

# Administrator versus Standard User

## UAC – User Account Control

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# DON'T LOG ON AS AN ADMINISTRATOR

(Microsoft words)

- When you are using programs that require Internet access, such as:
  - a web browser,
  - an e-mail program.
- We recommend that you log on as a standard user rather than an administrator.
- That's because many viruses and worms **can't** be **stored and run** on a computer unless you're logged on as an **administrator**.

# WINDOWS 10 OFFERS TWO ACCOUNT TYPES

- **Administrator** accounts have complete control over a computer.
  - Users can change settings globally, install programs and everything else.
- **Standard User** accounts - limited control. Users can:
  - Run applications, but they **can't** install new programs.
  - Change system settings, but only settings that won't affect other accounts.

**Note:** If a task requires Administrative privileges, a password for an administrator will be needed. (While logged in as a Standard User)



User Account Control



Do you want to allow this app to make changes to your PC?



Program name: Windows Command Processor

Verified publisher: **Microsoft Windows**



Show details

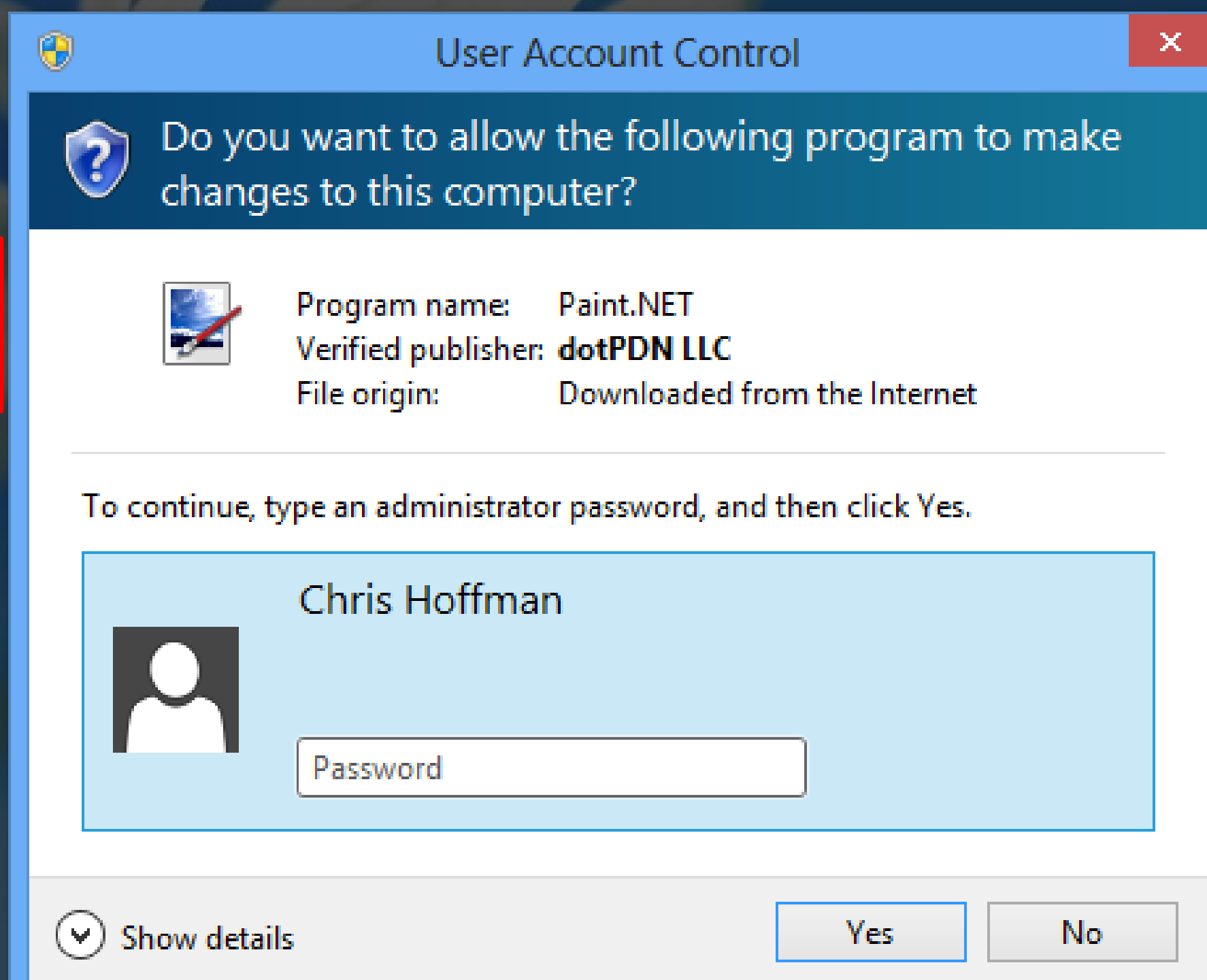
Yes

No

Logged in as a "Administrator"

