

Granting Local Administrator Privileges

Giving Users Rights to Individual Machines

Administrator Privileges

Administrator Privileges are necessary for users to either install or use certain software packages. It may be necessary to grant users administrator privileges on individual computers.

1. The person granting these rights must already be an Administrator on the particular computer. This type of access can be given by calling the Help Center at **410-704-5151**.
2. Log on to the computer.
3. Right-Click on the **My Computer** icon on the desktop and choose **Manage** (Figure 1, 1).
4. Click on the plus sign in front of **Local Users and Groups** to expand the folders (Figure 2, 1).
5. Select the **Groups** folder (Figure 2, 2).
6. On the right side of the screen double-click on the **Administrators** group (Figure 2, 3).

Process Summary

Administrator Privileges

1. Log on to the computer
2. Right-click > Manage
3. Expand Local Use and Groups
4. Select Groups
5. Select Administrators
6. Find Names
7. Repeat as needed

Figure 1

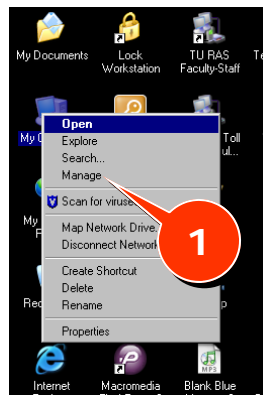
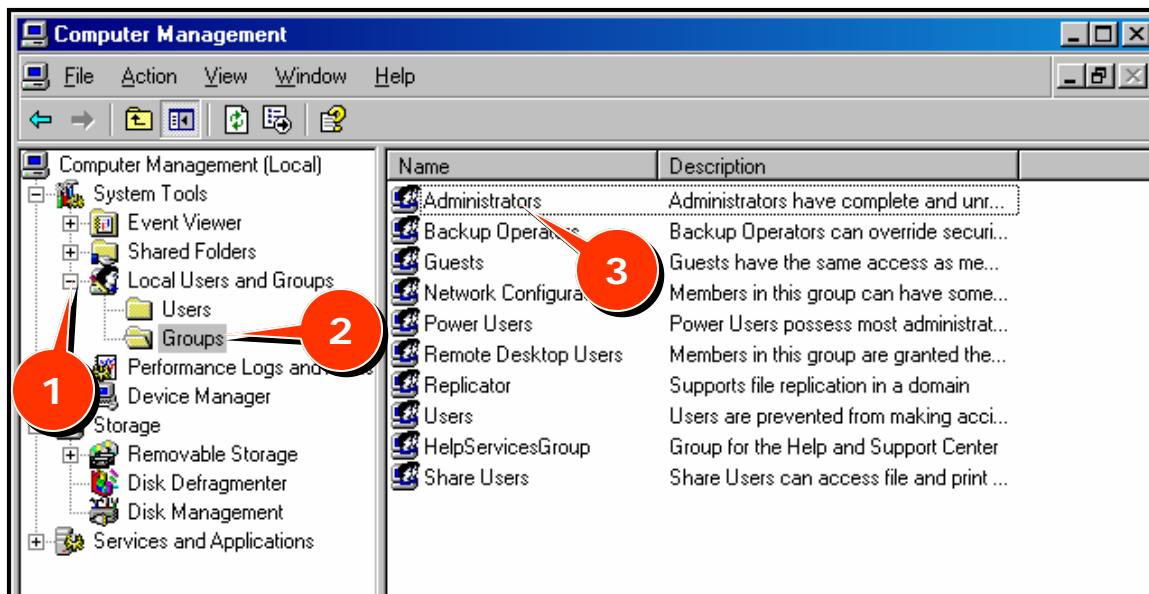


Figure 2



1. Click on the **Add...** button (Figure 2, 1).
2. Click on the **Advanced...** button (Figure 3, 2).
3. Type in the last name in the **Name** box (Figure 4, 3).
4. Click on the **Find Now** button (Figure 4, 4).
5. Highlight the name you want to give privileges to and click **OK** (Figure 4, 5).
6. If you need to add more names repeat steps 8 through 11.
7. When you are finished click on **OK** until you close all of the dialog boxes.

Figure 2

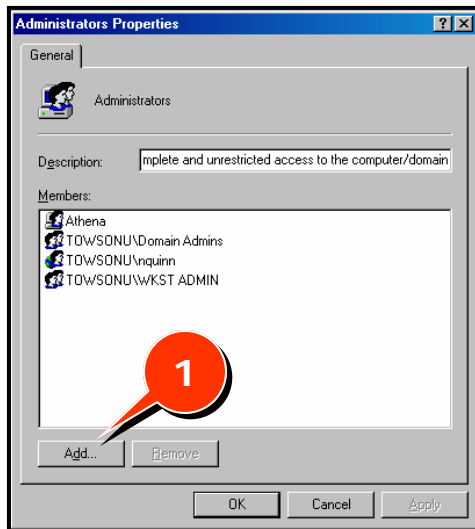


Figure 3

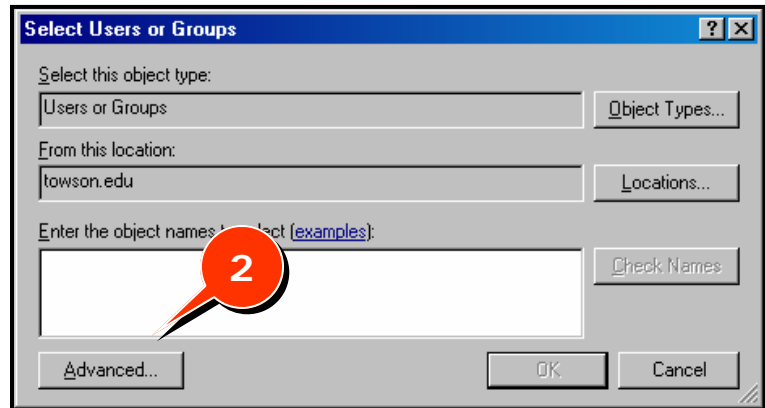


Figure 4

