# How to create a user account in Windows 7

Windows 7 allows you to have multiple users sharing the same computer under their own individual accounts.
This FAQ will walk you through creating a new account in Windows 7.

This procedure will typically be carried out by the System Administrator or your IT Team.
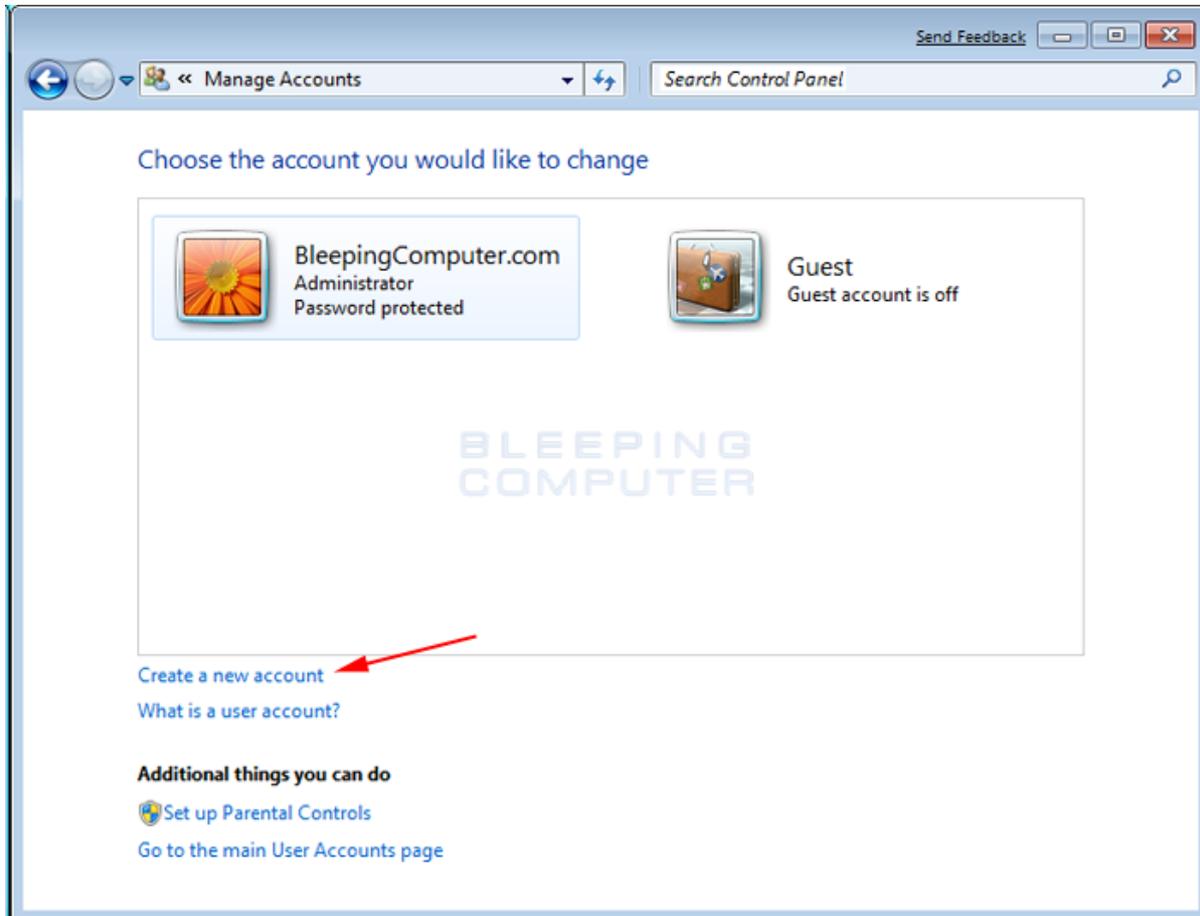
Open the Windows Control Panel.
When the Control Panel opens you will see a screen similar to the figure below.
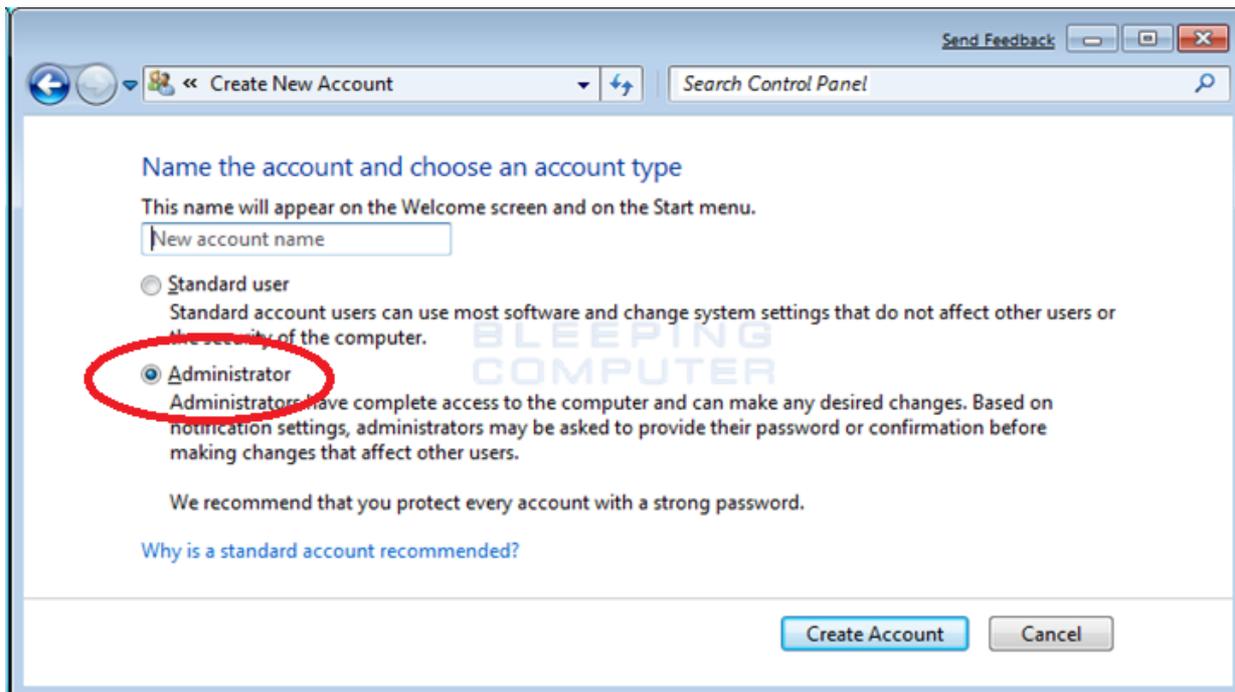
Click on the Add or remove user accounts option as shown by the red arrow in the previous figure.

