






Training Service Website Design

Logging on to Your Computer








Log In Overview

Generally, Windows will try to set up a Log In to force you to put in a password every time you turn on the computer. It is meant to keep your computer secure from intrusions in a work setting to protect the data on the computer. You can still have multiple Log In icons with personal preferences without using a password. Just delete each password as explained below.

Advantages of User Accounts:








-  Customize the personal desktop settings for each user,
-  Stores personal Web Site Favorites,
-  Sets up personal Document folder and files

Turn Off the Log In Password

-  Go to Start > Control Panel > User Accounts
-  Click on the Log In icon if there is more than one
-  Click on Change your password
-  Current Password field – Delete by highlighting and using the Delete key on the keyboard
-  Leave the New password field blank
-  Click on change password button
-  Repeat above steps for each user

The next time you start the computer you will not have to enter a password.

Turn On the Log In Password

-  Go to Start > Control Panel > User Accounts
-  Click on the Log In icon
-  Click on Change an account
-  Click on Create a password for your account
-  Enter a password and enter it again in the Confirm field
-  Enter a password hint
-  Click on the Create a password button.

The next time you start the computer you will be prompted to enter a password.

This Log In process is different from the log in process when you go on the Internet.