How to Make a Student Account Administrator on Windows 11

Changing the student's BYOx device account to **Administrator** is only required when enrolling the student's device to Intune. Once a successful enrolment has been completed, the account can be reverted back to **Standard User**.

1. On the **student**'s BYOx laptop, login as the parent/carer (or any account with Administrator privilege).

2. Select **Start** > **Settings** > **Accounts**.
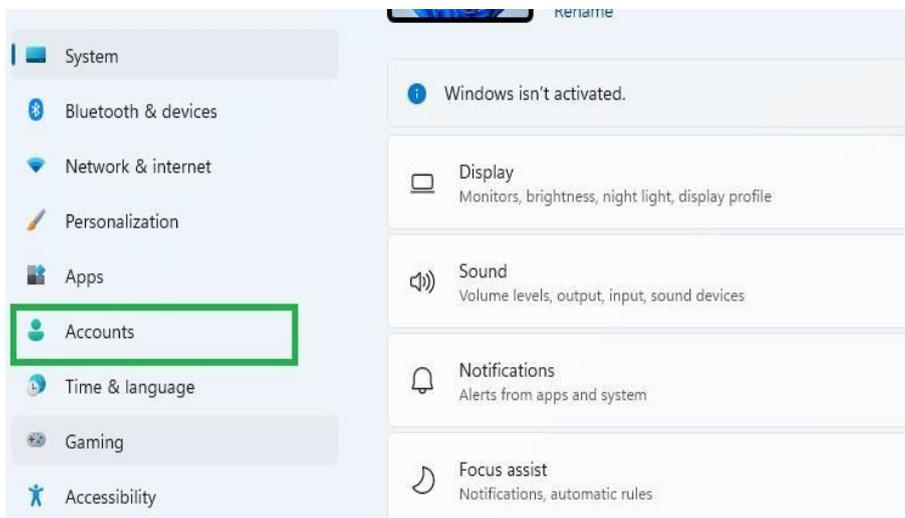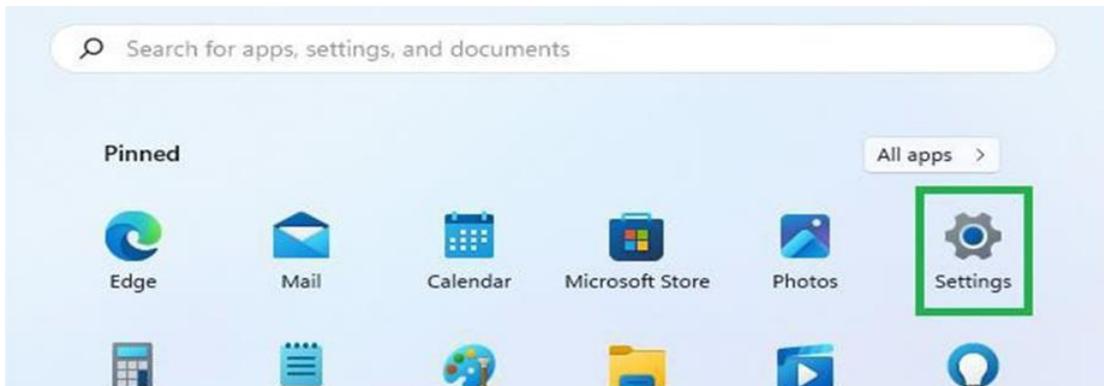
3. Select **Family & other users**, then locate the *student's name*.
   Click the down arrow next to the student's name, then select **Change account type**.
