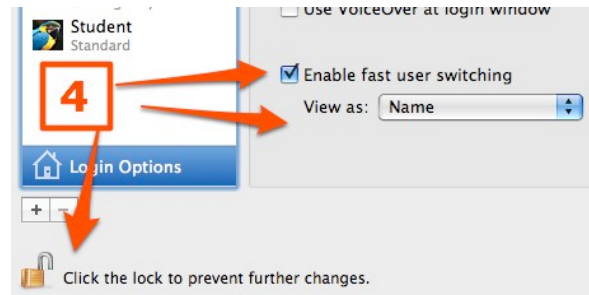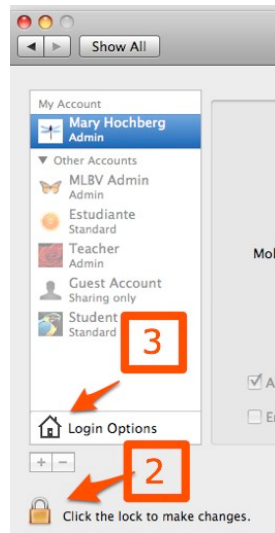## *Fast User Switching*

To turn on Fast User Switching
This only needs to be done once.

1. Open System Preferences, which is under the Apple in the upper right corner of the Finder Screen. Click on Accounts.
2. If the lock is closed, click on it and unlock it.
3. Click on "Login Options."
4. Put a check in "Enable Fast User Switching." When the warning message pops up, click on okay. Make sure that the "View as" box shows "Name." Click the lock to close it.

To use Fast User Switching

5. Go to the upper right corner of the Screen and click on your account name.
6. A window pops open with a list of all the accounts. Click on the account to switch to it.
7. To switch back, repeat step 6. While the student account does not have a password, your teacher account does. You will have to reenter your password but all your open programs will still be open and everything just as you left it.