Removing Administrative Privileges from PC's

Removing access to administrative controls is a <u>security measure</u> which helps to prevent users from accidentally installing malicious programs. It is necessary because hackers and cyber-criminals are very clever at using social engineering methods to manipulate computer users into downloading malware, hiding such devastating applications in Microsoft Word, Adobe PDF documents images, and other types of attachments.

After removing administrative privileges from user accounts, users will need to enter an administrator password to install new programs or application. This extra step will alert the user that an executable program is being installed.

If you use **Apple computers** with the Apple operating systems, your computers already have the administrative privileges removed. <u>Congratulations, you are done!</u>

For computer running Microsoft Windows, this is a two-step process (but, really quite easy to complete. If you need help at anytime, please e-mail us at CFCyberRisk@CFins.com

Step 1:   Set up an "administrator" account with a password.
Your administrator account will have full rights to add/remove software and make other changes when needed.

Step 2:   Remove the <u>administrative privileges</u> for each of the pre-existing "user" accounts on the computer.

Important: Before completing these instructions, save what you are working on, log off the PC and log back on the computer with an administrator level account.

Step 1: setting up an administrator account with password

MENU
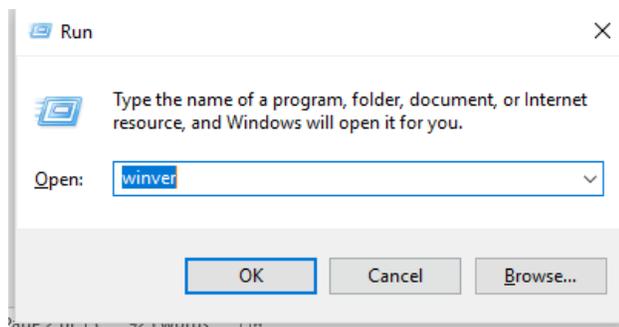Microsoft Windows Version 7
Microsoft Windows Version 8
Microsoft Windows Version 10

Note: To determine which version of Microsoft Windows the computer is operating, follow these steps:

1. Type the **Windows-Key** and the **R-Key** at the <u>same time.</u> This brings up the **Run Command.**

2. Type: **Winver** into the Run Command window.

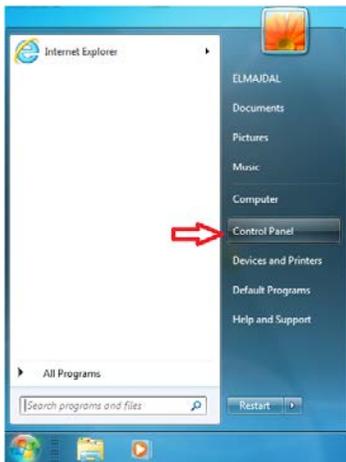3. The "About Windows" window will appear and display the verion of Windows the computer is operating.

[Return to Menu]

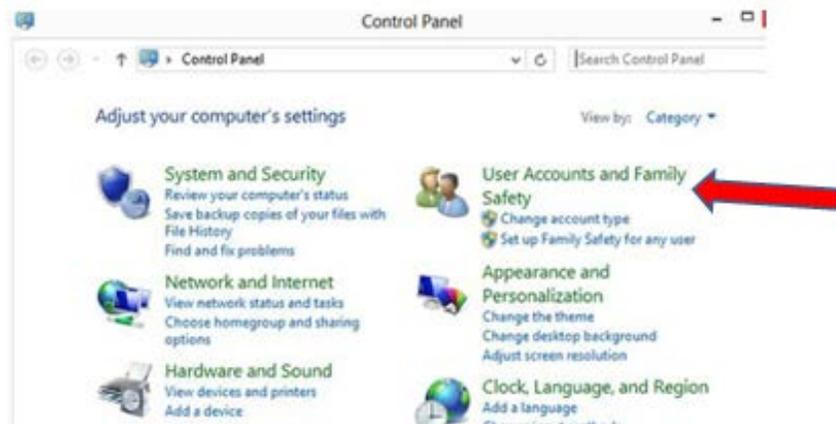## Windows 7.X: setting up an administrator account.

