

Administrator List and Password Reset Disk in XP

1. Click START...Run
2. Type in "control Userpasswords2" without the quotes
3. Press OK. This brings up the Administrator box.
4. Click OK without putting in a password. This should bring up the list of Users with administrative rights.

[Click here: How to log on to your Windows XP-based computer if you forget your password or if your password expires](#)

If you forget your Windows password or if your password expires, you must reset your password before you can log on to your computer.

You can reset your password, if one of the following condition is true:

- You can log on as an administrator to assign a new password to your account. To do this, try [Method 1](#).
<http://support.microsoft.com/kb/321305#method1>

Note When we install Windows, it automatically creates an account "Administrator" and sets its password to blank.

- You have previously created a password reset disk for the computer. To do this, try [Method 2](#).
<http://support.microsoft.com/kb/321305#method2>

If you do not have a reset disk or cannot log on as an administrator, unfortunately, you may have to reinstall Windows XP and all other programs that were installed on the computer before you can use the computer again. This is for security. Without these safeguards, anyone could reset a password to anyone else's computer and gain access to private information.

Create a Password Reset Disk

If you logged on to the computer by using an administrator account, follow these steps to create a password reset disk for a user account:

1. Click **Start**, and then click **Control Panel**.
2. In Control Panel, click **User Accounts**.

3. In the **User Accounts** pane, click the account that you want to work with.
4. Under **Related Tasks**, click **Prevent a forgotten password** to start the Forgotten Password Wizard, and then click **Next**.
5. Insert a blank, formatted disk into drive A, and then click **Next**.
6. In the **Current user account password** box, type the password for the user account that you chose in step 3, and then click **Next**.

Note If the user account does not have a password, do not type a password in the **Current user account password** box.

The Forgotten Password Wizard creates the disk.

7. When the **Progress** bar reaches **100% complete**, click **Next**, and then click **Finish**.
8. Remove and then label the password reset disk. Store the disk in a safe place.

Use a limited account

If you logged on to the computer by using a limited account, follow these steps to create a password reset disk for your user account:

1. Click **Start**, and then click **Control Panel**.
2. Under **Pick a category**, click **User Accounts**.
3. Under **Related Tasks**, click **Prevent a forgotten password** to start the Forgotten Password Wizard.
4. Click **Next**.
5. Insert a blank, formatted disk into drive A, and then click **Next**.
6. In the **Current user account password** box, type your password, and then click **Next**.

Note If your user account does not have a password, do not type a password in the **Current user account password** box.

The Forgotten Password Wizard creates the disk.

7. When the **Progress** bar reaches **100% complete**, click **Next**, and then click **Finish**.

8. Remove and then label the password reset disk. Store the disk in a safe place.

How to log on to the computer by using a password reset disk

If you forget your password, you can log on to the computer by using a new password that you create by using the Password Reset Wizard and your password reset disk. To do this, follow these steps:

1. On the Windows XP logon screen, click the user name that you want to use. The **Type your password** box appears. Press ENTER or click the right-arrow button. You receive the following error message:

Did you forget your password?

You can click the "?" button to see your password hint.

Or you can use your password reset disk.

Please type your password again.

Be sure to use the correct uppercase and lowercase letters.

2. Click **use your password reset disk**. The Password Reset Wizard starts. The Password Reset Wizard permits you to create a new password for your user account.
3. Click **Next**.
4. Insert the password reset disk into drive A, and then click **Next**.
5. Type a new password in the **Type a new password** box.
6. Type the same password in the **Type the password again to confirm** box.
7. In the **Type a new password hint** box, type a hint to remind you of your password if you forget the new password.

Note This hint is visible to anyone who tries to log on to the computer by using your user account.

8. Click **Next**, and then click **Finish**. The Password Reset Wizard quits, and you return to the Windows XP logon screen.

Note The password reset disk is automatically updated with the new

password information. You do not have to create a new password reset disk.

9. Type your new password in the **Type your password** box, and then click the right-arrow button to log on to the computer.

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Troubleshooting

- The password reset disk cannot be used to reset the password on another computer.

The password reset disk that you create can only be used with the computer it was created on. For example, if you have two Windows XP-based computers that have the same user names and passwords, a password reset disk that you create on the first computer cannot be used to reset the password on the second computer.

- The password reset disk contains sensitive information.

Other users may be able to use the password reset disk to gain access to your computer. For this reason, store this disk in a safe and secure location.

Revised 6/1/2011 JMM