[Change when these notifications appear](#)

Logged in as a  
**Standard User**



# CREATE A LOCAL USER ACCOUNT – WINDOWS 10

- How to create another account for:
  - A child or grandchildren,
  - Someone else who doesn't have a Microsoft account.
- **NOTE:** Once you create a password for a local account, don't forget it:
  - There is no way to recover a lost password for local accounts.

**Note:** To help keep your personal data and info more secure, add a password when creating a local account.

Get started

Get Skype

File Explorer

Settings

Power

All apps

Partly Sunny

89° 86°  
78°

Sulphur Springs

Phone Compa...

OneNote

Play and explore

More ways to play. Join us!

Music

Movies & TV

▲ DOW  
▼ FTSE 100  
▲ NIKKEI 225

Army plans to cut 40,000 troops

1

Windows taskbar icons: Start button, Task View, Phone, Edge, File Explorer, Store

2

2

# Windows Settings

Find a setting

## User Account Control Windows 10



**System**  
Display, notifications,  
power



**Devices**  
Bluetooth, printers, mouse



**Phone**  
Link your Android, iPhone



**Network & Internet**  
Wi-Fi, airplane mode, VPN



**Personalization**  
Background, lock screen,  
colors



**Apps**  
Uninstall, defaults, optional  
features



**Accounts**  
Your accounts, email, sync,  
work, family

3



**Time & Language**  
Speech, region, date



**Gaming**  
Game bar, DVR,  
broadcasting, Game Mode



**Ease of Access**  
Narrator, magnifier, high  
contrast



**Cortana**  
Cortana language,  
permissions, notifications



**Privacy**  
Location, camera



**Update & Security**  
Windows Update, recovery,  
backup





Your account

Sign-in options

Work access

Family & other users

4

Sync your settings

**Note:** If you do not see “Family & Other People”, U R already in a local account.

## 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

5

[Set up assigned access](#)

# 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.

## Windows 10

Ignore the prompt to provide an email or phone number.

Instead click on the link at the bottom that reads "The person I want to add doesn't have an email address"

6

[The person I want to add doesn't have an email address](#)

[Privacy statement](#)

7

Next

Cancel

# 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?

User name Standard Jere

Make it secure.

Enter password MrWonderful#1 8

Re-enter password MrWonderful#1

Password hint What Joyce calls me

Back

Next

## Windows 10

The local account you are creating display suggests creating a user name and a password for that account.

8. Enter a preferred username and password.
9. Click "Next".



Home

Find a setting



Accounts



Your info



Email & app accounts



Sign-in options



Access work or school



Sync your settings



Local Account gives protection.

**JERE STANDARD**

Local Account

Billing info, family settings, subscriptions, security settings, and more

Manage my Microsoft account

Windows is better when your settings and files automatically sync. Use a Microsoft account to easily get all your stuff on all your devices.

Sign in with a Microsoft account instead

'Family and other users' is missing from this list

# HOW TO CHANGE A WINDOWS 10 USER ACCOUNT TYPE AND WHY

- Every time you go through a [new installation of Windows 10](#), you're required to create a user account.
- The first account created will always be an Administrator account,
  - which allows you to manage every aspect of the computer.
- To share your computer with family members or friends, by default:
  - the accounts are created as Standard User,
    - which are more restricted.
- 3 Different methods to get the end results.

# **1. CHANGE A USER ACCOUNT TYPE ON 'SETTINGS'**

1. Use the Windows key + I keyboard shortcut to open the Settings app. (the i key)
2. Click Accounts.
3. Click Family & other people.
4. Under Other people, select the user account, and click Change account type.



Settings

1

Find a setting



Home

Accounts

2

Your info

Email & app accounts

Sign-in options

Work access

Family & other people

3

Sync your settings

## Your family

Add your family so everybody gets their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.



