

Windows 11 User Profile Creation Guide

1. Go to **Settings**, then from the left side options choose **Accounts**

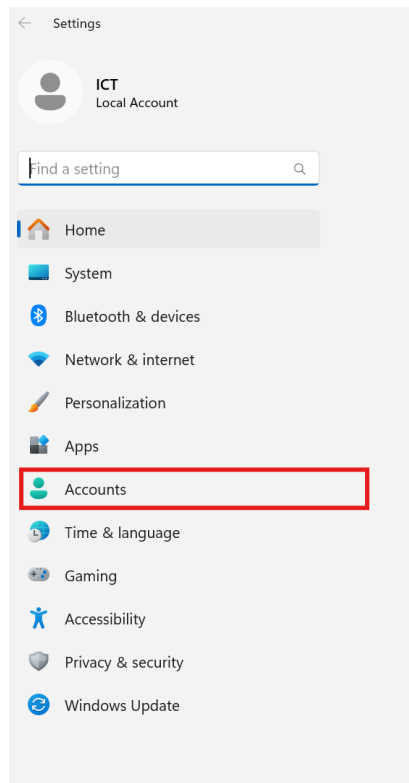


Figure 1

2. Choose **Other users** from the Accounts window

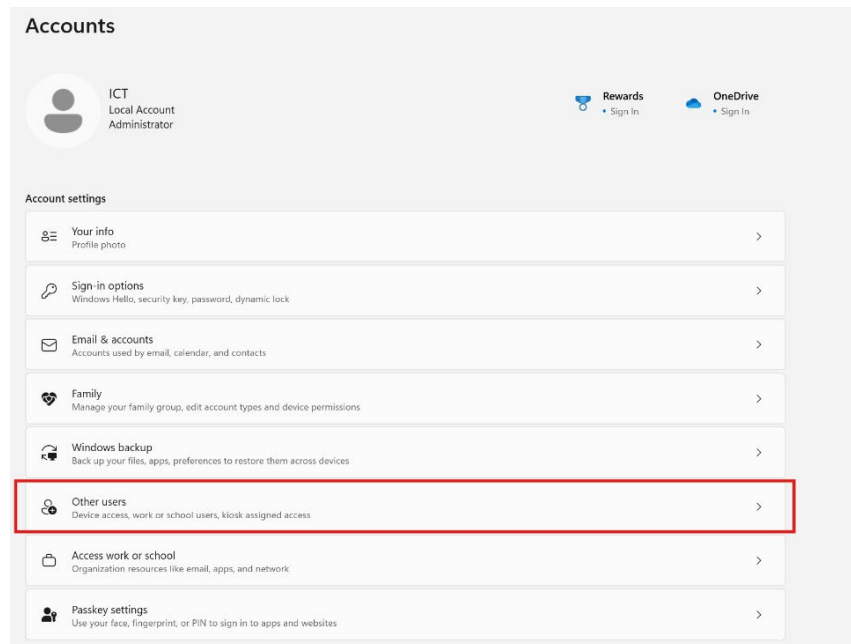


Figure 2

- Click on the blue icon **Add Account**

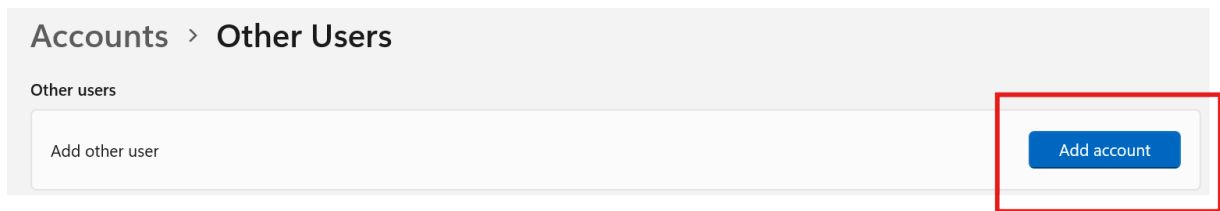


Figure 3

- If connected to WIFI the following window will pop-up, click on **"I don't have this person's sign-in information"** and further select **"Add a user without a Microsoft Account"**