1. Select the **Start Button** at the bottom left of the screen to open the **Start Menu**.
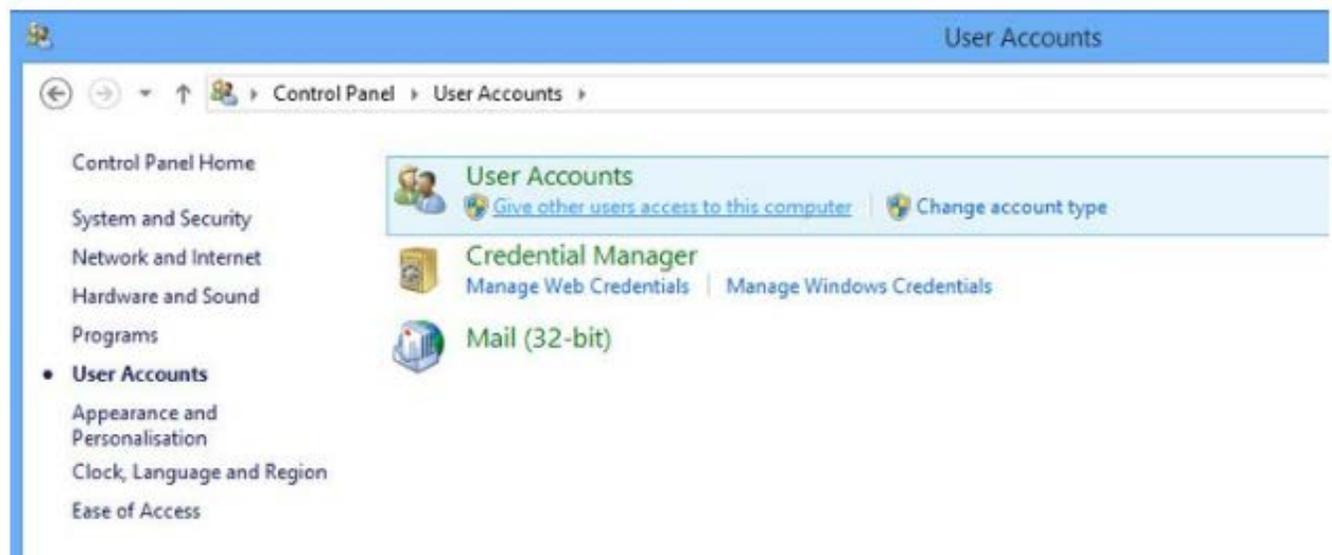

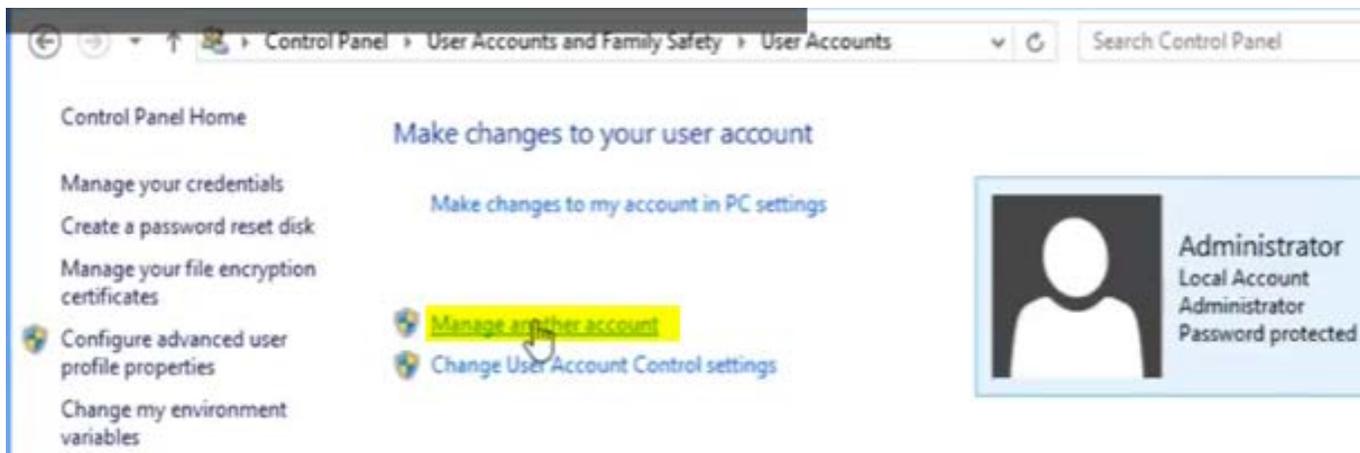2. From the Start Menu, navigate to and click on **Control Panel.**

3. From the Control Panel menu, select **User Accounts and Family Safety**
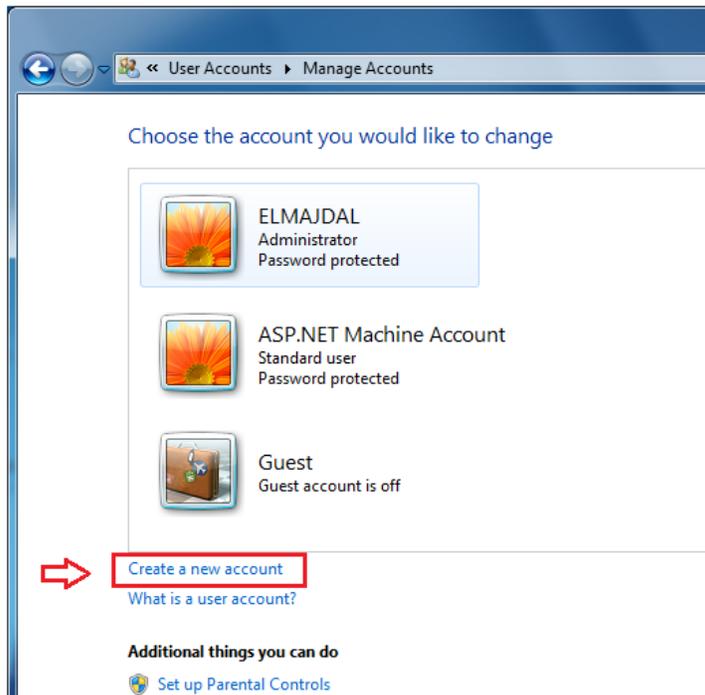
4. From the User Accounts and Family Safety menu, click on **User Accounts**

