Adding and Managing Users in Mac OSX

The Mac OS X operating system is a multiuser system where each user has a login identity and home directory. You may add and manage users using the "Accounts" system preference utility if you are logged in as a user with Admin privileges. First, open the "Accounts" utility. If you are looking to create a new identity, click on the plus (+) symbol at the bottom of the window. To remove an identity, select the one you want to remove and then press the minus (-) symbol.
Once you click create, you will get a window that looks like the one below. Fill out the information for the identity and press the "Create Account" button. Once that is done, the new user should be able to log in.
To edit accounts, simply click on the account you wish to edit and then you will be allowed to make all the changes you need to the left. You can change the password, picture, or parental controls by selecting the appropriate tab.