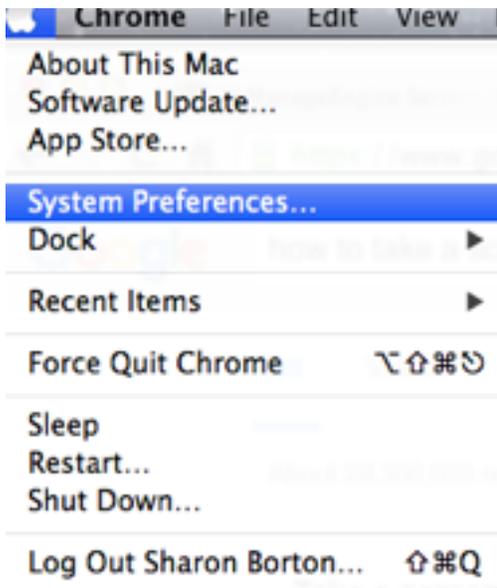


How To Create A “Home/Away Account” on a MacBook

While you are logged in on the YCS or LCS Network (***you must be on either YCS or LCS network in order to do this***) you are automatically running as an Admin on your laptop.

Go to the Apple icon in the upper left corner () and then down to System Preferences.



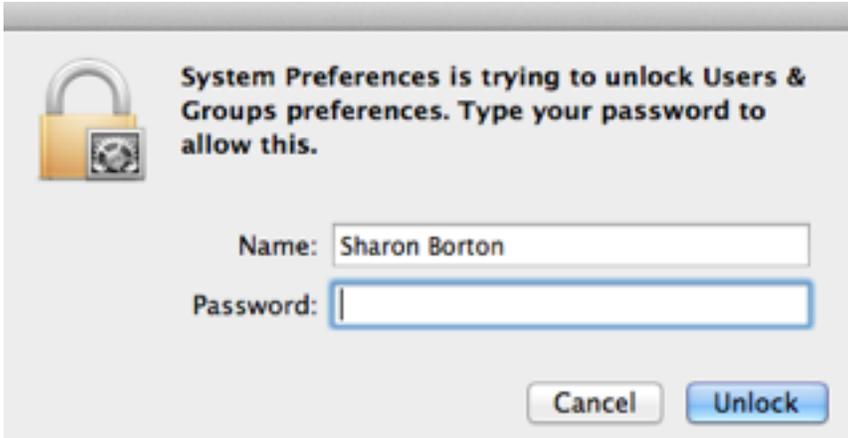
Inside of System Preferences, double-click on the Users & Groups icon



In the bottom left-hand corner, you will see a padlock in the locked position, click on it.



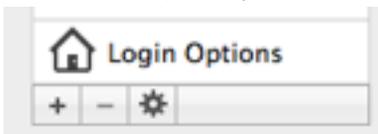
At this point, you will need to put in your Active Directory (computer login) password. Keep the name in that it supplies and just add your password, the password you use to log in. If it accepts it, click on the Unlock button and it will unlock the lock.



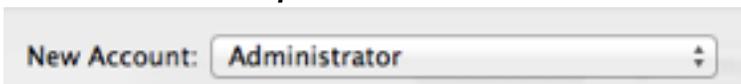
A dialog box with a grey background and a title bar. On the left is a yellow padlock icon with a gear inside. To the right of the icon, the text reads: "System Preferences is trying to unlock Users & Groups preferences. Type your password to allow this." Below this text are two text input fields. The first is labeled "Name:" and contains the text "Sharon Borton". The second is labeled "Password:" and is empty. At the bottom right of the dialog are two buttons: "Cancel" and "Unlock".



Click on the plus symbol to "Add" an account/user.

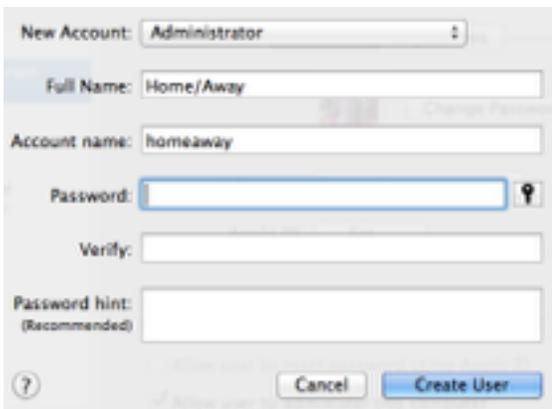


After you click on the plus symbol, to the right another box will open up. The default setting for the account is Standard. **You must pull down that menu and select Administrator.**



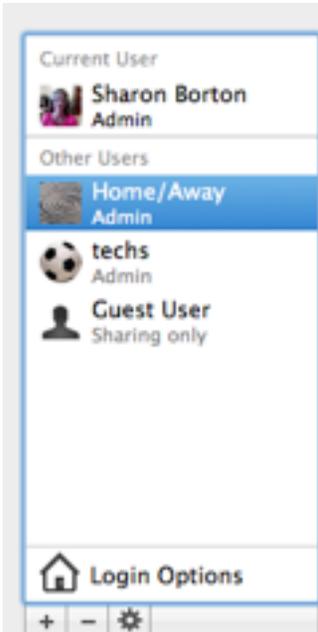
A dropdown menu labeled "New Account:" with "Administrator" selected. A small up/down arrow icon is on the right side of the dropdown.

Complete the required information to create the account. I typically do not add a password, but if you want one, this is where you would add it.

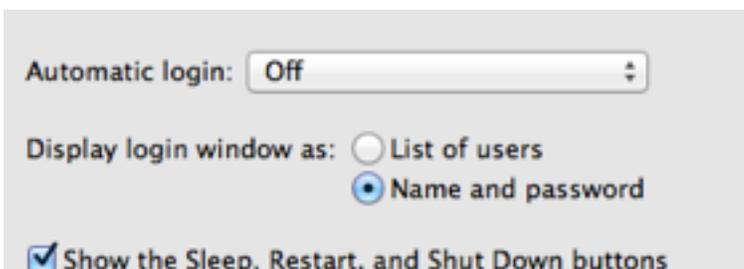


A form for creating a new account. It has several fields: "New Account:" (dropdown menu with "Administrator" selected), "Full Name:" (text field with "Home/Away"), "Account name:" (text field with "homeaway"), "Password:" (text field with a key icon), "Verify:" (text field), and "Password hint:" (text field with "(Recommended)" below it). At the bottom are "Cancel" and "Create User" buttons.

After you click on Create User, to the left you will see the new account that you just created. Click on the icon of Home/Away, and then click on the Login Options button.



To the right, you will see Display login window as: List of Users. **You want to change this to Name and Password.**



To secure this account, click on the unlocked padlock to lock it.



Log off your laptop. You should now see a few icons that represent the accounts on the laptop. For example, you should see Home/Away, Techs, and your User name.

Click on the Home/Away account. **REMEMBER**, this is a separate account and whatever you save on the desktop or in the downloads or documents folders, it will remain in this account and will not transfer to your Active Directory (network) login side/account.

To prevent this and any confusion over where your files are, **always save to your Google Drive**. This way, no matter what account you are in, you will always have access to your files.

At this point you are now ready to add your home printer, attach to wireless outside of work, etc.