You will now be in the Manage Accounts.



This screen shows all the accounts currently on your computer.
To create a new account, click on the Create a new account option as shown by the red arrow above.

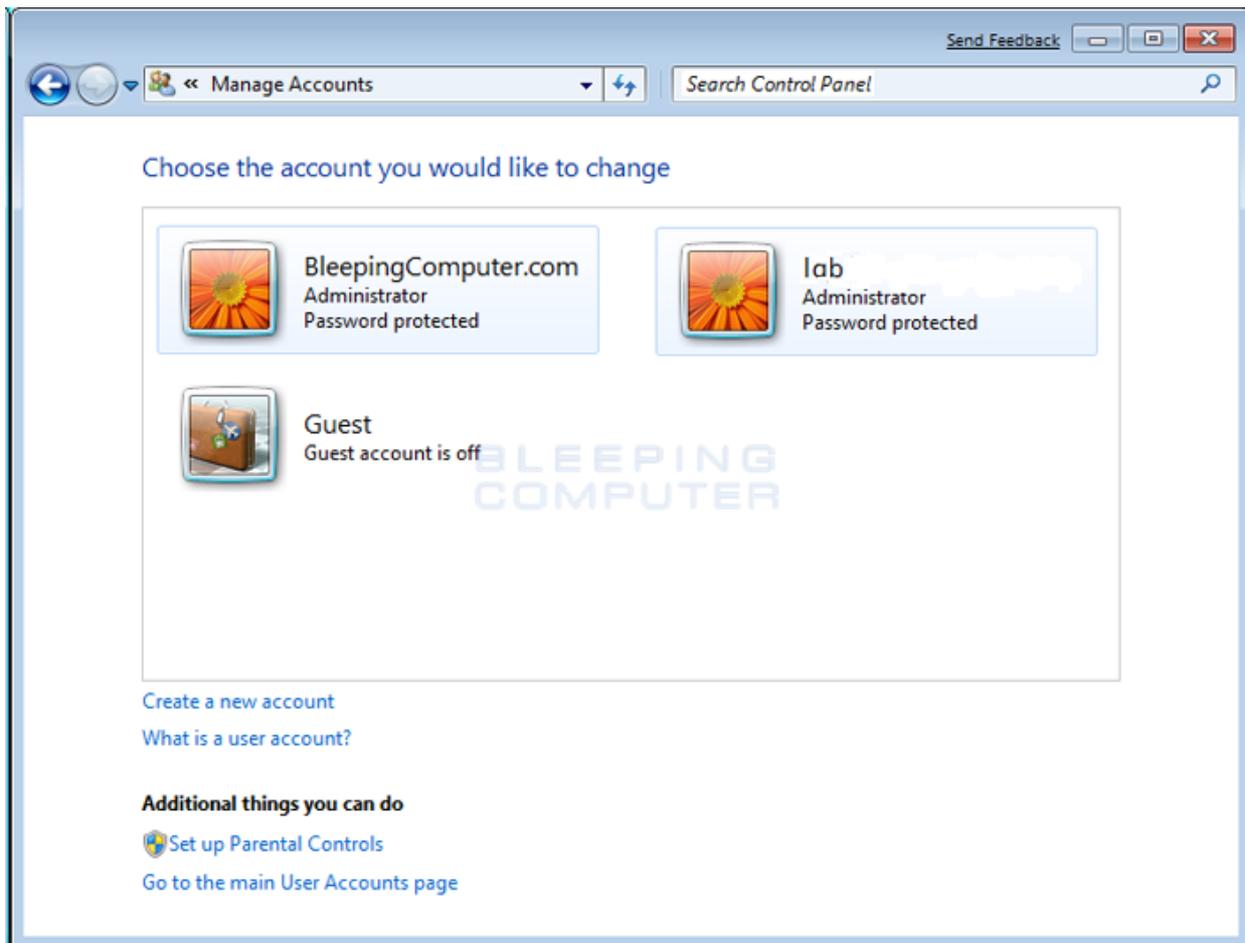You will now be at the Create New Account screen.

In the New account name field, enter the name of the new account that you would like to create.
We suggest the name should be "lab".
Then create an Administrator account which has full access to the computer and can make all changes, install software, and create and delete accounts.

When you have finished selecting a name and the type of account you wish to setup, you should click on the Create Account button.

Your new account will have been created and you will see it listed in the Manage Accounts screen.

As you can see our new user, named "lab", has been created.
Now when you start Windows 7, you will see the additional account listed in the logon screen.
That user can then select their login name and login into their profile so they can access their private data.

We suggest that in this case, that the "lab" user also sets the password to "lab".