Add a family member

[Learn more](#)

## Other people

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



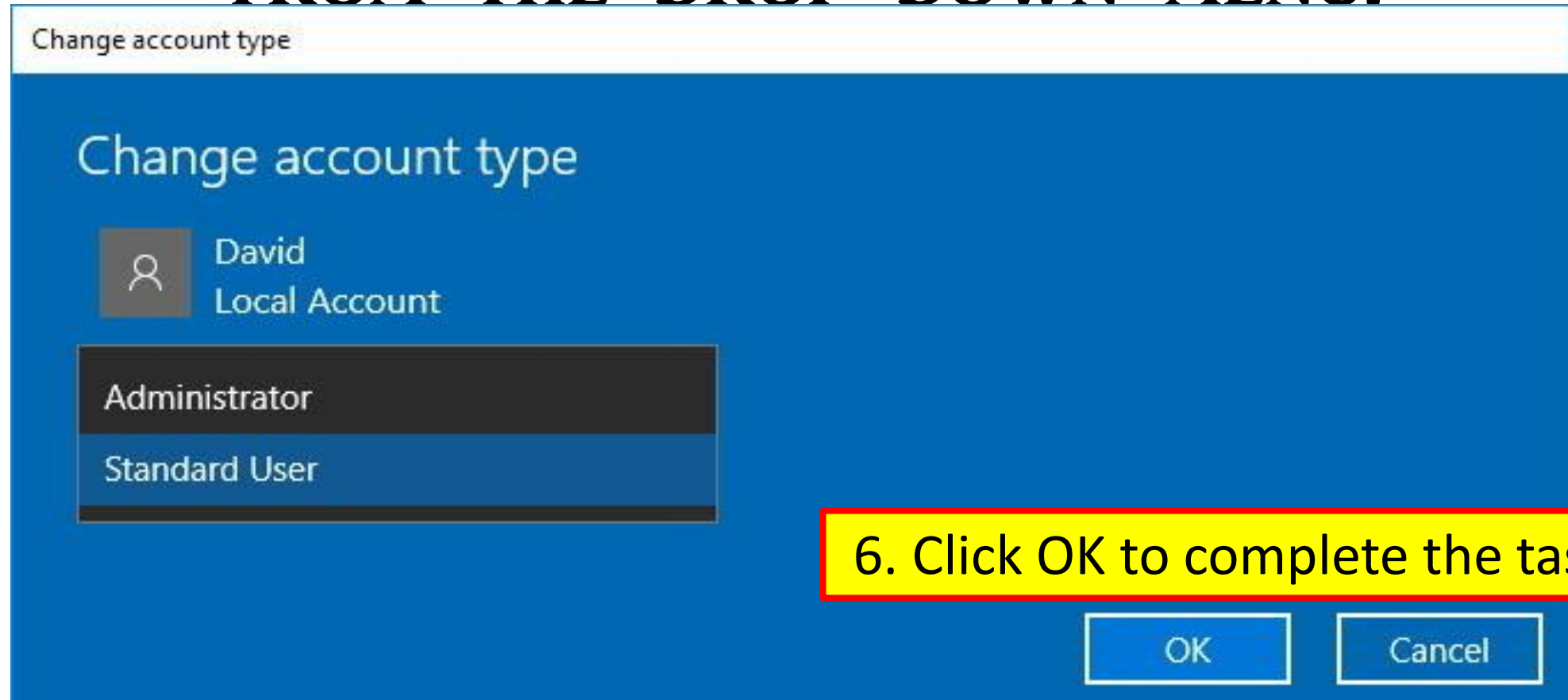
David  
Local account

4

Change account type

Remove

## 5. UNDER ACCOUNT TYPE, SELECT TYPE FROM THE DROP DOWN MENU.



6. Click OK to complete the task.

If the user was using an Administrator account, use the same instructions to change the type to a Standard User account.



## **2. CHANGE A USER ACCOUNT TYPE ON CONTROL PANEL**

- If you're looking to change an account type using Control Panel, then you can use the following steps:
  1. Type 'Control Panel' into the search bar.
  2. Select 'Control Panel' from the pop up menu.
  3. Select 'View by: Category' in the Control Panel.
  4. Click 'Change account type'.