5. From the User Accounts menu, click on **Manage another account**

6. Click on **Create New Account**

7. Type in the name for the new account (we recommend "Admin"), Select **Administrator,** and then click **Create Account**
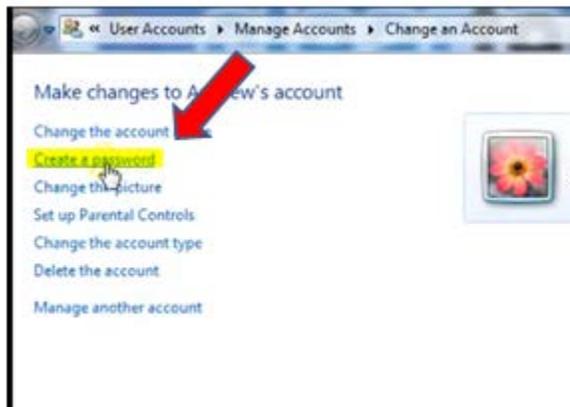
8. Set a **password** for the "Admin" account.
    After you have clicked on "Create Account" in step 7 (above), you will be navigated back to the screen from Step 6 (above).

    To add a password for the administrator account you created, **click** on the icon for your newly created "Admin" account.

9. Select **Create Password**.

10. Complete the "**New password**" and "**Confirm new password**" fields, & enter the password. Click **OK** twice.

    > **Note:** If the primary user of the computer will be acting as the administrator for the PC, we recommend that you set the password to the user's regular password. If a central person in the office will be acting as the administrator for all PC's in the office, we recommend using a common password for administrator accounts on each computer. It is important that you do not forget the password for the administrator account.
    >
    > You may want to store the password in a secure location such as a safe deposit box

11. Please **restart** the computer and **sign in with the new administrator account**. Then proceed to **Step 2.**

[Return to Menu]   [Proceed to Step 2]

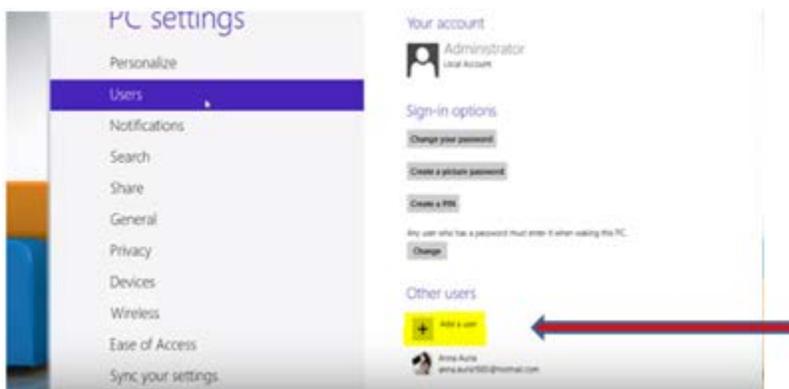## Windows 8.X: setting up an administrator account.

1. Pull (open) the "Charms Menu" from the right hand side of the screen and click on the "**Settings**" icon.
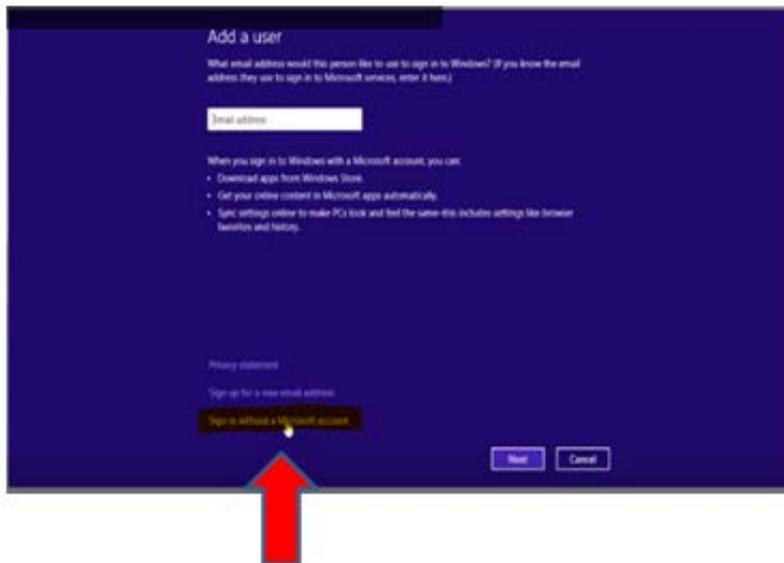

2. From the Settings menu –at the bottom right hand corner of the screen—click on **Change PC Settings**.

3. Under the **PC Settings**, click on the **Users** tab, and then look to the right pane, and select **Add a User.**

4. On the **Add a User** page, navigate to the bottom, and click on "**Sign in without a Microsoft Account**"


5. Then select **Local Account.**

6. Enter in a User Name, Password (Please make this a Password that the person who will be the Administrator will know and a hint, and then click on **Next**.

