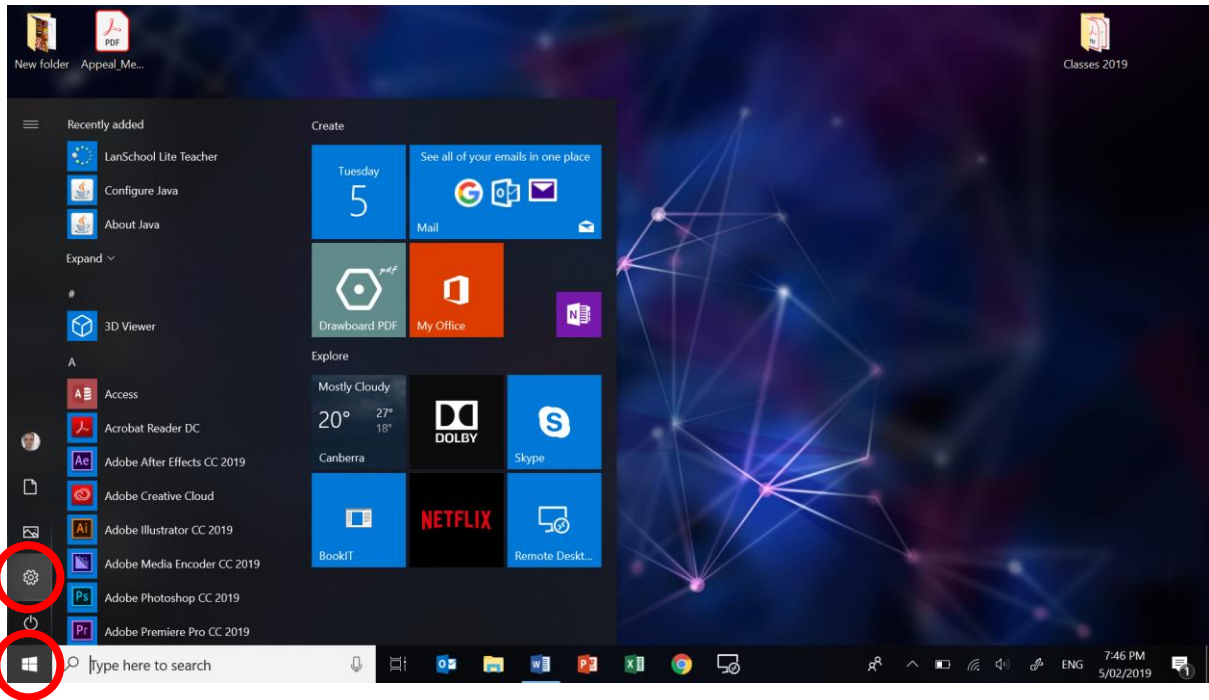


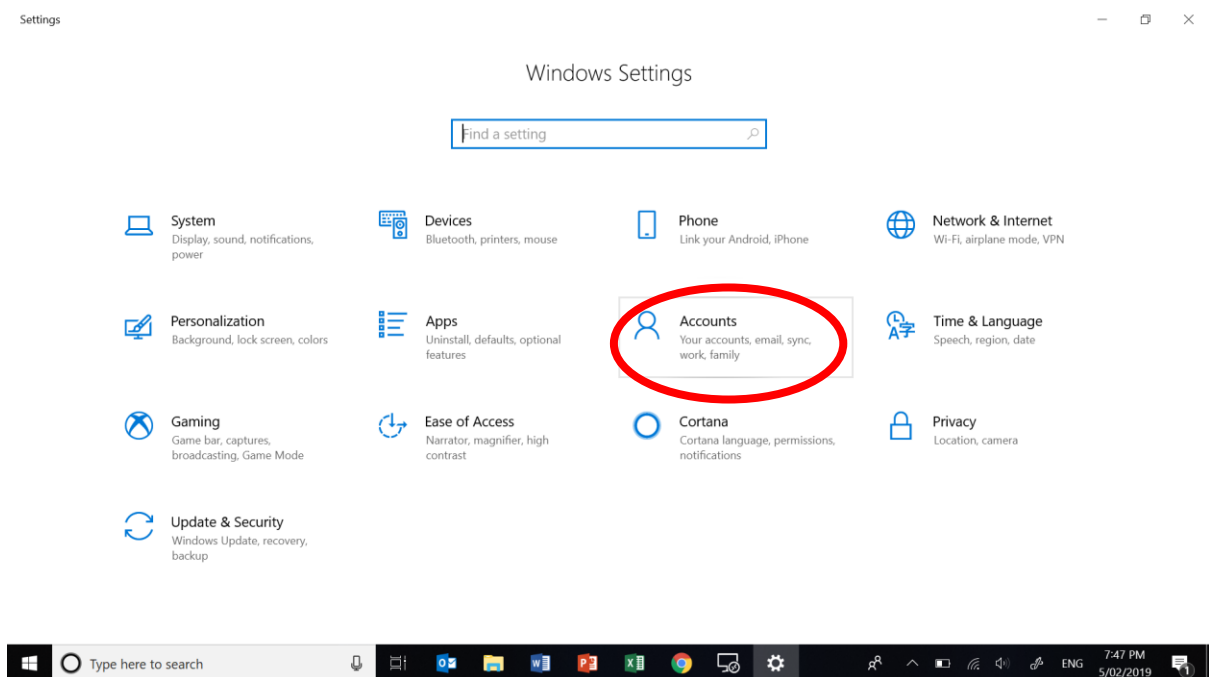
Setting up a secondary Windows 10 account for school

To help students keep their school and personal activities separated on their BYOD devices