### 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).

### 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>
5. Click Advanced and click Users in the tree view in the left pane.
Assign a password to the new administrative account

7. Click Create and then click Close

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

11. Click OK again.

Make the original account a standard user.
Make the original user account a standard user
15. When the group name resolves, verify that it reads "<hostname>\users"
16. Click OK again
17. Close the Local Users and Groups control panel application
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.
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

Standalone (Not Domain-Joined/Personal Computers)
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.

Add a user

Choose a password that will be easy for you to remember but hard for others to guess. If you forget, we'll show the hint.

- **User name**: lyra-admin
- **Password**: ********
- **Reenter password**: ********
- **Password hint**: hint

Add a user

The following user will be able to sign in to this PC.

- **lyra-admin**
  - Local account

Is this a child's account? Turn on Family Safety to get reports.

Accounts

Your account

Sign-in options

Other accounts

Manage other accounts

- **Add an account**

Set up an account for assigned access

Edit

Remove
14. Log out & back in.
Windows 10

How to not run as an administrator

Standalone (Not Domain-Joined/Personal Computers)
Your family

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

**Sign in with a Microsoft account**

Other users

Allow people who are not part of your family to sign in with their own accounts. This won’t add them to your family.

**Add someone else to this PC**
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.

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

Privacy statement

Next  Cancel

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
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

Settings

ACCOUNTS

Your account
Sign-in options
Work access

Family & other users
Sync your settings

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktops. You can help kids stay safe with appropriate websites, time limits, apps, and games.

Sign in with a Microsoft account

Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

Add someone else to this PC

_lyra-admin_
Local account

Change account type

Set up assigned access

Change account type

_account type_

Account type

Administrator

OK
Cancel
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>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Windows 7 UAC Prompt" /></td>
<td><img src="image2.png" alt="Windows 8.1 UAC Prompt" /></td>
<td><img src="image3.png" alt="Windows 10 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”
<table>
<thead>
<tr>
<th>Windows 7</th>
<th>Windows 8.1</th>
<th>Windows 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrator:</strong></td>
<td><strong>Administrator:</strong></td>
<td><strong>Administrator:</strong></td>
</tr>
<tr>
<td><img src="image" alt="Windows 7 Open Context Menu" /></td>
<td><img src="image" alt="Windows 8.1 Open Context Menu" /></td>
<td><img src="image" alt="Windows 10 Open Context Menu" /></td>
</tr>
<tr>
<td><strong>Open</strong></td>
<td><strong>Open</strong></td>
<td><strong>Open</strong></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>Create shortcut</td>
</tr>
<tr>
<td>Pin to Start Menu</td>
<td>Pin to Taskbar</td>
<td>Delete</td>
</tr>
<tr>
<td>Restore previous versions</td>
<td></td>
<td>Rename</td>
</tr>
<tr>
<td>Send to</td>
<td></td>
<td>Properties</td>
</tr>
<tr>
<td>Cut</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create shortcut</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rename</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properties</td>
<td></td>
<td></td>
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</tbody>
</table>
Different User:

- Open
  - Open file location
  - Run as administrator
  - Run as different user
  - Unpin from Taskbar
  - Pin to Start Menu
  - Copy as path
  - Restore previous versions

- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Properties

Different User:

- Open
  - Open file location
  - Run as administrator
  - Run as different user
  - Pin to Start
  - Pin to Taskbar
  - Copy as path
  - Send to
  - Cut
  - Copy
  - Create shortcut
  - Delete
  - Rename
  - Properties