



Mac OS X version 10.4

Creating a Local Account

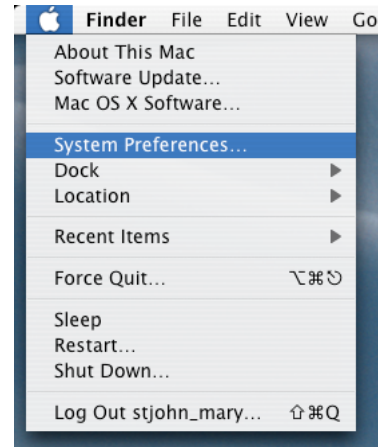
This tutorial describes the process for creating a new local account on a Mac OS X 10.4 client machine for use when teachers check out a school computer for the summer.

1. Login as a local admin

From the login list click on **Other...** and login with the local admin username and password.

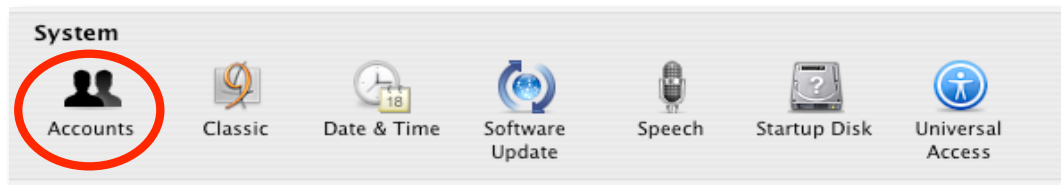
2. Launch System Preferences

From the Apple Menu, select “System Preferences”.



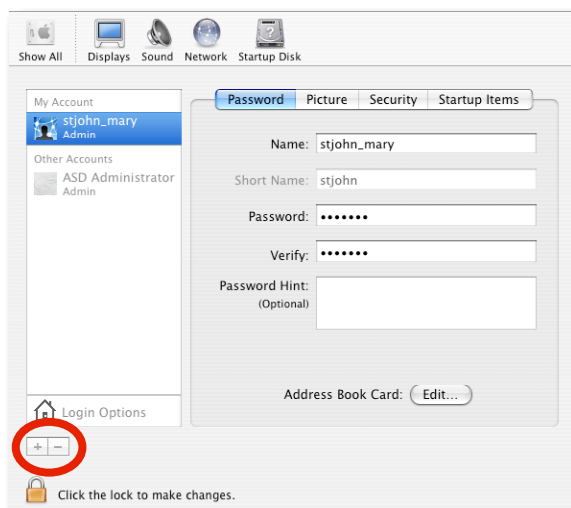
3. Open the “Accounts” pane

Click on the “Accounts” icon in System Preferences.



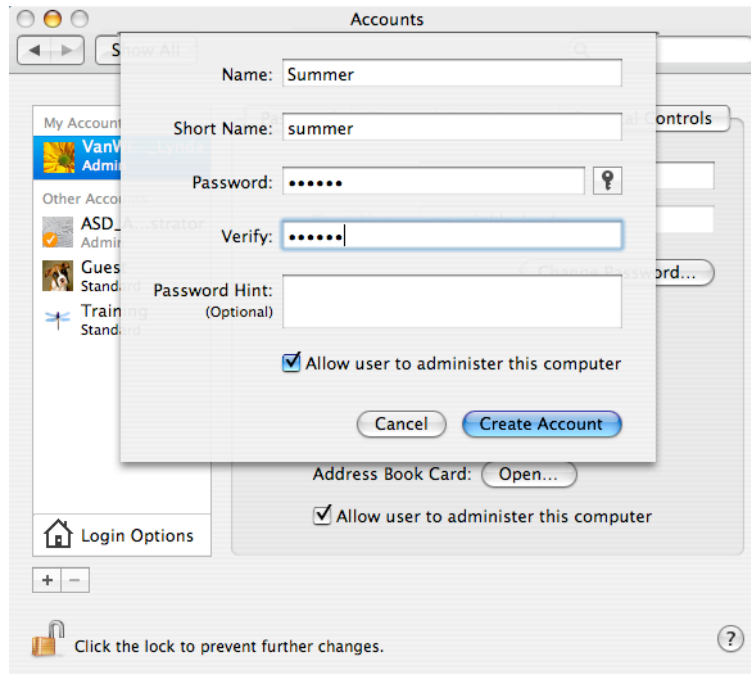
4. Create a new account

Click on the “+” symbol to create a new account. If the plus sign is grayed out, click on the lock and authenticate with the admin password.



5. Fill in user account information

The user name is “Summer”, the short name will be automatically entered as “summer”. Enter “summer” (without the quotes) in the Password field and again in the Verify field. Check the box that allows the new “Summer” user to administer this computer.



7. Quit System Preferences

Click the red button in the upper-left corner of the System Preferences window to close and quit System Preferences.

