 'Full name' field is empty. The 'Description' field contains the text 'New Administrative User'. Below these fields are two password fields, both containing 'xxxxxxx', with the labels 'Password' and 'Confirm password' highlighted in red. There are four checkboxes: 'User must change password at next logon' (checked), 'User cannot change password', 'Password never expires', and 'Account is disabled'. At the bottom right, the 'Create' button is highlighted with a red box, and the 'Close' button is next to it.

5) To edit the permissions to the new user go back to the list of all the users. Double click your new user to edit the permissions.

Name	Full Name
Administrator	
cox39357	
Guest	
kc	
Username	Username

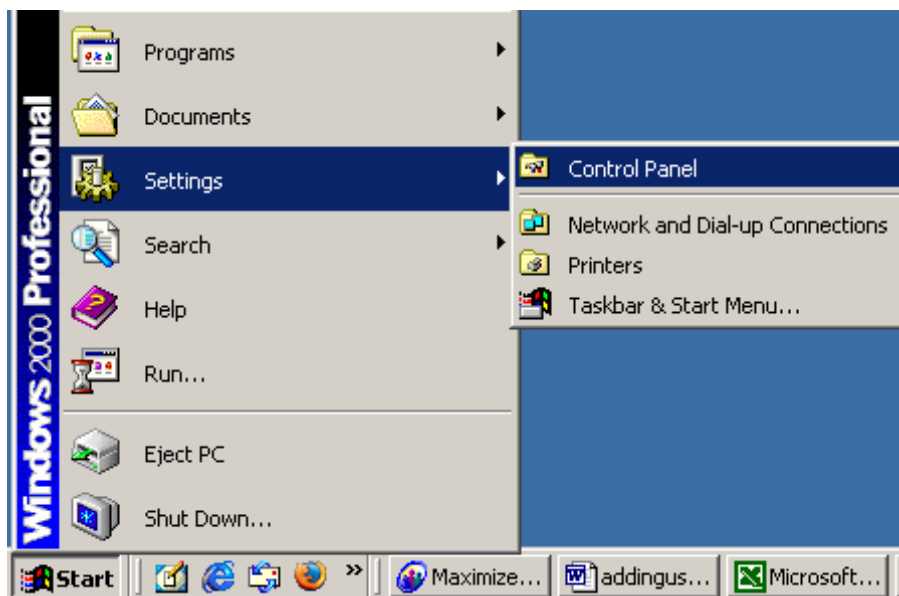
6) Once the properties screen appears click on the Member Of tab. Once on that tab you can add permissions to the user. Click the Add button in the bottom left corner of that window and choose which group you want to add the user to, then click add. Once you have added the user to the appropriate group click OK to finish.



