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).

### 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>

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.
1. Open the Control Panel (Start -> Control Panel)

2. Click on User Accounts and Family Safety

2. Click on User Accounts
3. Click on User Accounts

4. Select “Manage another 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.
5. Select "Create a new account"

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

6. Enter an account name, select "Administrator", click Create Account

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

Assign a password to the new administrative account

7. Click Create and then click Close

Add the account to the local Administrators group
7. The new account should appear in the list of accounts, click on the new account

8. Select "Create a password"

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

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

10. Click OK again

Make the original account a standard user
9. Enter a strong password and click Create Password when done.

10. Select “Manage another account”.

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 window.

Select “Administrators” in the list of group memberships and click Remove.

Make the original user account a standard user.

Changes to a user’s group memberships are not effective until the next user logs on.
11. Click on your original account in the list of accounts (not the one you just created)
12. Select “Change the account type”
13. Click Add and type “users” in the text box and click Check Names
14. When the group name resolves, verify that it reads “<hostname>\users” and click OK
15. Click OK again
16. Close the Local Users and Groups control panel applet
17. Close the User Accounts control panel dialog (or click OK)
18. Close the Control Panel
19. Log off and back on for changes to take effect.
13. Select “Standard User” and click Change Account Type

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

Windows 8.1

How to not run as an administrator

<table>
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<th>Domain-Joined (UT Computers)</th>
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</thead>
<tbody>
<tr>
<td>1. Open the Control Panel - click on the Windows logo and type “Control Panel” to search for the app.</td>
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</tr>
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</table>
2. Click on "User Accounts and Family Safety"

3. Click on "User Accounts"

2. Click "User Accounts"

3. Click "Give other users access to this computer"
4. Click on “Manage Another Account”

4. Go to the “Advanced” tab and click the “Advanced” button

5. Click on “Add a new user in PC Settings”

5. In the expanded Users folder, right-click and choose “New User...”

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

8. Click "Local Account"

6. Name the user account and give it a strong password. Uncheck "User must change password at next logon" before clicking "Create".

Add a child's account
Privacy statement
Sign in without a Microsoft account (not recommended)

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.
1. Log in to your computer.
2. Click the Start button and type "User Accounts" into the search bar.
3. Select "User Accounts" from the results.
4. Click "Manage another account".
5. Click "Add a user".
6. Enter a password for the new user.
7. Right-click on the new user and select "Properties". Go to the "Member of" tab.
8. Check the box for "Administrator".
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".

8. Click "Add..." and type "Administrators" in the text box, then click "Check names".

9. The name will resolve to "<hostname>:Administrators", Click OK.

10. Click OK again.

14. Log out & back in.
11. Right-click on your original user account and select "Properties", go to the "Member of" tab
12. Highlight the "Administrators" group and "Remove"

13. Click OK

14. Log Off and back on

Windows 10

How to not run as an administrator

| Standalone (Not Domain-Joined/Personal Computers) | Domain-Joined (UT 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"

How will this person sign in?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

Email or phone

The person I want to add doesn’t have an email address

Privacy statement

Next Cancel

4. To continue follow steps 4 - 13 of the "Standalone" instructions and screenshots.
5. Choose "Add user without a Microsoft account"

Let's create your 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

Next  Back
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"
12. Select "Standard and click "Change Account Type"

13. Log out and back in.

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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<tbody>
<tr>
<td><img src="image1.png" alt="UAC Prompt" /></td>
<td><img src="image2.png" alt="UAC Prompt" /></td>
<td><img src="image3.png" alt="UAC Prompt" /></td>
</tr>
</tbody>
</table>

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"

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<tr>
<th>Windows 7</th>
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<tbody>
<tr>
<td>Administrator:</td>
<td>Administrator:</td>
<td>Administrator:</td>
</tr>
<tr>
<td><img src="image1.png" alt="Internet Explorer menu" /></td>
<td><img src="image2.png" alt="Internet Explorer menu" /></td>
<td><img src="image3.png" alt="Internet Explorer menu" /></td>
</tr>
<tr>
<td>- Open</td>
<td>- Open</td>
<td>- Open</td>
</tr>
<tr>
<td>- Open file location</td>
<td>- Open file location</td>
<td>- Open file location</td>
</tr>
<tr>
<td>- Run as administrator</td>
<td>- Run as administrator</td>
<td>- Run as administrator</td>
</tr>
<tr>
<td>- Unpin from Taskbar</td>
<td>- Pin to Start</td>
<td>- Pin to Taskbar</td>
</tr>
<tr>
<td>- Pin to Start Menu</td>
<td>- Pin to Taskbar</td>
<td>- Pin to Taskbar</td>
</tr>
<tr>
<td>- Restore previous versions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Send to</td>
<td>- Send to</td>
<td></td>
</tr>
<tr>
<td>- Cut</td>
<td>- Cut</td>
<td></td>
</tr>
<tr>
<td>- Copy</td>
<td>- Copy</td>
<td></td>
</tr>
<tr>
<td>- Create shortcut</td>
<td>- Create shortcut</td>
<td></td>
</tr>
<tr>
<td>- Delete</td>
<td>- Delete</td>
<td></td>
</tr>
<tr>
<td>- Rename</td>
<td>- Rename</td>
<td></td>
</tr>
<tr>
<td>- Properties</td>
<td>- Properties</td>
<td></td>
</tr>
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