it is important to have two Windows accounts. The following will outline the way to make a second administrator account for use at school.

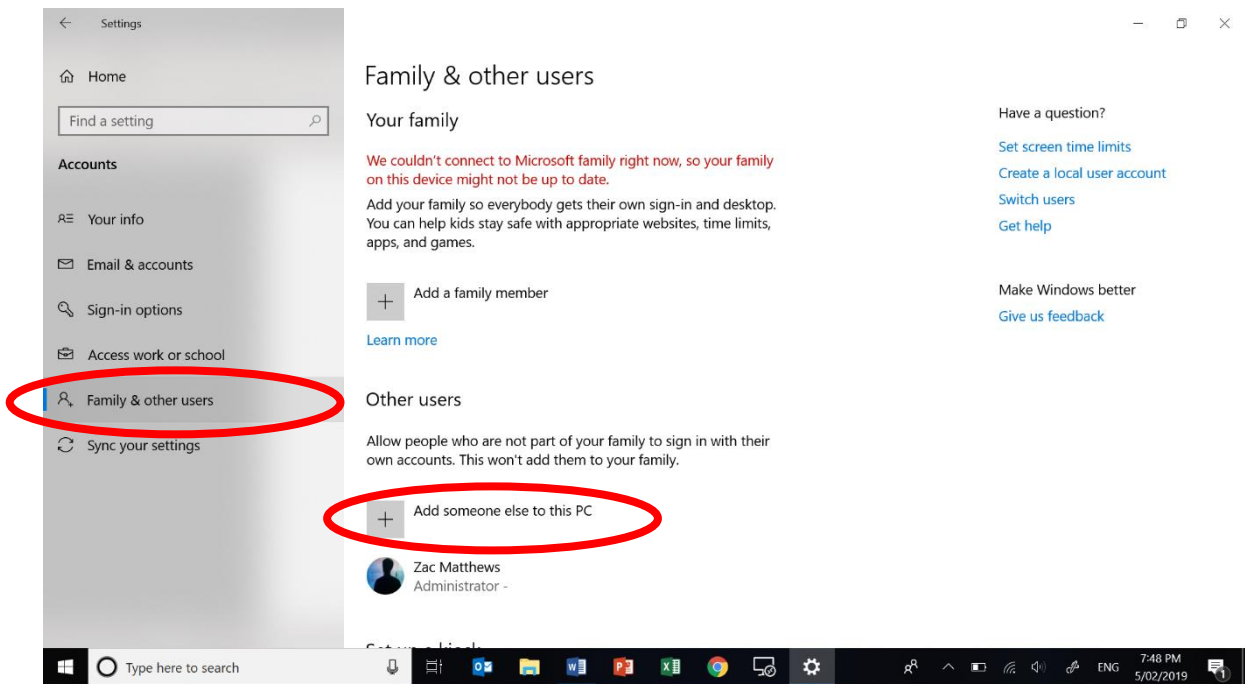
1. Click or press start and then on settings.



