

**Beware**

Make sure you are happy with the short account name that the Mac suggests for you. It is very difficult to change this once you create the account.

# Set up a User Account

The Mac OS uses a Unix-based system and requires accounts for each user. You will need to set up an account and choose your name and password (which you *must* remember or you will not be able to install software or make changes to your Mac!).

## Setting up an account

- 1 Click on **Apple Menu**
- 2 Choose **System Preferences > Users & Groups**
- 3 Click the **padlock** to unlock, type in **password**
- 4 Click the **+** to add account
- 5 **Enter Full Name** and click **Tab**. *Note:* the Account name will be entered for you. If you don't like it, change it now (you cannot change it later)
- 6 Enter **password** and repeat then click **Create User**

