

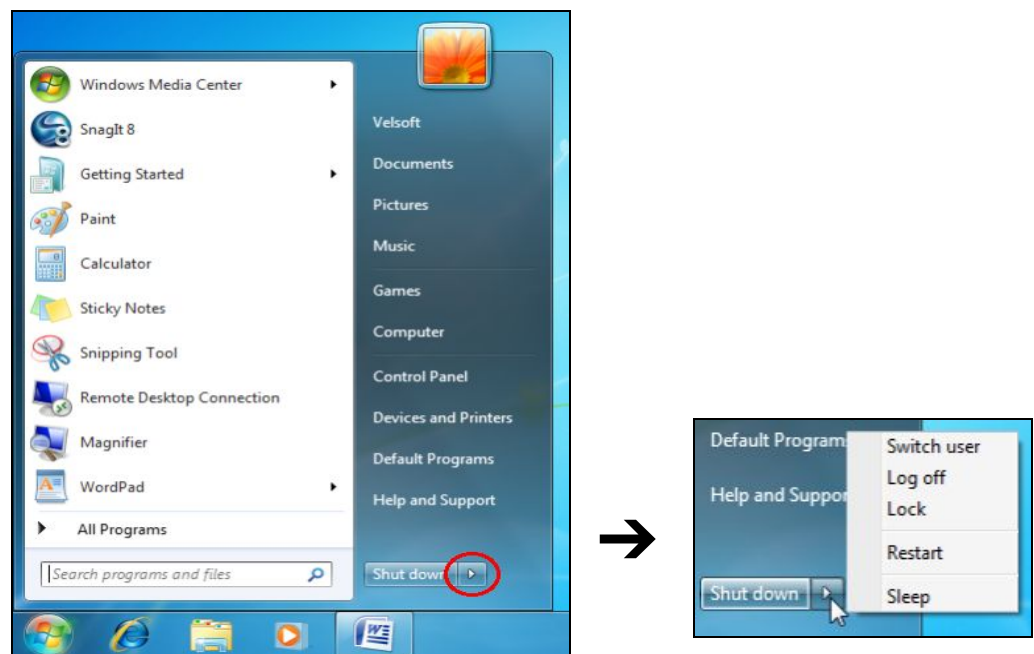
## Procedures on How to Switch User Account

1.0 Sharing one account is not advisable since there are sensitive data that the DBM employee is accountable for. With this, the ability to Switch User Account enables the protection of saved user accounts and the ability to navigate through different accounts.

### 1.1 Switching User Account using Windows 7:

1.1.1 Click the **Windows Icon**  at the lower left side of the screen.

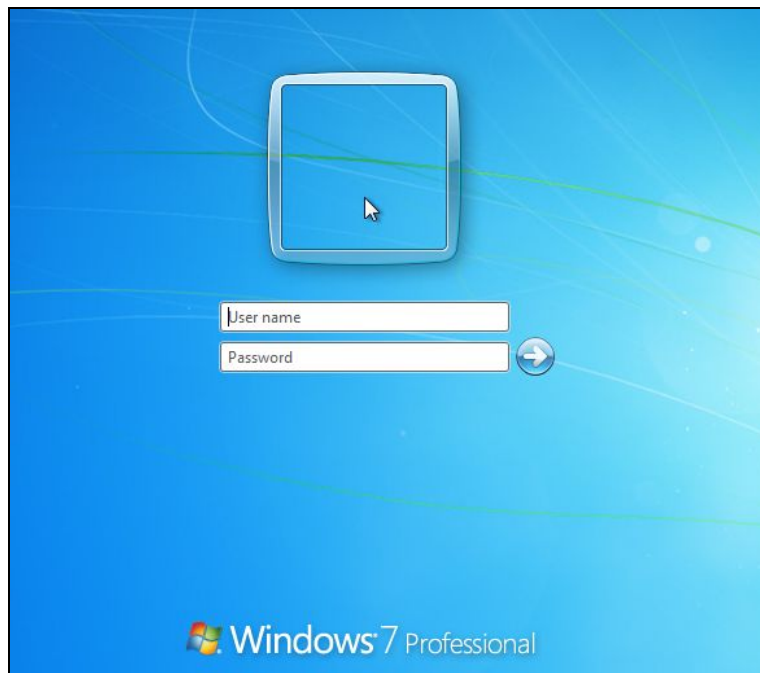
1.1.2 Click the **Arrow** button beside the **Shutdown** button and select the **Switch User** option.



