

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 cybercriminals 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 <u>CFCyberRisk@CFins.com</u>

- 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

<u>MENU</u>

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.

💷 Run	×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	winver ~
	OK Cancel <u>B</u> rowse

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



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

00-	₩. « User Accounts ► Manage Accounts
	Choose the account you would like to change
	ELMAJDAL Administrator Password protected
	ASP.NET Machine Account Standard user Password protected
	Guest Guest account is off
₽	Create a new account What is a user account?
	Additional things you can do
	🚱 Set up Parental Controls

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, <u>click</u> 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 <u>right</u> pane, and select **Add a User.**

	PC settings	Your account
	Personalize	Administrator
	Users	fine in antipuit
	Notifications	Signer options
	Search	Cast a stitute summer
	Share	Course 198
	General	Any any why has a parameter thank more it when waining the NC.
1	Privacy	Ower
	Devices	Other users
	Wireless	The second secon
	Ease of Access	A brakes
	Sync your settings	an analytic pression

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.

Add a user	
Choose a password forget, we'll show th	that will be easy for you to remember but hard for others to guess. If you is hint.
User name	John
Password	
Reenter password	
Password hint	
	Next Cancel

- 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.



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14. Click on Change the Account



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

• •	† 🗟 = Manage Accounts + Change an Account + Change Account Type	- 6	Search Control Panel	p
	Choose a new account type for John			
	iches			
	Local Account			
	 A segment provide 			
	() Standard			
	Standard accounts can use most software and change system settings that security of this PC.	don't affect of	her users or the	
	Administrator Indexinitiation have complete control over the PC. They can change any se	flings and acc	ens all of the files	
	and programs stored on the PC.			
	Why is a standard account recommended?			
	Changed	Account Type	Cancel	
				_

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



2. From the Settings menu, click on Accounts



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

← Settings
命 Home
Find a setting
Accounts
RE Your info
🖾 Email & app accounts
🔍 Sign-in options
Access work or school
^A ₊ Other people
C Sync your settings

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"

Email or phone	
I don't have this person's sign-in information	

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".**

	Let'r create vour account	
	Let's create your account	
	Windows, Office, Outlook.com, OneOrive, Skype, Xbox, They're all better and personal when you sign in with your Microsoft account.* Learn more	more
	someone@example.com	
	Get a new email address	
	Password	
	United States V	
	Birth month	
12	Hit you already use a Minnosht service on Rark to size in with that account	
	Add a user without a Microsoft account	

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**.

	Change account type	
	Change account type	
	Account type	
\rightarrow	Administrator ~	
		OK Cancel

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.

Administrators Properties	?	×
General		
Administrators		
Description:		
Members:		
Administrator Administrator Domain/Workgroup(S-1-5-21-4064662696-37764756 Domain/DomainAdmin (S-1-5-21-4064662696-2 Domain/VorkstationAdmin (S-1-5-21-4064662696-2 Domain/Printer Admins (S-1-5-21-4064662696-377647 Domain/PHenderson (S-1-5-21-4064662696-377647	34223 347569-70 6-3776479 7647569-70 569-70342 569-70342	31 33 56 03 22 22 22
Bomain\Configuration Management - ITDesk (S-1-5 Domain\AGetz (S-1-5-21-4064662696-377647569-7034 <	5-21-40646 422314-72	56 78 ~ >
Add Remove Changes to a user's grou are not effective until the user logs on.	p member next time	ship the
OK Cancel Apply	Н	lelp

6. Click the "Remove" Remove button,

Administrators Properties	?	\times
General		
Administrators		
Description:		
Members:		
Administrator Administrator Domain/WorkstationAdmin (S-1-5-21-4064662696-37764756 Domain/NomainAdmin (S-1-5-21-4064662696-377 Domain/VorkstationAdmin (S-1-5-21-4064662696-377 Domain/Printer Admins (S-1-5-21-4064662696-377647 Domain/Printer Admins (S-1-5-21-4064662696-377647569-7044 Changes to a user's group	9-7034223 547569-70 6-3776475 647569-70 569-70342 5-21-40646 422314-72	 31 33 34 35 35 36 37 37 36 37
user logs on.		ele
OK Cancer Apply		eip

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!

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