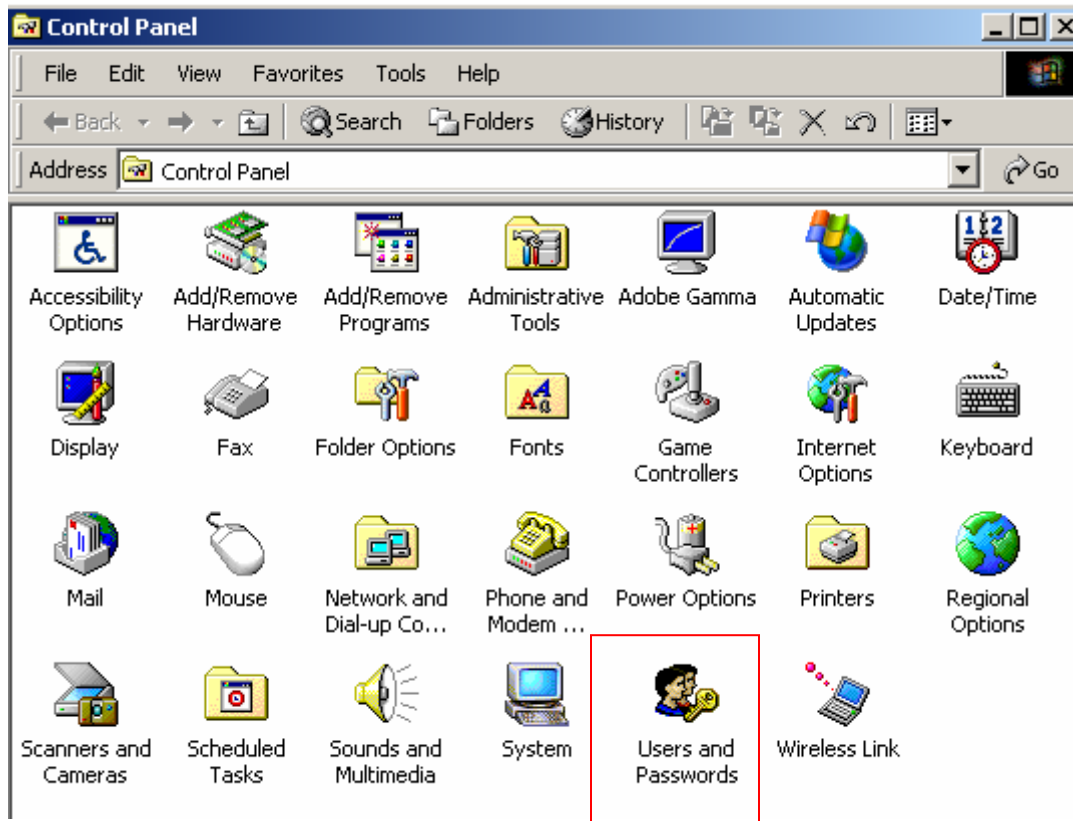
Adding a User that is on the FU Domain

1) To add a FU domain user to the machine your machine must be on the domain. If you are a student and need your machine added to the domain you must bring the machine to the Help Desk. If you are Faculty or Staff the machine should already be added to the Furman domain. If the machine was not added for some reason please call the Help Desk at (864)294-3277.

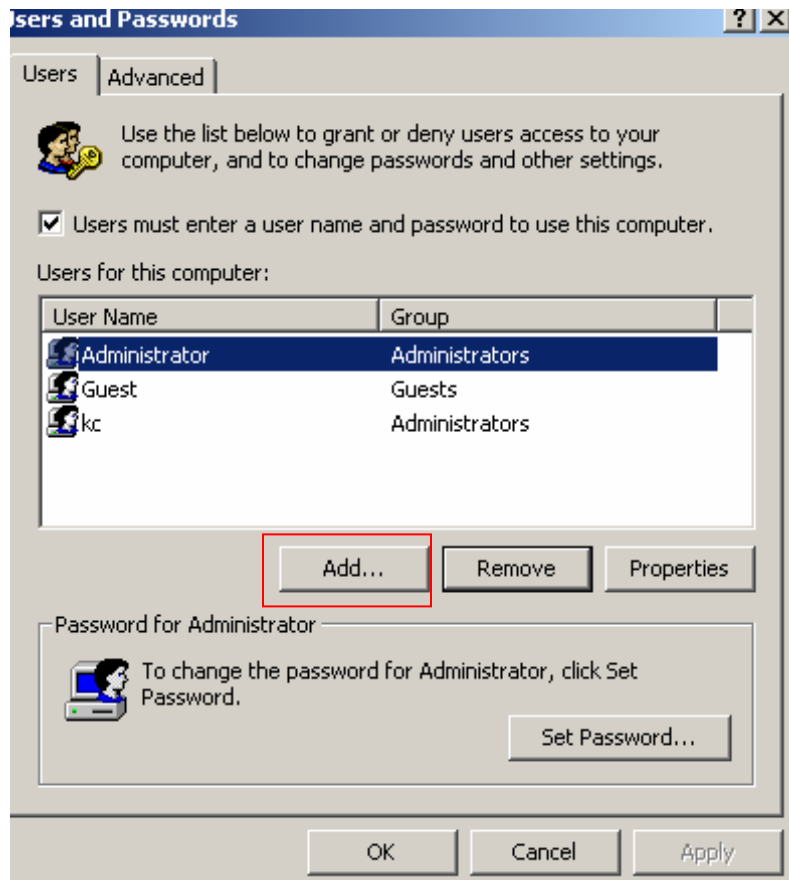
2) To add a FU domain user to the machine go to the Start Menu, then to Settings, and Control Panels.



