Add a local user account

4padPointRule2.eps ¬

If users need to log onto just one particular computer on the network or a computer that's not connected to a network, they need a local user account.

This account provides a unique user name, password, home directory, user group, language, user template, and other optional features. You can have more than one local account on a computer.

768008_PointRule2.eps ¬

BEFORE YOU START: You need the **root** password for the computer where you're adding the new account.

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1   Log in as root on the computer where you're setting up the local account.
    If you don't log in as **root**, you can type the **root** password when you start UserManager.

62468_PointDashedRule3Black.eps ¬

2   Double-click UserManager in /NextAdmin.

427113_PointDashedRule3Black.eps ¬

3   Choose User *submenu-arrow8.tiff* ¬ New from the UserManager menu.
794249_PointDashedRule3Black.eps ¬
4   For user type, click Local.
681798_PointDashedRule3Black.eps ¬
5   Enter the user information in the New User window
   **;../Reference/Tools/UserManager/UserManagerPanels/NewUserWindow.rtf
   d;;¬.**
   You can choose the short form or the long form from the pop-up list at the top
   of the window. Choose the long form if you want to specify the user ID, a
   pathname for the home directory, or a login shell.

   UserManager automatically assigns a valid user ID. Don't change this ID
unless you have a good reasonÐto organize various types of users, for example, or
to match the user's ID on a network.
596439_PointDashedRule3Black.eps ¬
6   Choose User *831980_submenu-arrow8.tiff* ¬ Save from the UserManager
menu.
276739_PointDashedRule3Black.eps ¬
7   Type the user's password in the Verify Password panel and click Set
**;../Reference/Tools/UserManager/UserManagerPanels/VerifyPasswordPanel.rt
fd;;¬.**
472948_PointDashedRule3Black.eps ¬
8   Click OK to confirm that all the information is correct.
   If you need to change any of the information, you can click Cancel.
885178_PointDashedRule3Black.eps ¬
9   Click Yes to create a home directory as specified.

UserManager checks to see if the directory already exists. If not, it creates the new directory. If it already exists, UserManager asks if you want to to use it. If so, you're done. If not, you'll have to make a home directory area then return to UserManager and try again.

A User Authentication panel may appear. If so, type the domain password and click Login.
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The new user should be able to log in now and see the home directory.
2PointRule.eps ¬

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accounts

If the user already has a local account, you can move the account to the network.
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