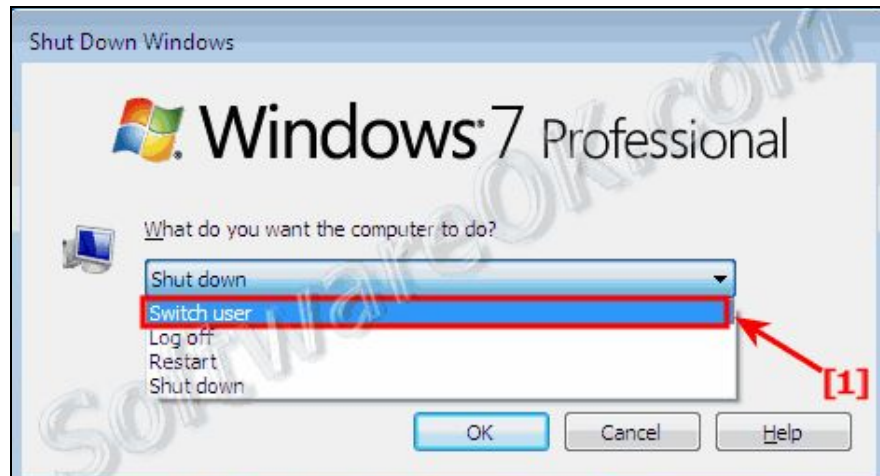
Or press **CTRL + ALT + Delete** then select **Switch User**.



1.1.3 On the log-in screen, type your designated **username** and **password** then click **Enter**.



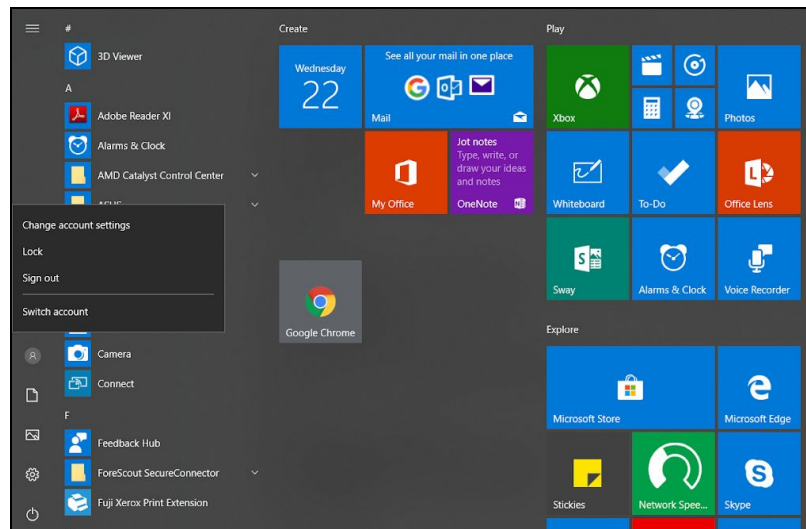
You may also press **ALT + F4** in your keyboard to prompt a dialog box where you can choose **Switch User**.



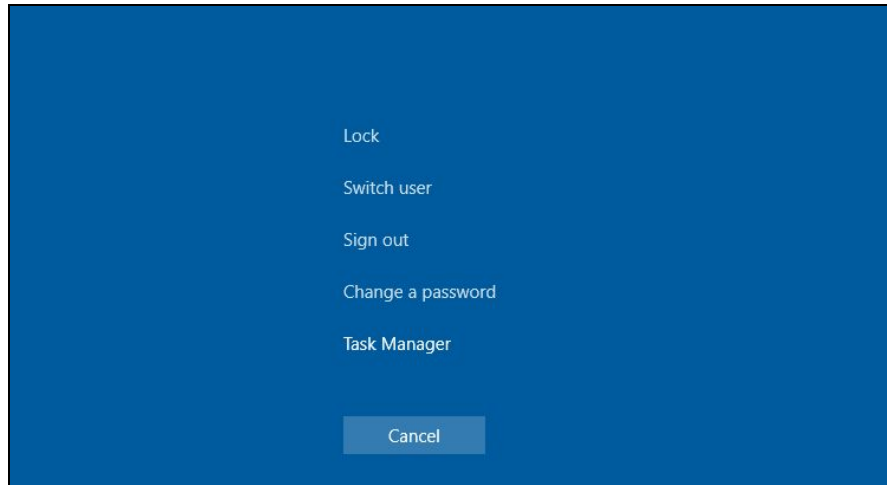
## 1.2 Switching User Account using Windows 10:

1.2.1 Click the Windows icon  at the lower left side of the screen.

1.2.2 Select the Profile icon alight to the Power icon, then select **Switch Account**.



Or press **CTRL + ALT + Delete** then select **Switch User**.



1.2.3 On the log-in screen, click the **Other User** option at the lower left side of the screen and type your designated **username** and **password** then click **Enter** or Windows Key+L, (Lock or Switch User).

