Modify a Local User

Last Modified on 08.08.25

You can change all local user values on existing groups but only full name and description for built-in local users specified in the **System** category.

To modify local user details:

1. Select a **Category** in which the local user will be shown. The category does not affect the local user usage. Category selection is purely for organizing local user to make it easier to find when creating management rules.
2. Enter a **Login name** for the local user account. This will be the actual user account login name, for example **COMPUTER1\TempAdmin**. If the name is changed, a new local user account will be created on computer(s) that have management rules created for the local user.
3. Enter a **Full name** for the user. If full name is not specified, the **Login name** is used as full name.
4. Enter a **Description** for the user account, if required.
5. Click **Change** to apply your modifications.

Copyright © 2025 Recast Software Inc. All rights reserved.