Control Panel

Control Panel

File Edit View Tools Help

Adjust your computer's settings

3

View by: Category



### System and Security

Review your computer's status  
Save backup copies of your files with File History  
Backup and Restore (Windows 7)  
Find and fix problems



### Network and Internet

View network status and tasks  
Choose homegroup and sharing options



### Hardware and Sound

View devices and printers  
Add a device



### Programs

Uninstall a program



### User Accounts

Change account type

4



### Appearance and Personalization

Change the theme



### Clock, Language, and Region

Add a language  
Change input methods  
Change date, time, or number formats



### Ease of Access

Let Windows suggest settings  
Optimize visual display

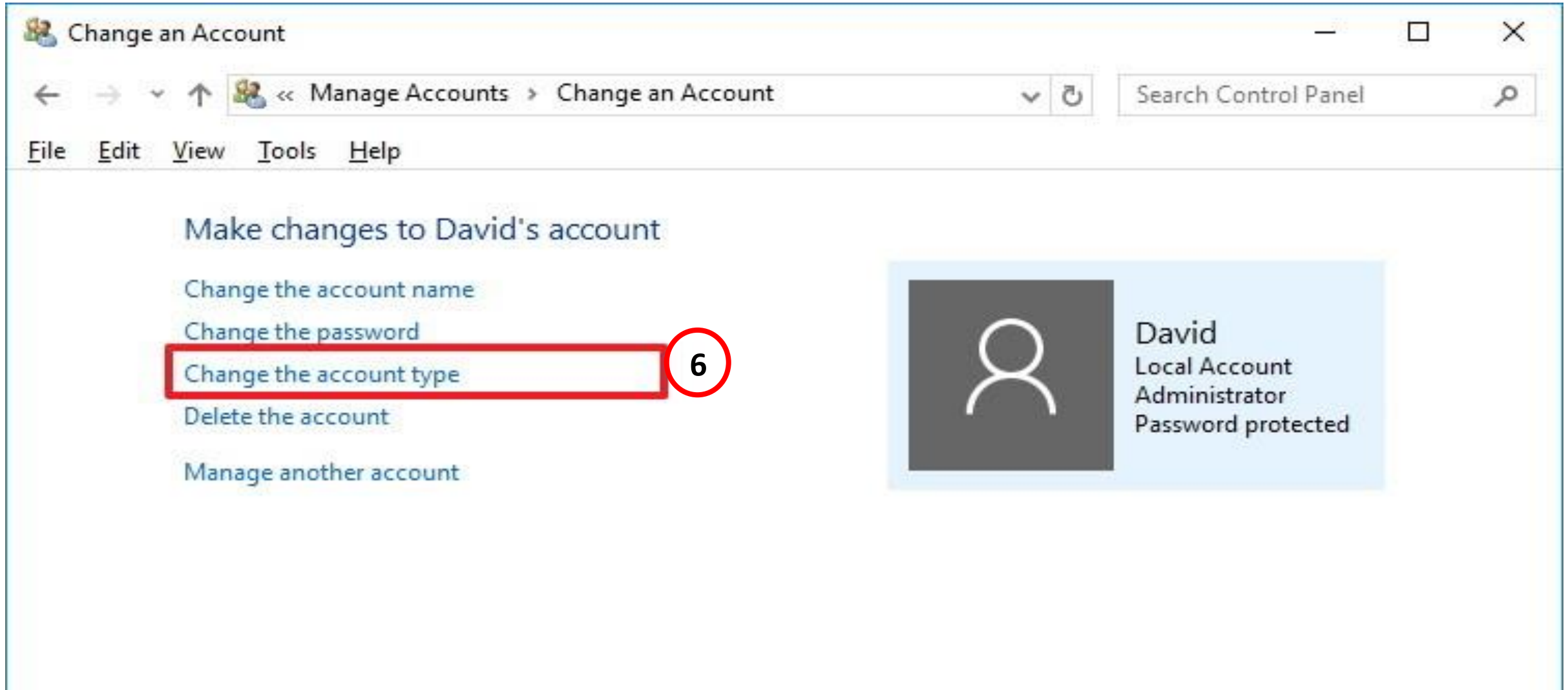
# 5. CLICK THE USER YOU WOULD LIKE TO CHANGE.

The screenshot shows the Windows Control Panel window titled "Control Panel\User Accounts\User Accounts\Manage Accounts". The breadcrumb navigation shows "Control Panel > User Accounts > User Accounts > Manage Accounts". The main heading is "Choose the user you would like to change". Two user accounts are listed:

- Jere Minich**: Profile picture of a man, email `jerethrive10@gmail.com`, and "Password protected".
- JereWin10**: Profile picture of a man and woman, "Local Account Administrator", and "Password protected".