> **Note:** If the primary user of the computer will be acting as the administrator for the PC, we recommend that you set the password to the user's regular password. If a central person in the office will be acting as the administrator for all PC's in the office, we recommend using a common password for administrator accounts on each computer. It is important that you do not forget the password for the administrator account.
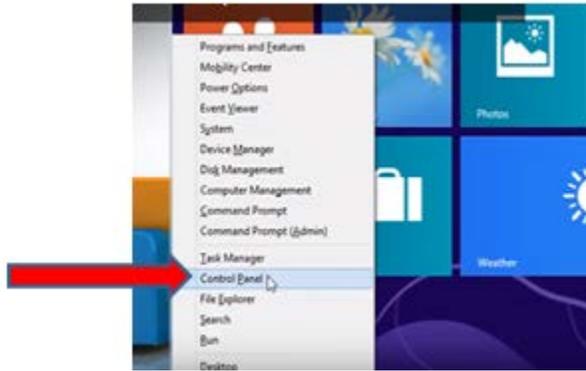>
> You may want to store the password in a secure location such as a safe deposit box.
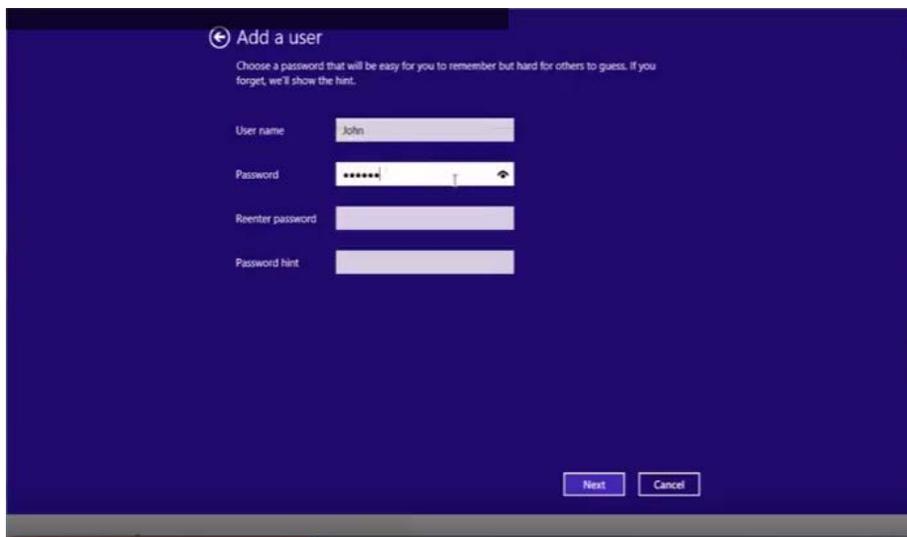
7. Click on Finish and a New Local User Account will have been created.

8. Now to promote tis new account to an Adminsitrator Account, Press the **Windows key** and the **X-key** together to access the Menu

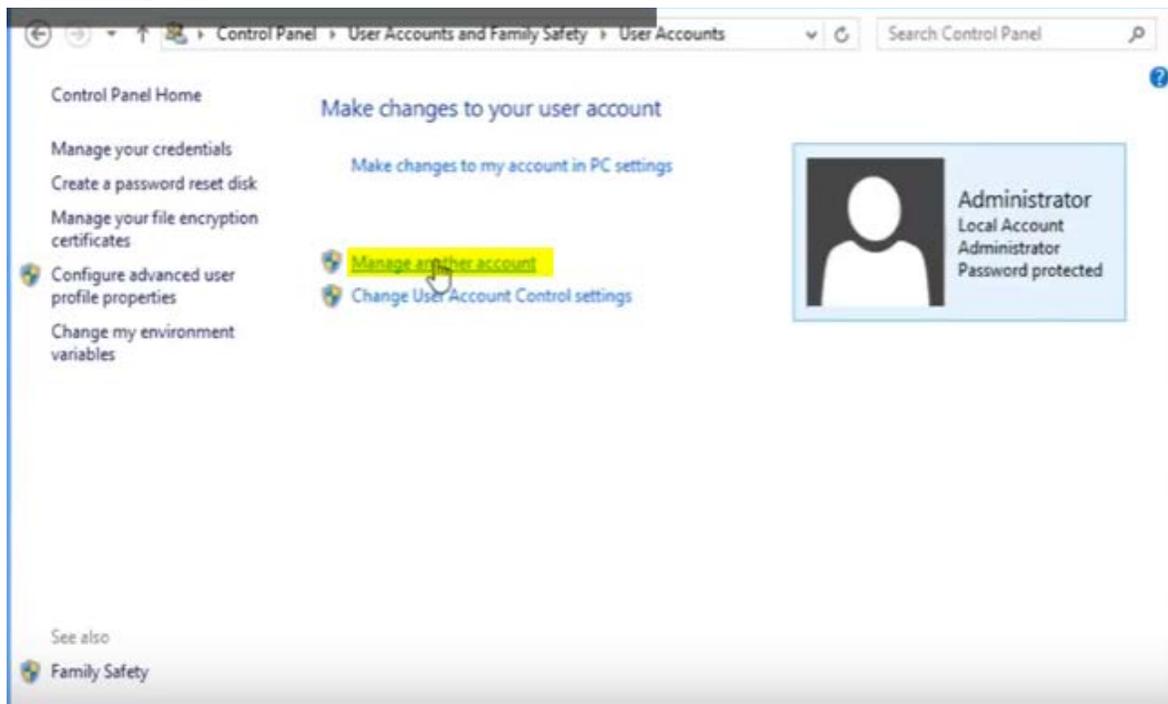9. Select **Control Panel** from the list on the **Menu** Page