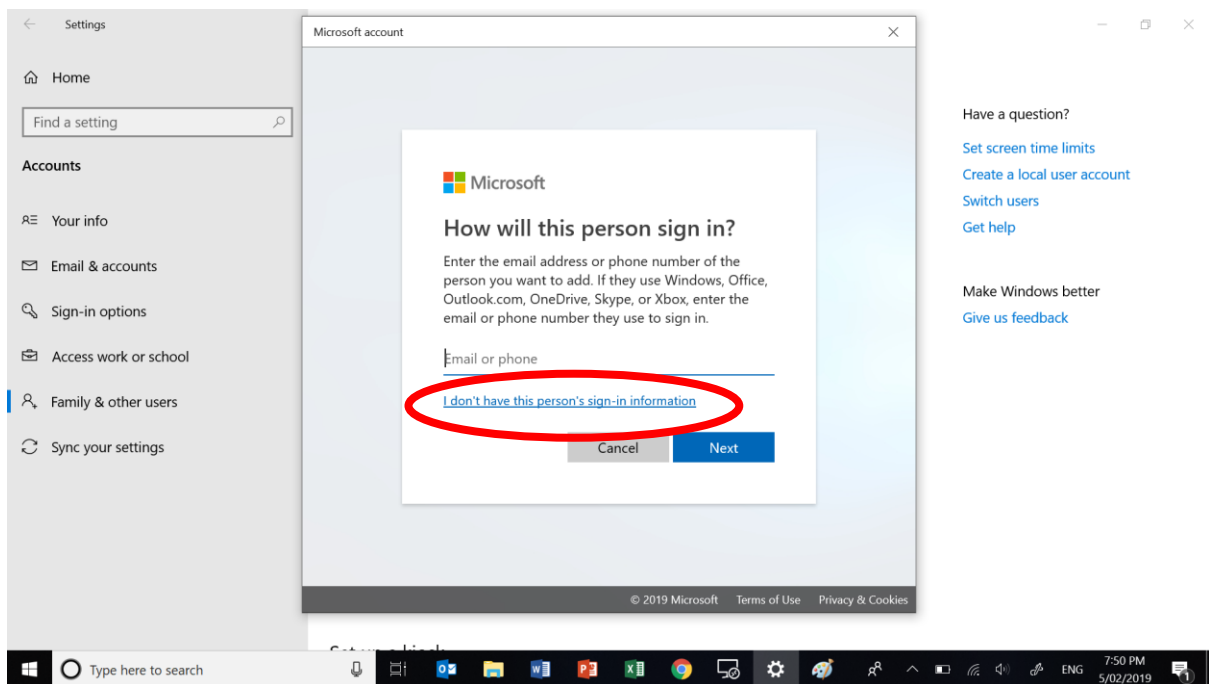
2. In settings click or press 'Accounts'