Two red arrows point from a yellow box containing the text "Click one or the other" to the two user account cards. A red circle with the number "5" is positioned to the right of the yellow box. At the bottom left, there is a link that says "Add a user account".

## 6. CLICK CHANGE THE ACCOUNT TYPE.



Change an Account

← → ↕ ↑ << Manage Accounts >> Change an Account Search Control Panel

File Edit View Tools Help

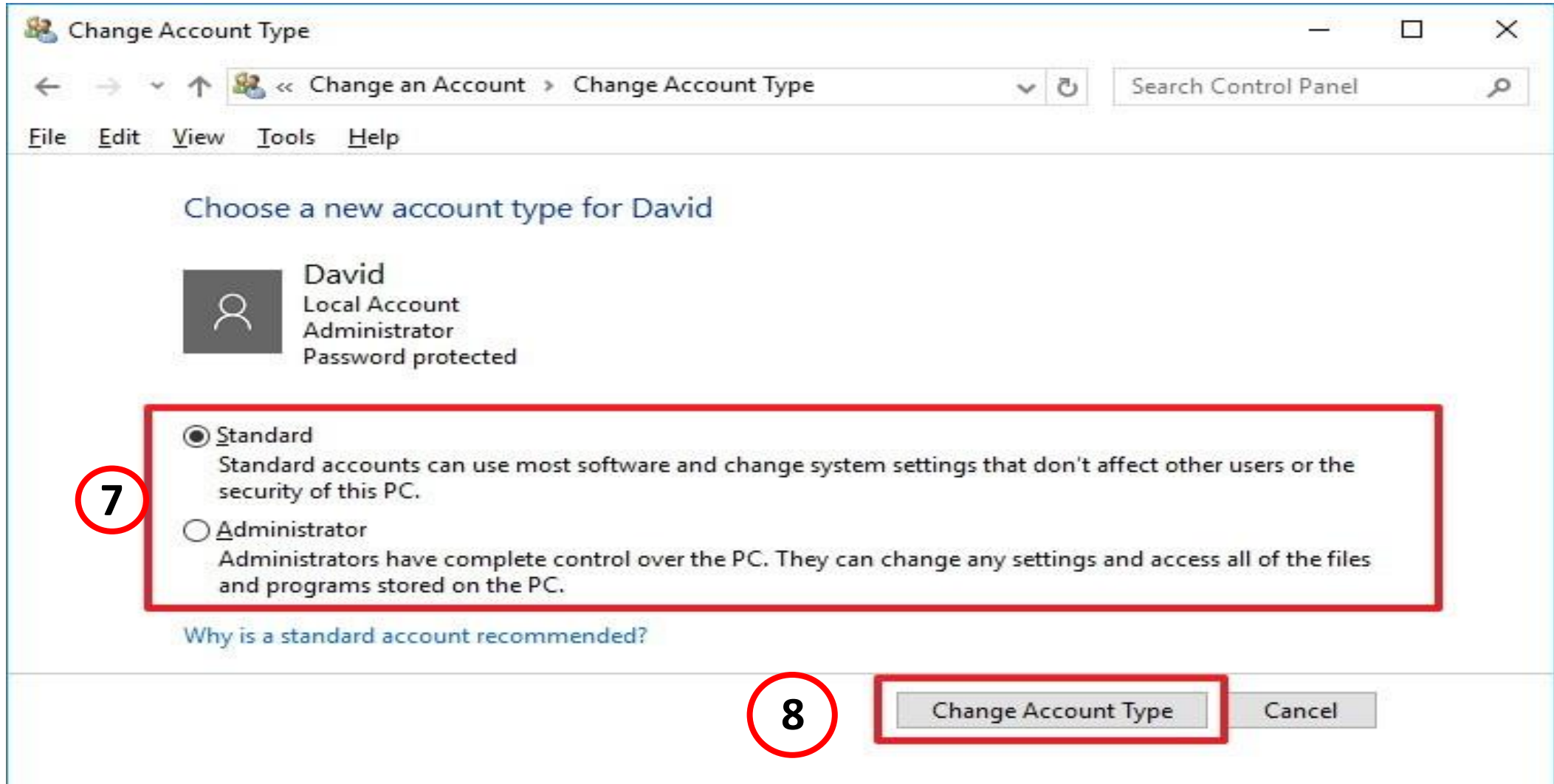
Make changes to David's account

- Change the account name
- Change the password
- Change the account type** 6
- Delete the account
- Manage another account