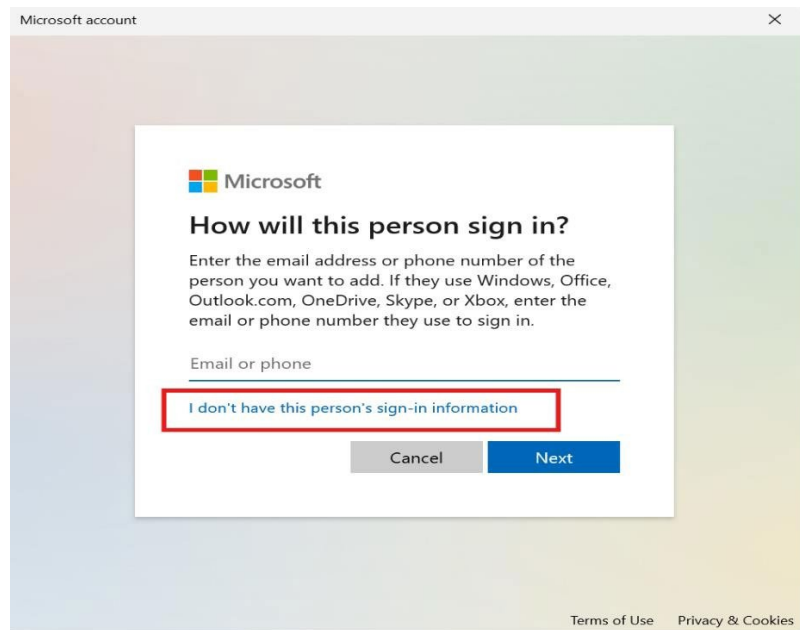


Figure 4

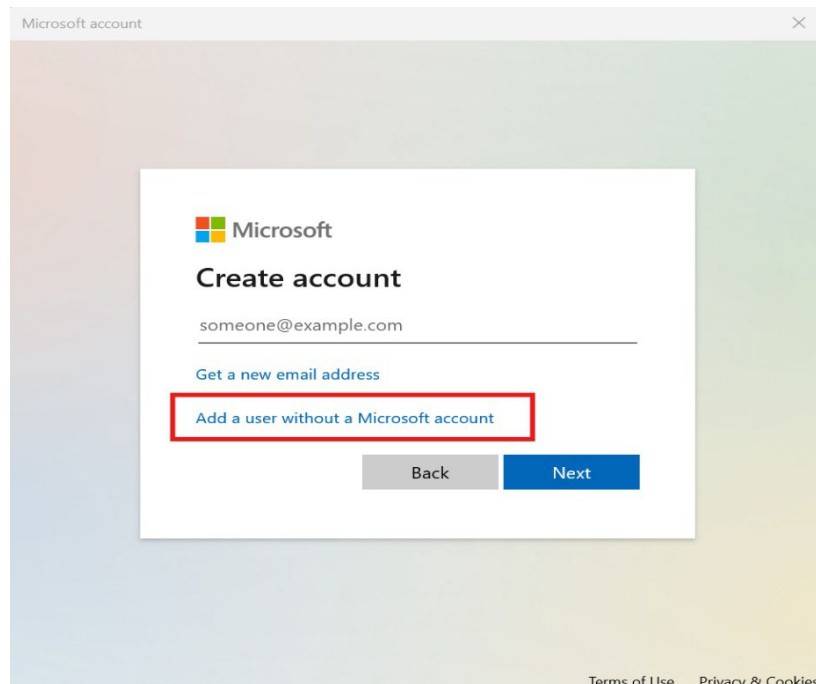


Figure 5

5. Type “**Student’s First name**” add **School** at the end to create students school profile

Microsoft account

Create a user for this PC

If this account is for a child or teenager, consider selecting **Back** and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.

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?

Stud Name School

Make it secure.

Enter password

Re-enter password

Next

Figure 6

6. The profile has been created and can be seen as Figure 5, Click on the **downward arrow** on the right side.

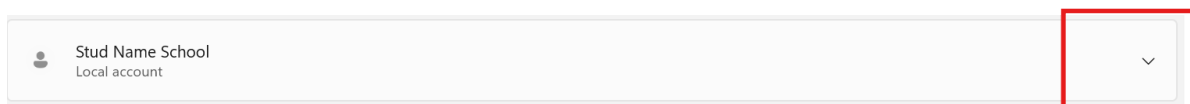


Figure 7

7. Click on **Change account type**

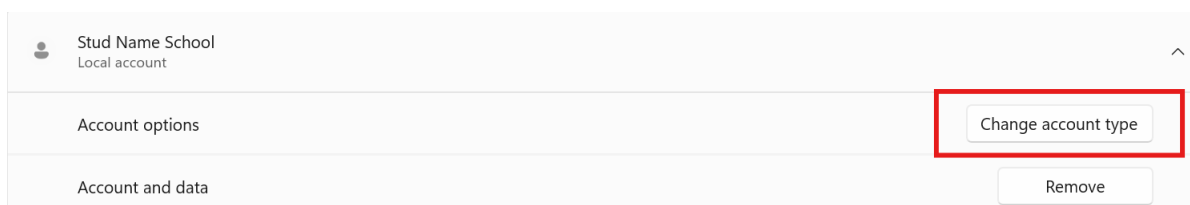


Figure 8

8. From the pop-up menu select **Administrator** and click **OK**

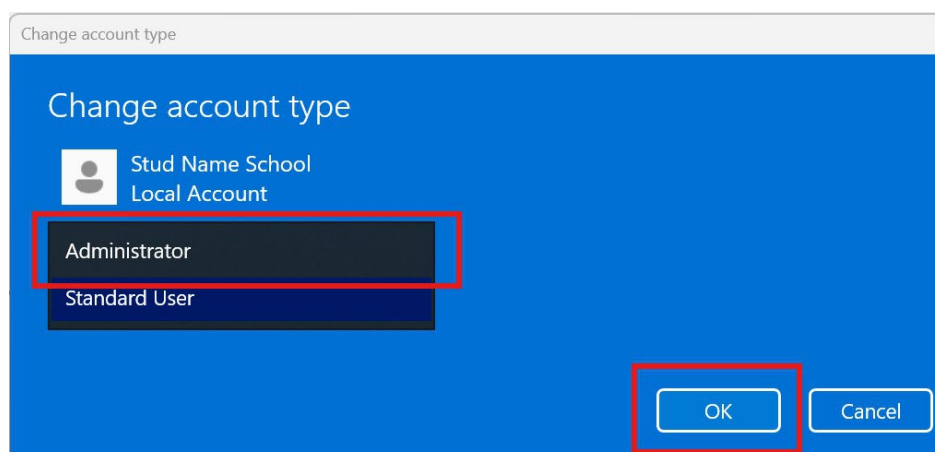


Figure 9