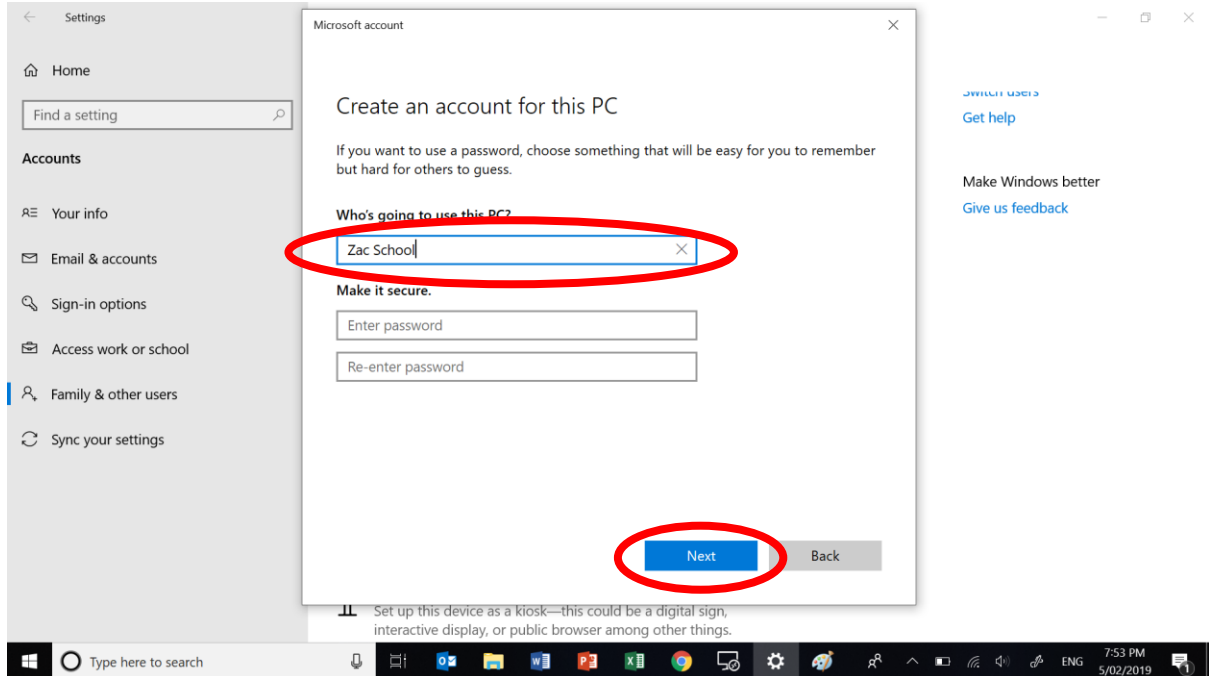
3. In 'Accounts' click or press 'Family & other settings' in the left-hand navigation bar. Then press 'Add someone else to this PC'.



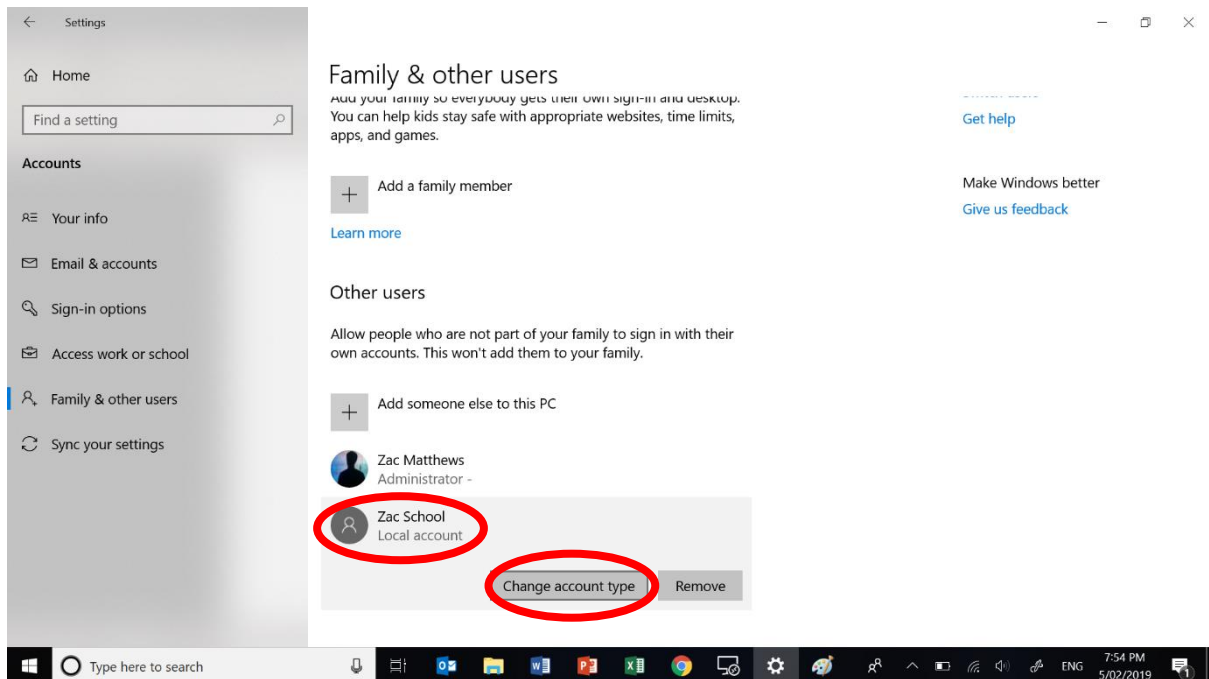
4. The window below should pop up. Click or press 'I don't have this person's sign-in information'.