David  
Local Account  
Administrator  
Password protected

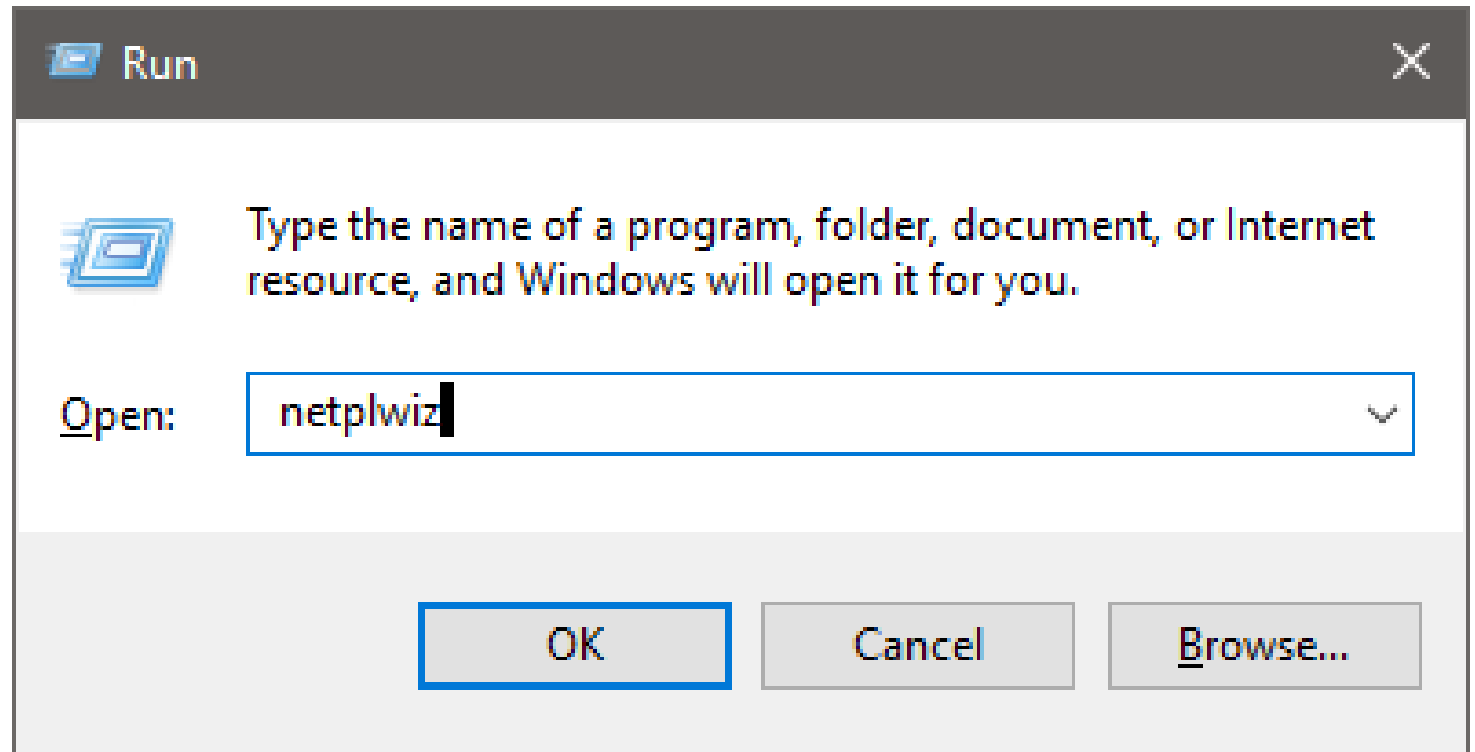
**7. SELECT STANDARD OR ADMINISTRATOR.**

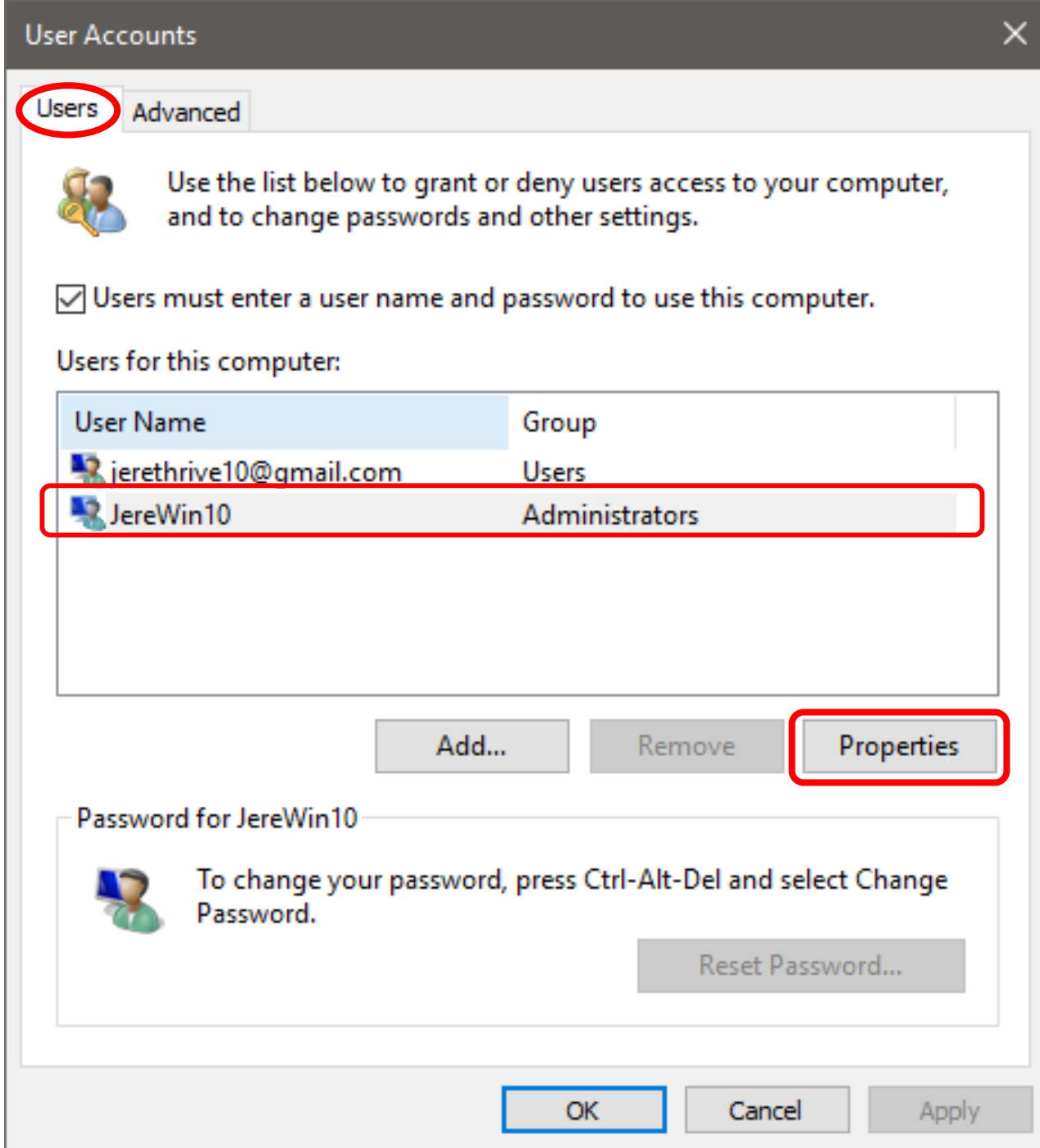
**8. CLICK THE CHANGE ACCOUNT TYPE BUTTON**



# 3. CHANGE A USER ACCOUNT TYPE ON USER ACCOUNTS

- Another more direct way to change a user account type is using User Accounts (netplwiz).
  1. Use the Windows key + R to open the run command.
  2. Type 'netplwiz' into the run command box.
  3. Click OK.





