



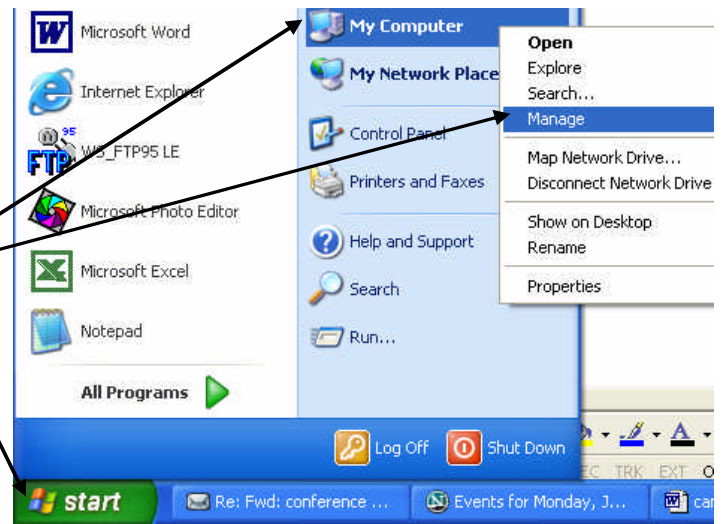
Instructional Technology Center

216 North 21st Street
Harlingen Texas, 78550

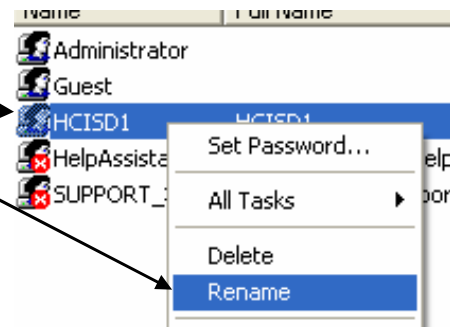
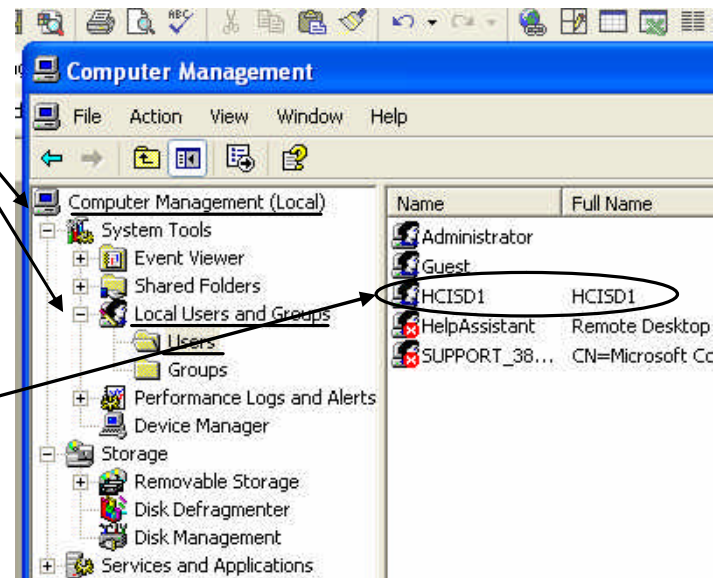
Renaming User Accounts in XP

Your computer will arrive with a generic Account Name. This will walk you through the steps to change User Account Names.

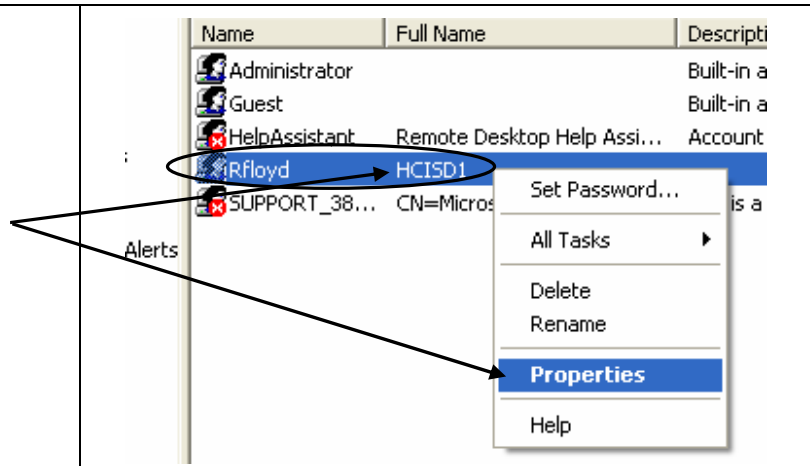
- Click on **Start** ⇒ *Right click* on **My Computer**
- When menu opens, select **Manage**.



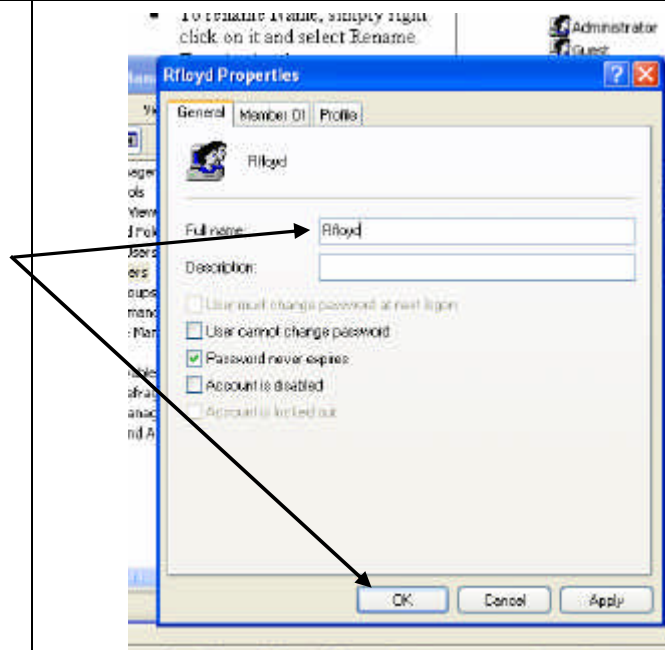
- When the **Computer Management** screen opens, double-click on **Local Users and Groups** or to expand/open the folder.
- Click once on the **Users** folder to view all user accounts for the local machine.
- *HCISD1* is a generic Account.
 - **Full Name:** The superficial name by which an account is known. This is the name you see when you log on to XP
 - **Name:** The actual account name used for domain authentication.
- To *truly* change a screen name, you must change both of these. *The Change User Name Function available in the Control Panel only changes the superficial Full Name.*
- To rename **Name**, simply *right click* on *HCISD1* and select **Rename**. Type in the changed username.



- Now **Name** and **Full Name** are different.
- **Full Name** must be renamed next.
- Right click on **Full Name** and select **Properties**.



- In **Properties**, select and erase the old **Full Name** and type a new one.
- Click Apply then **OK**



- Both name fields now match
- The folder for **My Documents** will continue to be called **HCISD1**, but this will not be an issue.
- Any additional accounts installed on the system will automatically get their My Documents folder.