10. On the **Control Panel** menu, click on **User Accounts & Family Safety**
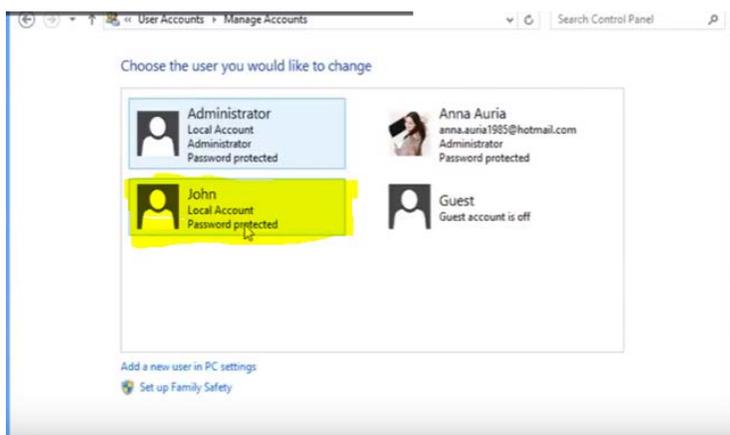

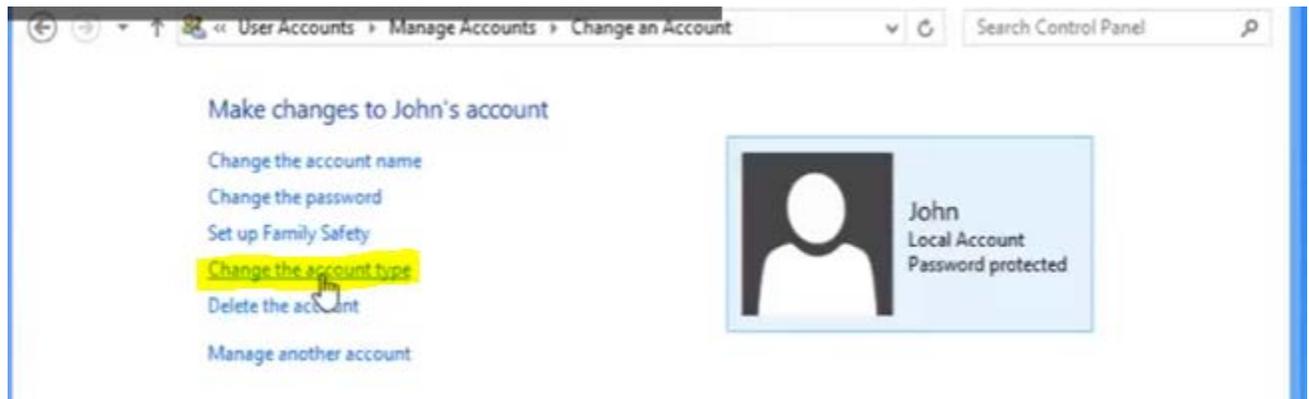11. Click on **User Accounts**

12. Click on **Manage another Account**

13. After clicking on **Manage another account,** you will be directed to a page where you can see all the active accounts on the computer.
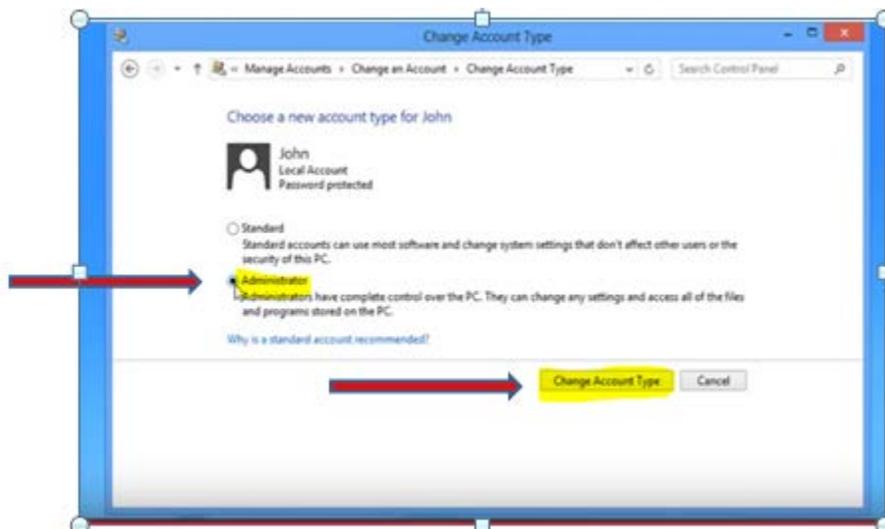
Select the account which you created earlier, which is the one that you want to promote to Administrator.