**4. UNDER THE USERS TAB –  
SELECT THE USER ACCOUNT  
YOU WANT TO CHANGE.**

**5. CLICK THE ‘PROPERTIES’  
BUTTON.**



General

Group Membership

User name:

JereWin10

Full name:

Jere Standard

Description:

Jere Standard Account

OK

Cancel

Apply

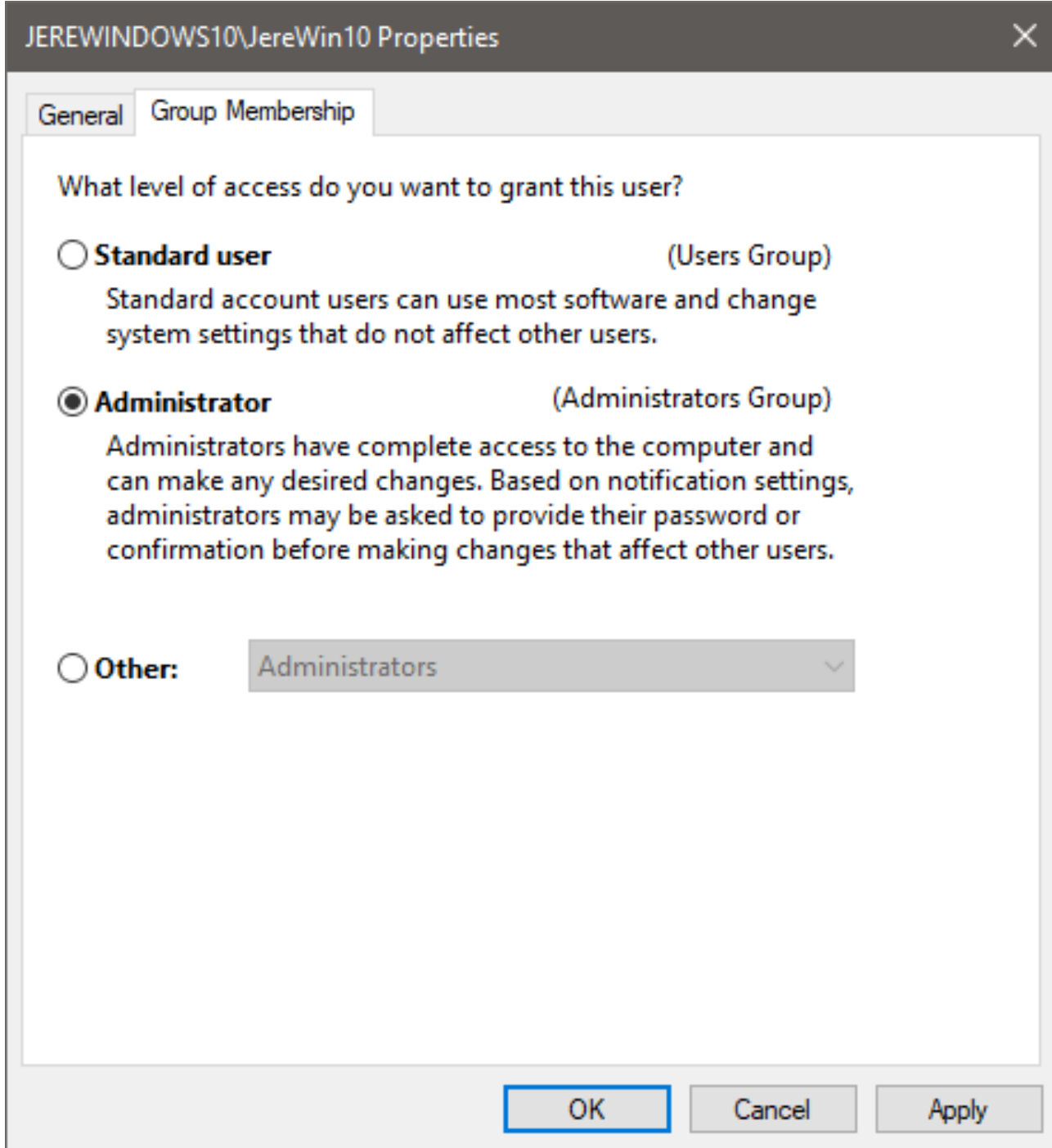
6. Under the General Tab -  
Type in a Users Name.

7. Type in a Full Name.

8. Type in a Description.

9. Click OK.





Under Group Membership Tab – grant this user a Standard or Administrator Account level.

# CASE IN POINT.

- You have always been using Administrator Account in the past.
  - You want to maintain those Files, and desk top; and change it to a Standard Account.
1. Create a New Administrator Account.
    - A. Use method 1 to create a new Admin Account.
    - B. Choose a new and different name for the new Admin account.
  2. Change the Existing old Administrator Account to a standard account.
    - A. Use Method 3 to change the type of account.
    - B. From old Administrator to new Standard User.

# THE END

- Comments or Questions
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