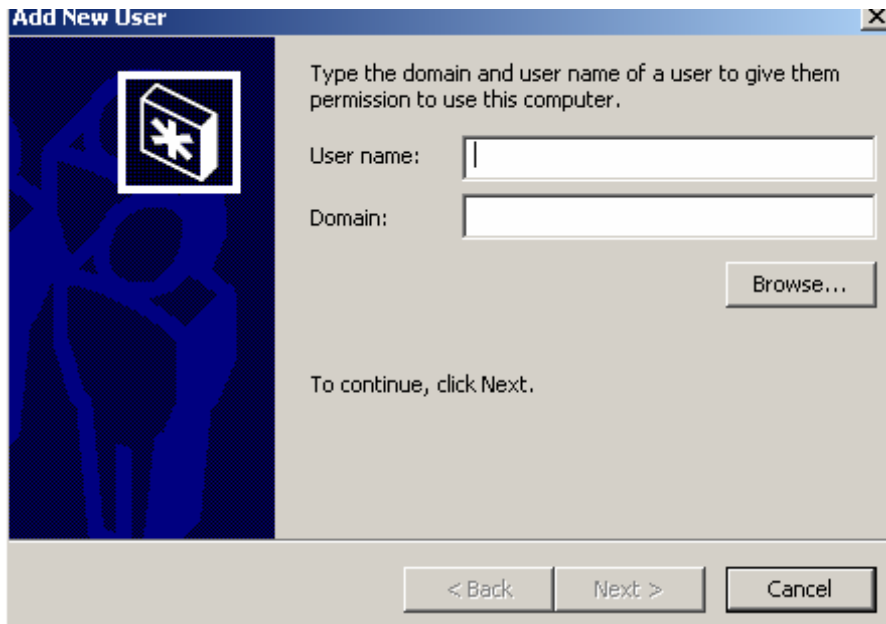
3) On the Control Panel screen you will need to find the Users and Password control panel icon. Windows XP will have the same icon but the title will be a little different. Once you have located the Users and Password control panel double click the icon to open the control panel.



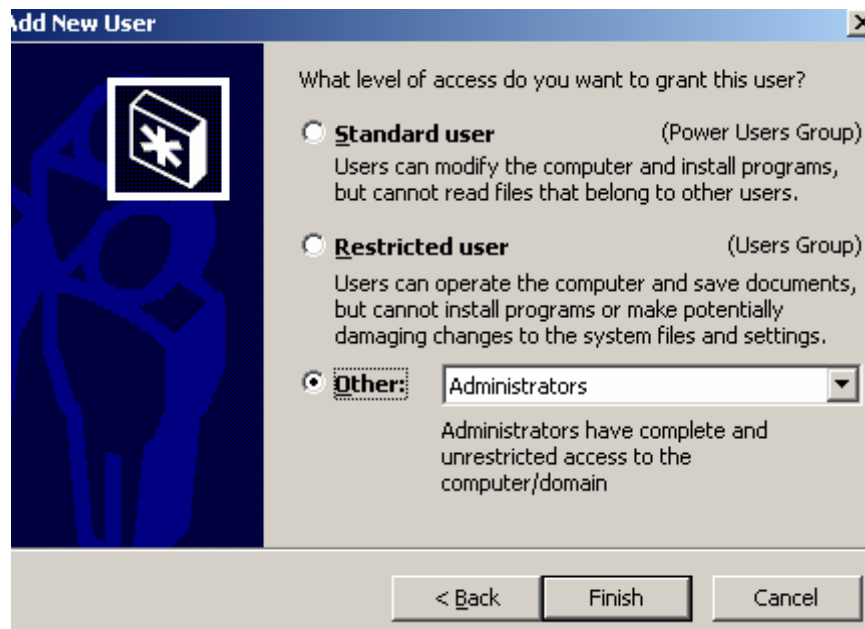
4) Once inside the control panel you will see a list of all users on the machine. To add a user click the add button.



5) A screen will pop-up asking you to supply the username and the domain. Enter your Furman Network Username into the blank and FU into the domain blank. Click Next to Continue.



6) The next screen asks which permissions you would like to give to the user. Each permission type has a description next to it explaining the permissions. Click Finish when you are done.



7) Now reboot to log-in as the user.