How to Not Login as Administrator - Windows

Guide for Windows

**Important Note**
This guide is intended for self-managed Windows machines only (i.e. you're both the user and sole administrator of your computer). If your computer is managed by another group (e.g., MITS, ATS, etc.) and you require an administrative account, please contact your local IT support staff for assistance as your department may have specific policies or requirements governing such access.

Before getting started, there are some things to understand. First off, a computer can have multiple administrative accounts, that is accounts that belong to the Administrators group and have the same rights as "Administrator," but there is only one "Administrator" account and it cannot be deleted or demoted (but it can be disabled). Recent versions of Windows disable the built-in "Administrator" account by default, and walk the user through creating a new account during setup. This new account is added to the Administrators group, so while it is not "Administrator", it is just as dangerous.

Secondly, a lot of programs and computer configuration options are tied to a user account. Switching to a completely new user account will likely result in a lot of wasted time reconfiguring applications and moving data around. This is not the preferred solution. If, however, you are using the built-in "Administrator" account (very unlikely), it is the only way to move forward with this. In that case, we recommend you wait until you are installing a new version of the operating system or moving to a new computer before continuing. The rest of this document assumes that you are not using the built-in "Administrator" account (very likely).

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**Windows 7**

**How to not run as an administrator**

<table>
<thead>
<tr>
<th>Standalone (Not Domain-Joined/Personal Computers)</th>
<th>Domain-Joined (UT Computers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new administrative user account</td>
<td>Create a new user account</td>
</tr>
</tbody>
</table>
1. Open the Control Panel (Start -> Control Panel)

2. Click on User Accounts and Family Safety
3. Click on User Accounts

4. Select "Manage another account"

5. Select "Create a new account"

3. Select "Give other users access to this computer"

4. Click the Advanced tab at the top of the dialog window

5. Click Advanced and click Users in the tree view in the left pane.
6. Enter an account name, select ‘Administrator’, click Create Account

Assign a password to the new administrative account

7. The new account should appear in the list of accounts, click on the new account

Right click anywhere in the middle pane or click on “More actions” in the right pane and select “New User”

6. Enter a user name and full name and specify a strong password and uncheck “User must change password at next logon”

7. Click Create and then click Close

Add the account to the local Administrators group
8. Select “Create a password”

9. Enter a strong password and click Create Password when done

8. Double click on the newly created account in the middle pane and click on the Member Of tab at the top of the dialog window

9. Click Add and type “administrators” in the text box and click Check Names

10. When the group name resolves, verify that it reads “<hostname>\Administrators” and click OK

11. Click OK again

Make the original user account a standard user
10. Select "Manage another account"

11. Click on your original account in the list of accounts (not the one you just created)

12. Select "Change the account type"

12. Double click on your original user account in the middle pane

13. Click on the Member Of tab at the top of the dialog "Administrators" in the list of group memberships and click
13. Select "Standard User" and click Change Account Type

14. Close the Control Panel. Log off and back on for changes to take effect.

14. Click Add and type "users" in the text box and click Check Names

15. When the group name resolves, verify that it reads "<hostname>\users" and click OK

16. Click OK again

17. Close the Local Users and Groups control panel applet

18. Close the User Accounts control panel dialog (or click OK)

19. Close the Control Panel

20. Log off and back on for changes to take effect.

Windows 8.1

How to not run as an administrator

Standalone (Not Domain-Joined/Personal Computers)
1. Open the Control Panel - click on the Windows logo and type "Control Panel" to search for the app.

2. Click on "User Accounts and Family Safety"

3. Click on "User Accounts"
4. Click on "Manage Another Account"

5. Click on "Add a new user in PC Settings"

6. Click on "Add an Account"
7. Choose "Sign in without a Microsoft Account"

How will this person sign in?

What email address would this person like to use to sign in to Windows? (If you know the email address they use to sign in to Microsoft services, enter it here.)

Email address

Sign up for a new email address

This person can sign in to easily get their online email, photos, files, and settings (like browser history and favorites) on all of their devices. They can manage their synced settings at any time.

Add a child’s account

Privacy statement

Sign in without a Microsoft account (not recommended)

Next  Cancel

8. Click "Local Account"

Add a user

There are two options for signing in:

Microsoft account

Signing in to PCs with your email address lets you:
• Download apps from Windows Store.
• Get your online content in Microsoft apps automatically.
• Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

Local account

Signing in with a local account means:
• You have to create a user name and account for each PC you use.
• You’ll need a Microsoft account to download apps, but you can set it up later.
• Your settings won’t be synced across the PCs that you use.

Microsoft account  Local account  Cancel
9. Create the username and a strong password, click Next and Finish when complete.

10. You will return to the “Manage Another Account” menu - select the new account and click “Edit”

11. Choose “Administrator” and click OK
12. Go back to “Manage Accounts (follow steps 1 - 3) again, choose your user account and click on “Change Account Type”

13. Select “Standard” and click “Change Account Type”

14. Log out & back in.

Windows 10
How to not run as an administrator

Standalone (Not Domain-Joined/Personal Computers)
1. Go to Start > Settings.

2. Click on Accounts.
3. Click on “Family & Other Users” and “Add someone to this PC”

4. Choose “The person I want to add does not have an email address”
5. Choose "Add user without a Microsoft account"

![Add user without a Microsoft account]

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* Learn more

First name
Last name
someone@example.com

Get a new email address

Password

United States
Birth month
Day
Year

*If you already use a Microsoft service, go Back to sign in with that account.

Add a user without a Microsoft account

Next
Back

6. Fill in a username and strong password. Click Next.

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?
lyra-admin

Make it secure.

********

********

Hint

Back
Next
7. Click on the new account and Click "Change account type"

8. Choose Administrator and click OK
9. Press the Start Menu and type "Control Panel" to launch that app

10. In the Control Panel click "Change Account Type"
11. Click on your account and click “Change the Account Type”

![Image of Manage Accounts window]

12. Select “Standard” and click “Change Account Type”

![Image of Change Account Type window]

13. Log out and back in.

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### Scenarios

After following the above set of steps, some tasks may not work right away because administrative access is required. Anytime administrative access is required, a dialog box (UAC) will open prompting you to authenticate with an administrative account. Using the new account you just created will almost always allow the process to continue, but in some cases you will need to run programs as an Administrator for them to work properly. If you find yourself unable to run a program you previously ran before or if you are having issue configuring a setting, the Run As... feature outlined below may resolve this issue.

### UAC Elevation Prompts

Below are examples of UAC prompts for each operating system:

<table>
<thead>
<tr>
<th>Windows 7</th>
<th>Windows 8.1</th>
<th>Windows 10</th>
</tr>
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<td>![Windows 8.1 UAC Prompt]</td>
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</tbody>
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Run-As Administrator/Other User

Below are examples of running as administrator in each operating system, key combinations/procedures are the same in each OS:

- Run As Administrator: Right-Click on program > Choose “Run as administrator”
- Run As Different User: Shift + Right-Click on program > Choose “Run as different user”