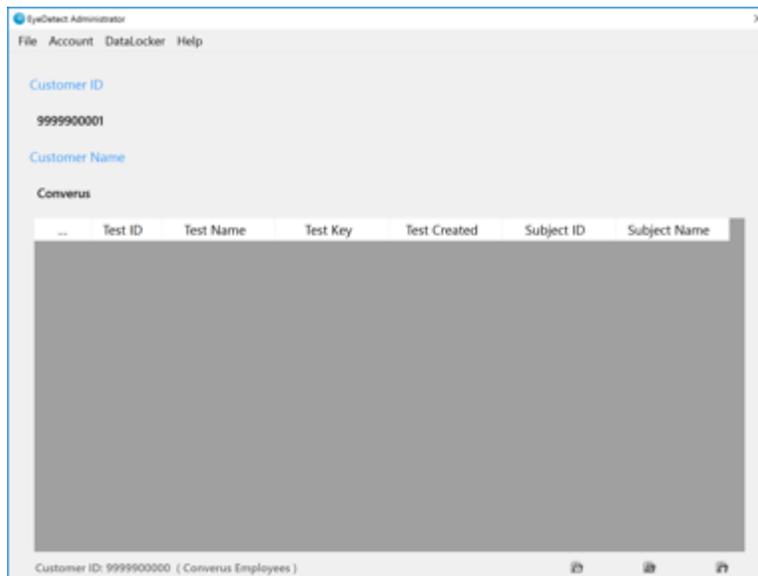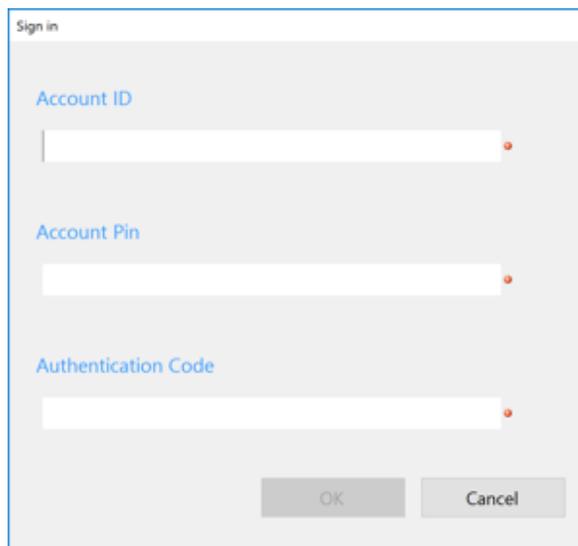# Managing Subaccounts

1. To switch subaccounts, double-click the **EyeDetectAdmin** icon on the Windows Desktop.

2. Choose **Account > Sign in** from the menu.
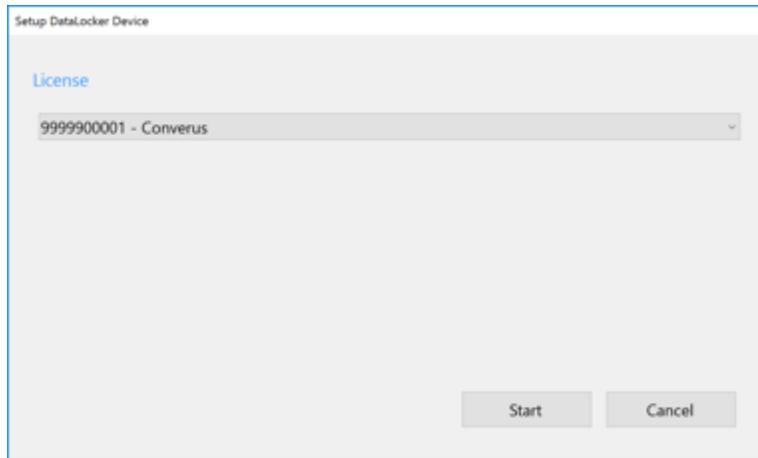
Note: if the "Sign in" button is greyed out then it means you have an open test in **EyeDetect**. Please close out of EyeDetect Administrator, launch EyeDetect, and delete or save/sync any open tests.

3. Enter the **Account ID**, **PIN**, and **Authentication Code** (from the Authenticator app) as the Master account admin. or with appropriate account credentials for the subaccount to used.

4. After successfully signing in, click **Close** to close the Sign in dialog.

5. Choose **DataLocker > Setup** from the EyeDetect Admin main menu.

6. Select an account from the dropdown menu. Then hit **Start** to configure the EyeDetect station to the selected account.

7. When the process is complete, click **Close** to exit.

8. Choose **File > Exit** or hit the x button in the upper right-hand corner to close out of EyeDetect Admin.

To confirm what account the station is set up to: launch EyeDetect and check the Customer Name. The account name will appear in the upper left-hand corner under the Customer Name. See below.