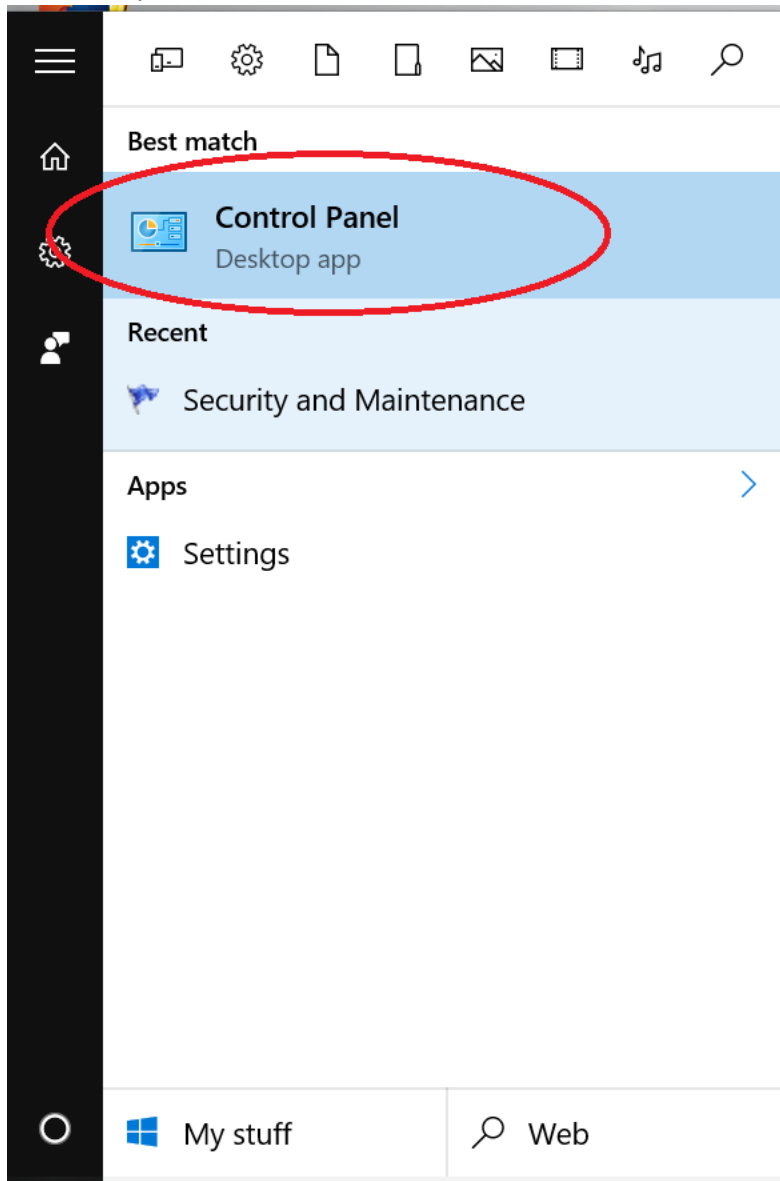


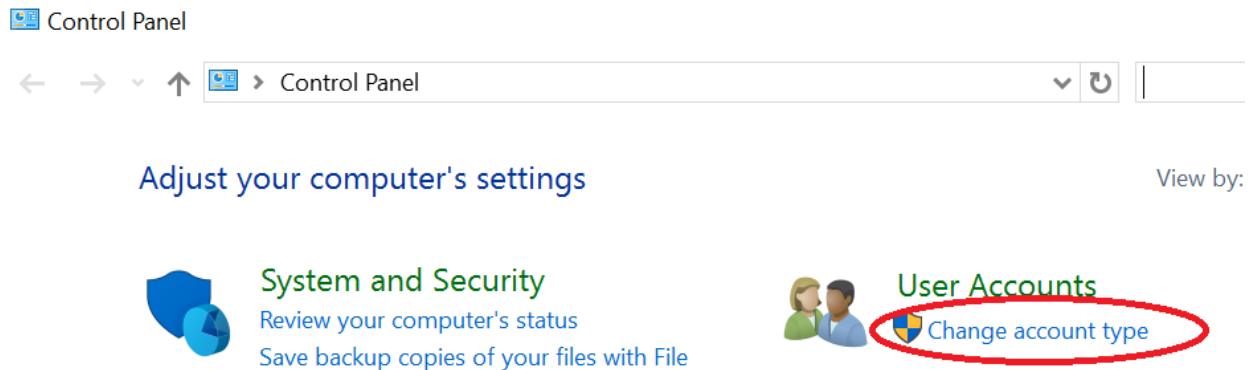
Changing your Surface user account name and password from the defaults