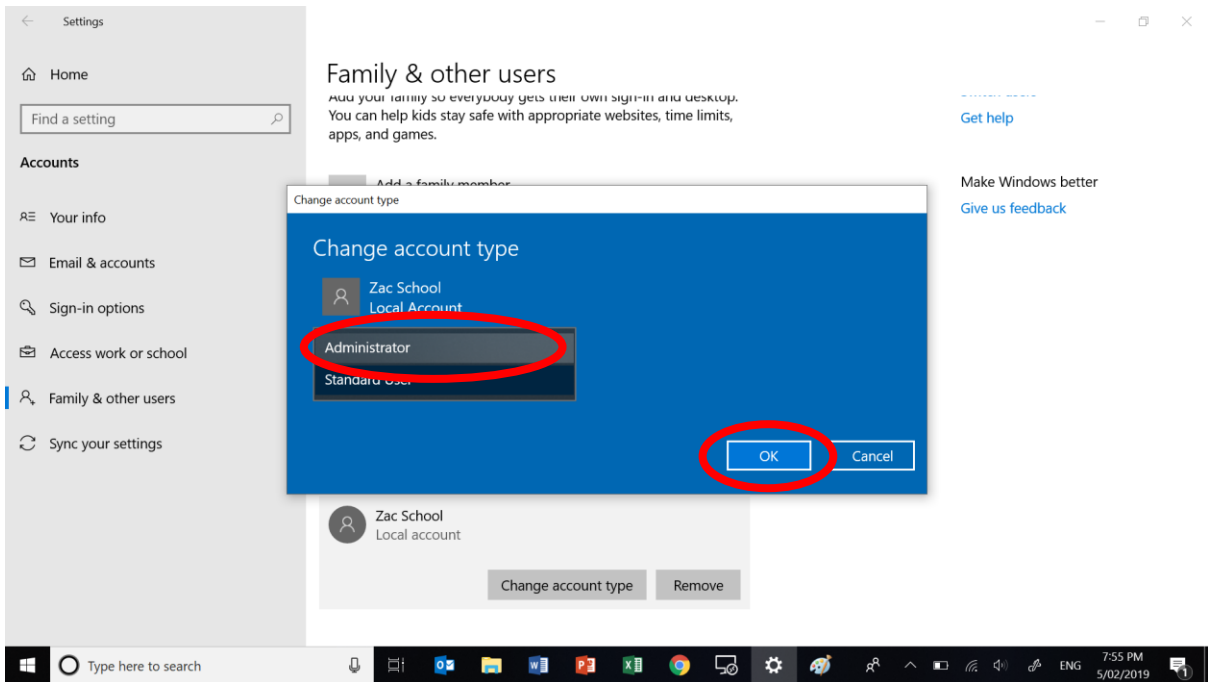
5. In the following windows fill out the required fields. A student name followed by 'school' is a good way to signify this is the school account. *Please make sure the password is strong. It is best practice to use upper case letters, lowercase letters, numbers, and have seven or more characters. (Students should NOT share passwords with other students).* Once this is completed press 'Next'.



6. Back at the 'Family and other users' page the new school account should be visible as a local account. Click or press the 'Change account type' button.



7. Finally, change the account type to 'Administrator' and click or press 'OK' to finish the process.



8. Once this is completed the device is ready to be added to the school network. You can now switch accounts by clicking or pressing start, then the account icon and the account you'd like to switch to.