14. Click on **Change the Account**

15. Select the button next to Administrator, and select Change Account Type.

**You may now close out of the window. The account you created now has Administrator Privileges.**

16. Please restart the computer and sign in with the new administrator account. Then proceed to Step 2.

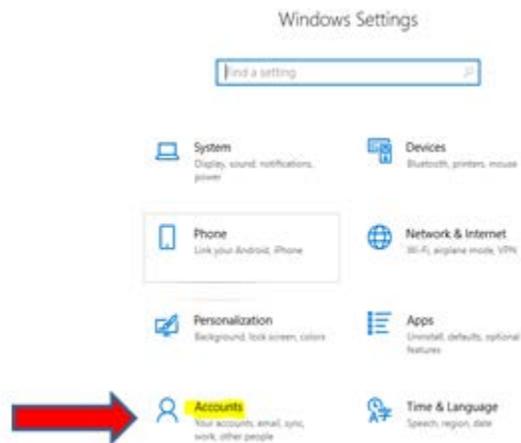[Return to Menu]   [Proceed to Step 2]

Windows 10: setting up an administrator account.

1. Right-click the Start button at the bottom-left of the screen, then select **Settings**

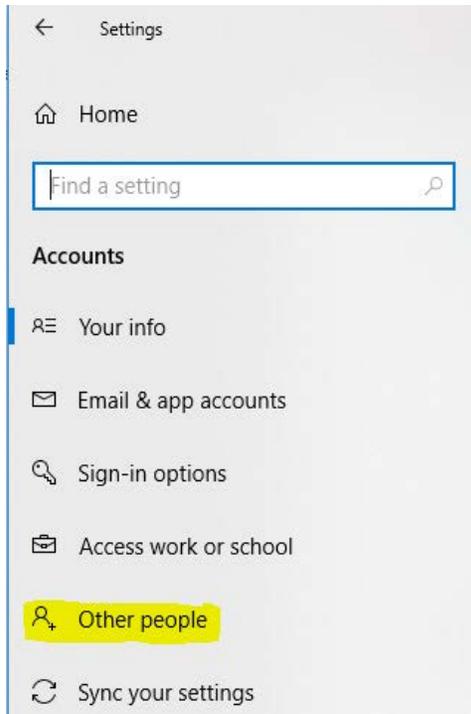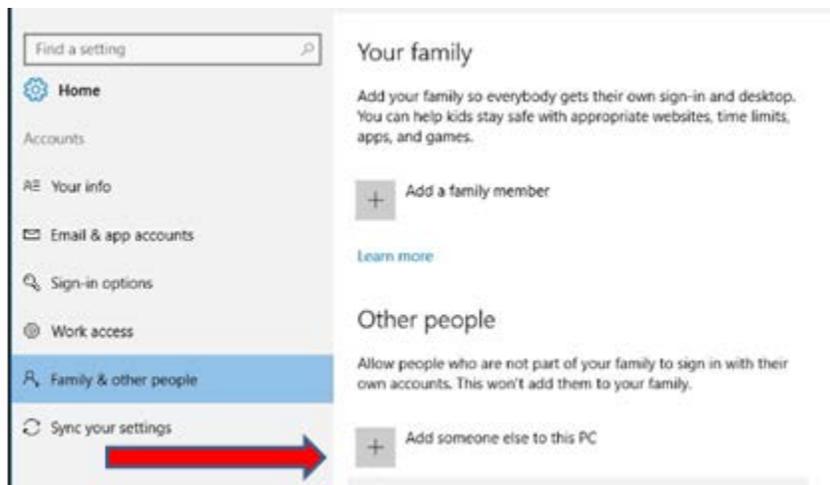   Start button:
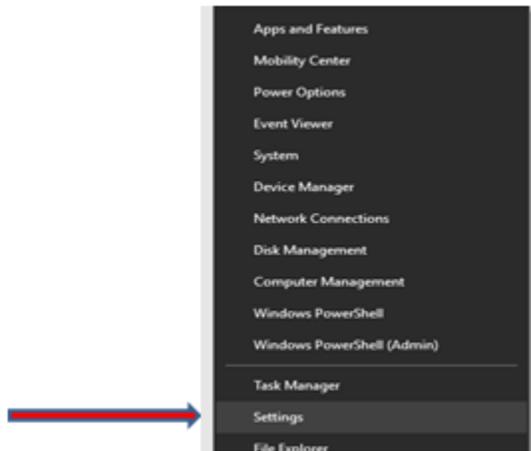
2. From the Settings menu, click on **Accounts**

3. From the Accounts menu, select **Family & other people**
   (NOTE: This may also be labeled **"Other People"** as seen below)

4. From the Other People menu, select **Add Someone Else to this PC**

5. A new screen will appear. At he bottom of that screen and Select "**I don't have this person's sign-in information**"

How will this person sign in?