Here are the quick instructions for changing the user account name from “GEMBA 9” and password from the default on your Surface computers.

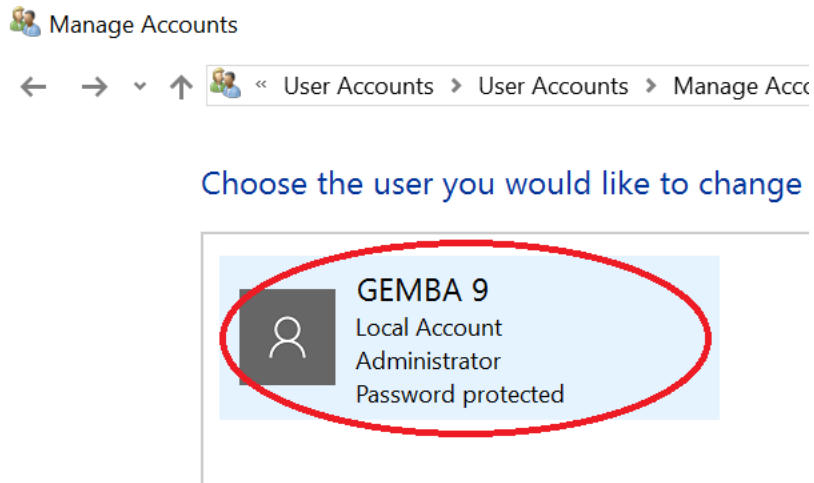
1. Click on the Start menu in the lower left part of the screen and type in “control panel,” then click on control panel.



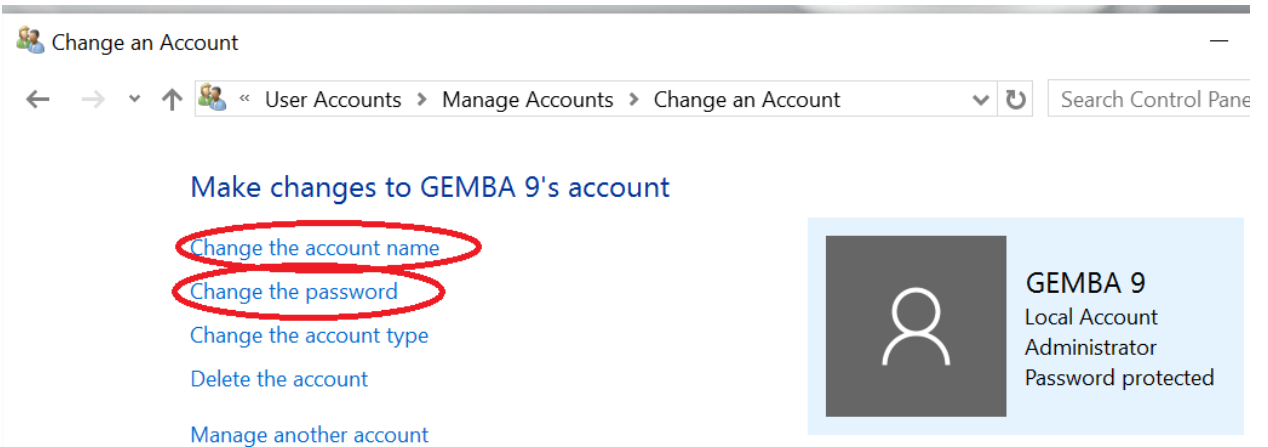
2. Under "User Accounts" click on "Change Account Type."



3. Click on the "GEMBA 9" account.



4. Click on the link to change your account name, then click on the link to change your password.



After you have changed both, you're all set!