HOW TO CHANGE THE NAME OF YOUR LOCAL ACCOUNT

Follow these steps:

1. Sign in to your local account.
2. Go to the Control Panel via the search box.
3. While in Category View, click *User Accounts.*
4. Click on the user you would like to change.
5. Click *Change the account name.*
6. Enter a new name in the box, then click *change name.*
7. Close the Control Panel.
8. Reboot the computer.