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

Email or phone

I don't have this person's sign-in information
Privacy statement

Cancel   Next

6. You will be navigated to the "let's Create Your User Account Screen. Go to the bottom of that Page and Select **"Add a User without a Microsoft Account".**

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

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

Back   Next

7. On the next screen, enter a user name, password, password hint, and then select "**Next**."

> **Note:** If the primary user of the computer will be acting as the administrator for the PC, we recommend that you set the password to the user's regular password. If a central person in the office will be acting as the administrator for all PC's in the office, we recommend using a common password for administrator accounts on each computer. It is important that you do not forget the password for the administrator account.
>
> You may want to store the password in a secure location such as a safe deposit box

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.
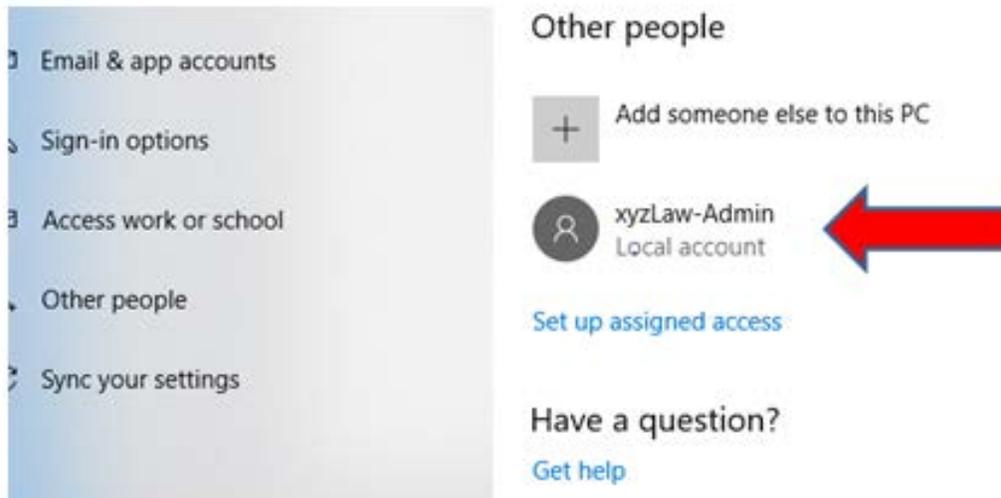
Who's going to use this PC?

    xyzLaw-Admin

Make it secure.

    ••••••••••••

    ••••••••••••

In case you forget your password

    What was your first pet's name?   ⌄

    Rover

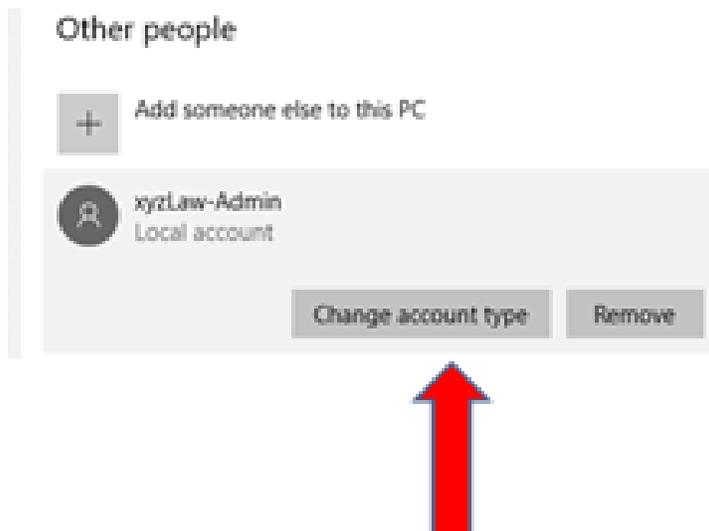   Next   Back

8. From the Settings Menu**,** click on the account you created. In this example, it is **xyzLaw-Admin**.
NOTE: If you accidently closed the Settings Screen, please use the steps above to navigate you back to the Settings Screen.

9. Click on **Change Account Type**

10. From the Change Account Type menu, under "Account Type", change from "standard user" to "**Administrator**" using the drop down menu. Then click **OK**.

11. Please **restart the computer** and sign in with the new administrator account.   Then proceed to Step 2.

[Return to Menu]   [Proceed to Step 2]

Step 2: Instructions for Removing Administrative Privileges

> **REMINDER:**
> Removing a regular user's access to administrative controls is a security measure which helps to prevent regular users from accidentally installing malicious programs.
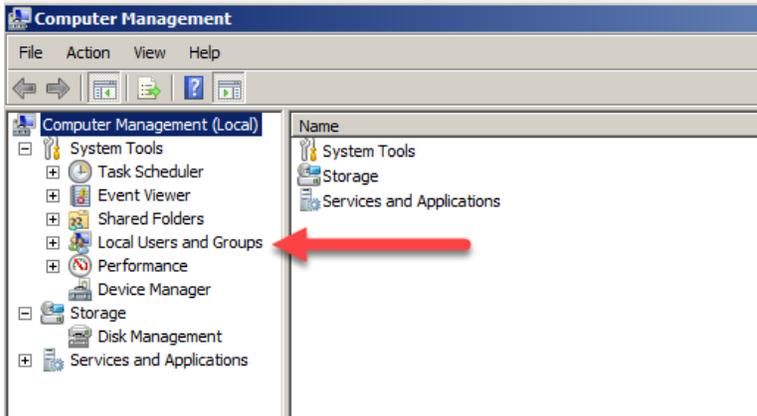
1. Right Click the Start button on the lower left of the Windows Tool Bar and Select Computer Management from the list.

