

Administrative Privileges

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There are two user account types in Windows XP: *Administrator* and *Limited*. By default, all user accounts are created as *Administrator* type. Though convenient, this default setting creates a dangerous computing environment. A virus, trojan, or worm can make system-wide *Administrator* changes—potentially creating extensive damage and/or corrupting your system. In contrast, had your account type been *Limited*, the damage would have been reduced. The differences between these two account types are listed below:

	Computer Administrator	Limited
Install programs and hardware	✓	
Make system-wide changes	✓	
Access and read all non-private files	✓	
Create and delete user accounts	✓	
Change other people's accounts	✓	
Change your own account name or type	✓	
Change your own picture	✓	✓
Create, change or remove your own password	✓	✓

A simple solution to protect yourself from hackers and viruses is to change your current account type. However, to do this, your system must have an administrative account, which you will need to create prior to limiting your current account. The following pages will show you how create and change these accounts to better protect yourself from viruses, worms, and trojans.



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Create a Safe Account for Day-to-Day Use



Protect your computer from the effects of:

**Viruses,
Trojans,
and
Worms!**



Limit Administrative Privileges

Step 1: Open "User Accounts" tool.



User Accounts

- Open **Control Panel** and double-click "User Accounts" icon.

Step 2: Create a new user.

- 1) Click *Create a new account*.



- 2) Type in an easy to remember name for the account (e.g. "admin" combined with your name: "adminUser"), then click **Next**.

Type a name for the new account:

adminUser

- 3) Select "Computer Administrator" as the account type and click **Create Account**.



With a computer administrator account, you can:

- Create, change, and delete accounts
- Make system-wide changes
- Install programs and access all files

Step 3: Assign a strong password to that new account.

- 1) Click on the icon of the account created in Step 2.

- 2) Click *Create a password*.



- 3) Type in a strong password and then retype it in the confirmation box.

note: the password should conform to the following specifications:

- should not be a dictionary word
- should be at least 8 characters long
- should consist of uppercase letters, lowercase letters, numbers, and characters

- 4) Type in a password hint and then click **Create Password**.

note: if you logon to a Windows Domain or Novell account, password changes to that account will affect your original Windows account (not this Administrative account), so be sure to include a useful password hint.

- 5) Click *Home* and return to the homepage for the "User Accounts" tool.



Step 4: Change your original account's type.

- 1) Click on the icon representing your original account.

- 2) Click *Change my account type*.



- 3) Select "Limited" as the account type and click **Change Account Type**.

- 4) Exit the "User Accounts" tool.

- 5) **Restart** your computer for the new changes to take effect.

Effects on System

You will notice a few operating changes after your computer restarts. These effects, however, are minor and are easily outweighed by the benefits of using Windows with a *Limited* account.

Welcome Screen

If you were the only user previously listed within the "User Accounts" tool and you did not have a password assigned to your account, your computer will no longer automatically logon as you. Instead, your computer will boot to the *Welcome screen*. The *Welcome screen* allows you to select the user you want to logon as and does not affect system performance or capabilities.

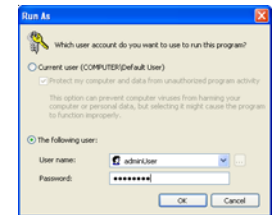
System-Wide Changes

Using a *Limited* account will prevent you *and hackers and viruses* from performing administrative functions such as installing programs, adding new hardware, and managing accounts. In the event that you need to make a system-wide change, use one of the following methods:

Run As...

In order to install a program you may need to invoke *Administrator* privileges. This can be done via right-clicking the program and selecting the **Run As...** option.

Open
Run as...



This will prompt you with the **Run As** dialogue. Select the administrative account you created, type the password you assigned to it, and click **OK**. The program will now run using *Administrator* privileges.

Logon as Administrative User

If the **Run As...** option does not work, simply logout and then logon as the administrative user you created. Once you have completed the change, log back out and logon using your original account.