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## **Synology NAS Instructions**

### **Creating a New User**

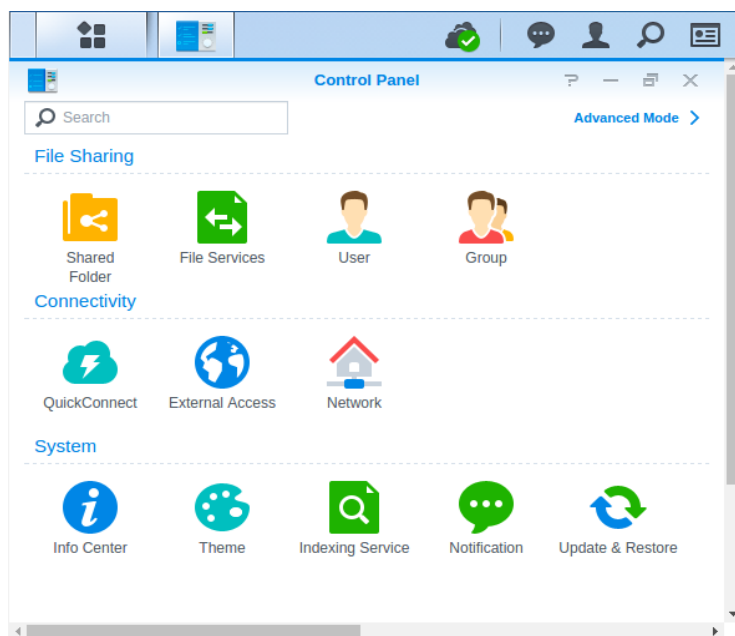
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#### **Introductory Comments:**

Note that we highly recommend using the exact same username & password for an employee on the Synology NAS as well as on the computer that they will be using. For example, when you create the user account on the actual computer, use the same username on the computer and on the Synology NAS.

1. **Login to your Synology NAS through your web browser using your Synology NAS IP address (such as <http://192.168.1.50>).**
  - If you aren't sure what the IP address is, go to <http://find.synology.com/>.
  - If you still can't find it, navigate to <https://www.synology.com/en-us/support/download/>, select *any* Synology NAS model from the list (it doesn't matter if the model matches your own), and download the Synology Assistant software.
2. **Open the Control Panel, and click on User (see screenshot below)**



**(Instructions continued on next page)**

- 3. Click Create**
- 4. Beside the “Name” field, type in the new user’s username (not the person’s real name).**
  - For example, if the person will login to the computer – and the Synology NAS – as dwhite, type “dwhite” into the Name Field.
- 5. Click the blue Next button, apply permissions appropriately, and continue to hit “Next” or “Finish” until you are done**