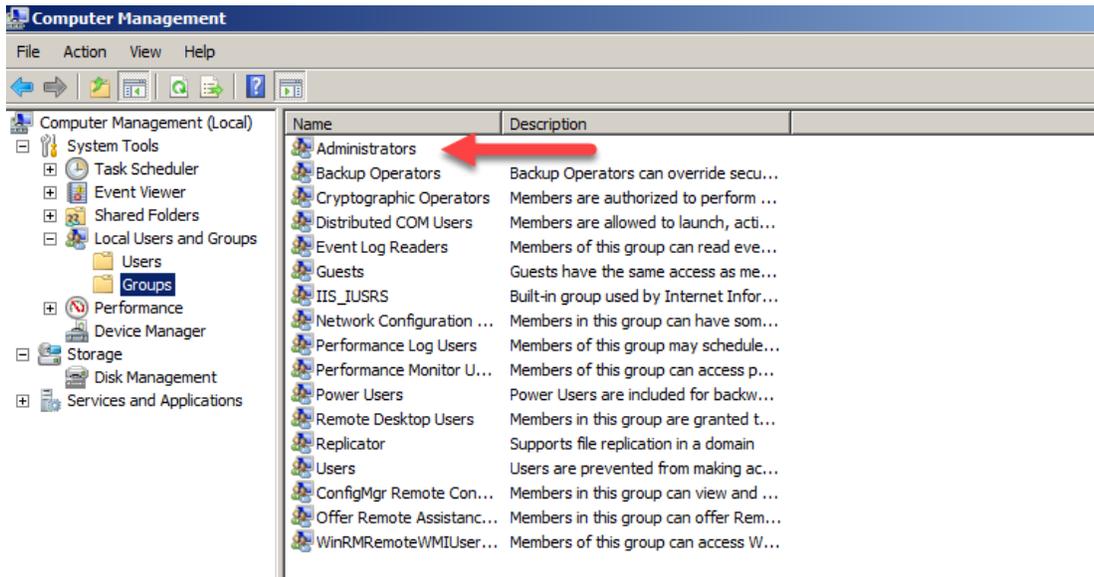OR, you can type **"computer management"** in the search bar**.**

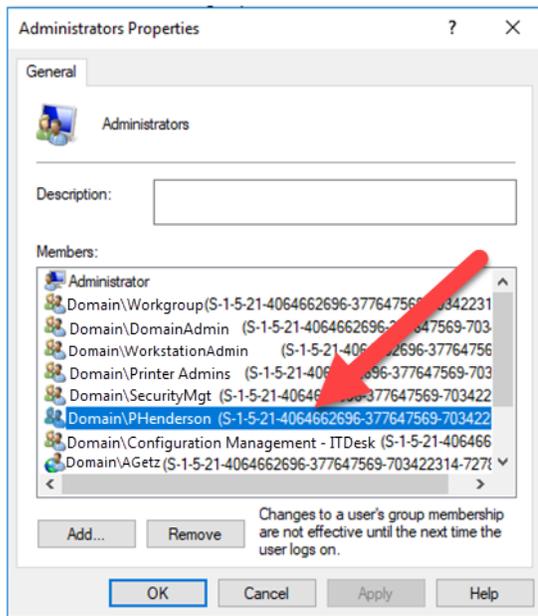2. Once on Computer Management Screen, Double Click **"Local Users and Groups "**
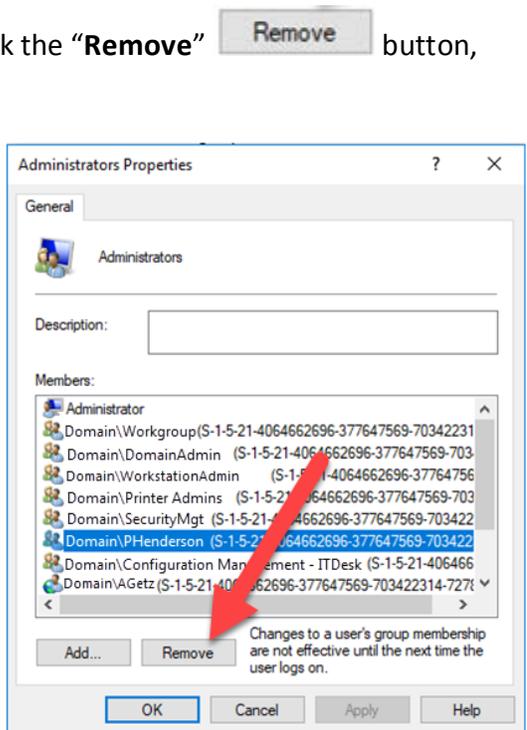

3. Click **"Groups"**

4. Double Click "**Administrators.**"

5. Scroll through the accounts displayed in the Administrators Properties window. Click on the **account** that administrative privileges are to be <u>removed</u>. The account will be highlighted.

6. Click the "**Remove**" Remove button,

7. Click the "**Apply**" button.

    The selected account has been removed from the administrator's group and no longer has administrative privileges on the network.

Congratulations!   Your PC is now safer and better protected from hackers, cyber-criminals and the malware they create. By taking extra steps to keep your PC secure, you're protecting your clients and your firm!

[Return to Top of Document]