

If you wish to create a non-Hartwick log in account for your laptop, follow the steps below.

### **How To Create a New Local Account for your Hartwick-issued Laptop and Make it an Administrator**

- **Right click on ‘My Computer’**
- **Select ‘Manage’**
- **On the left side of the screen, click ‘Local Users and Groups’**
- **On the right side of the screen, double-click ‘Users’**
- **From the menu, select Action, New User**
- **Type in a username (such as your own first and last name)**
- **Type in a password (in both required fields)**
- **Uncheck, ‘User must change password at next log on’**
- **Check ‘Password never expires’**
- **Click Create**
- **Close the New User window**
- **You should see the new account listed as a user**
- **Close the Computer Management window**
- **Click Start, Control Panel**
- **Double click ‘User Accounts’**
- **Select the new account you created**
- **Click Properties**
- **Select the ‘group membership’ tab**
- **Select ‘Other’**
- **Set to ‘Administrators’**
- **Click Apply, OK**
- **Click OK in the Properties window**
- **Close Control Panel**

### **How to Log in as the New User and Transfer Your Files**

- **Log off the computer**
- **Press Ctrl+Alt+Del**
- **Enter the new username**
- **Enter the new password**
- **Change the ‘Log on to’ field to the name of your computer (not ‘Hartwick’)**
- **Click Log in**
- **You will be at a new desktop screen, different from the one you set under your Hartwick username. You will also have an empty ‘My Documents’.**
- **Double click My Computer**
- **Double Click Documents and Settings**
- **Notice that there are multiple users listed including one under your Hartwick username, and one for the new user you created. These are called Profiles.**
- **Open the folder for your original (Hartwick username) profile**
- **Notice that it has its own My Documents, Favorites, Desktop, etc.**
- **Copy the files inside the My Documents in this profile to the corresponding My Documents inside the new user’s profile**
- **Do the same for Desktop and Favorites if desired**
- **If you would like to copy the email and continue to use Hartwick email under the new account, we recommend that you come to the Technology Resource Center (Clark 150) for assistance**

If you have questions, please contact the Hartwick College Technology Resource Center at 607-431-4357