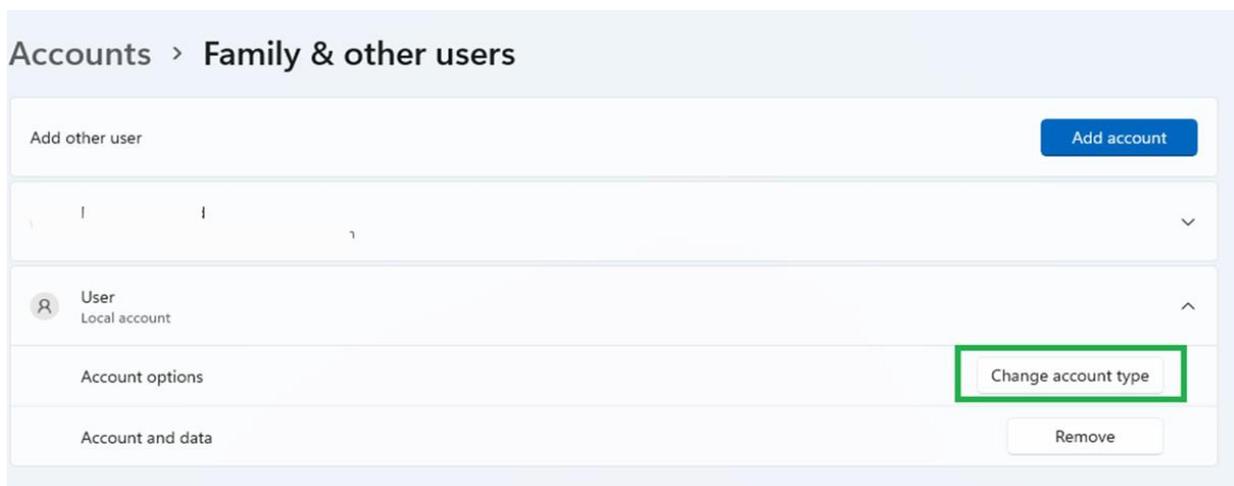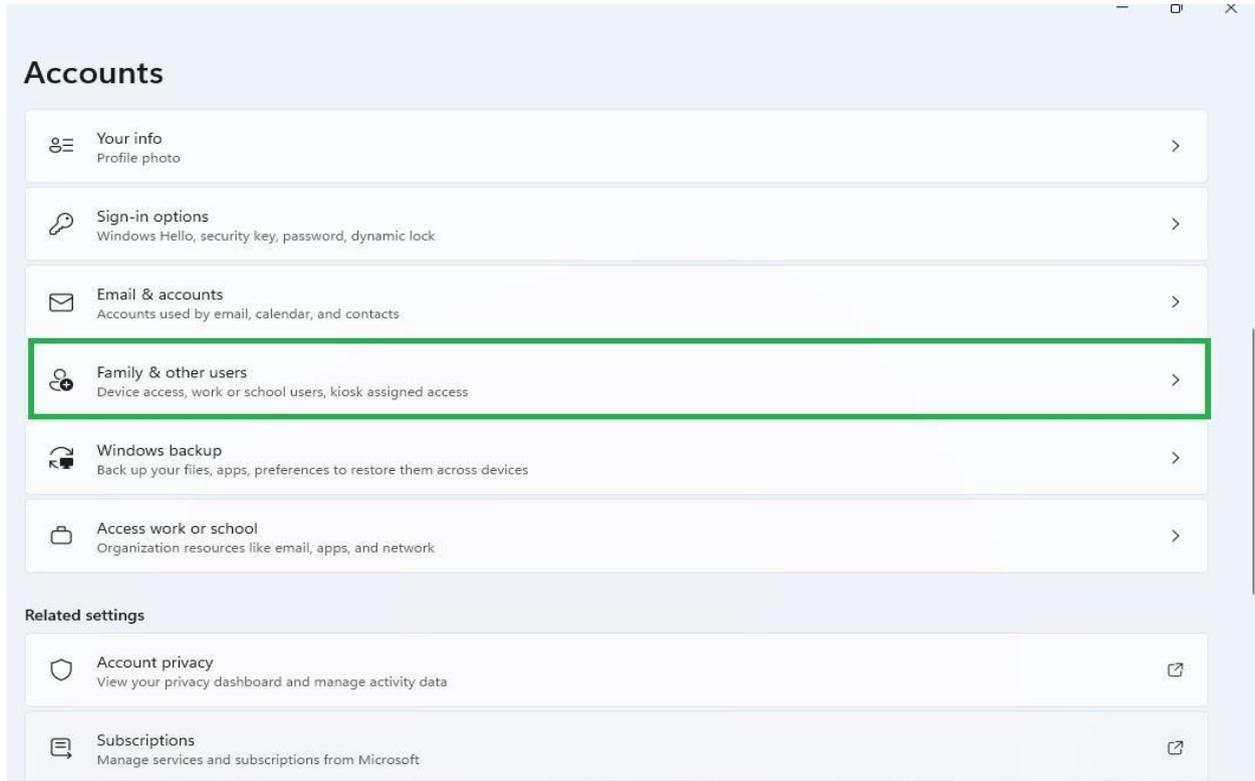
4. Under *Account type*, select **Administrator**, and then click on **OK**.
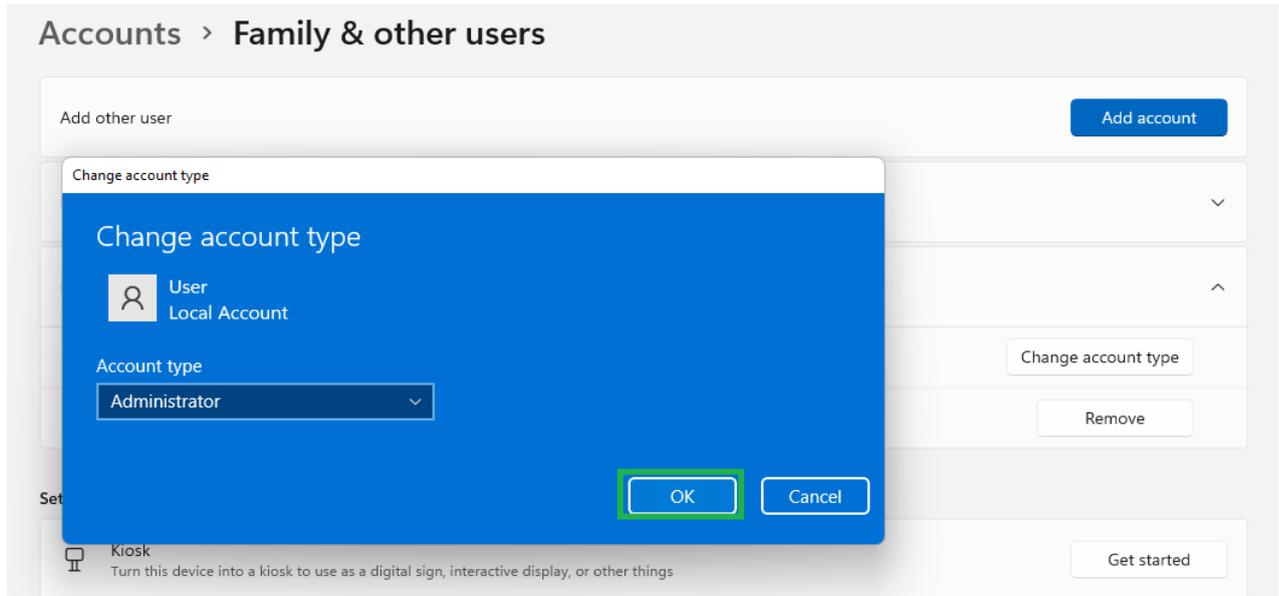
5. Sign out as a parent/carer, then ask the student to sign in to the device. You can now proceed enrolling the student's device to Intune. Enrolment instruction can be found at https://redlynchsc.eq.edu.au/curriculum/bring- your-own-device.

6. Once the BYOx enrolment to Intune is successful, revert the student's account from **Administrator** back to **Standard User**.
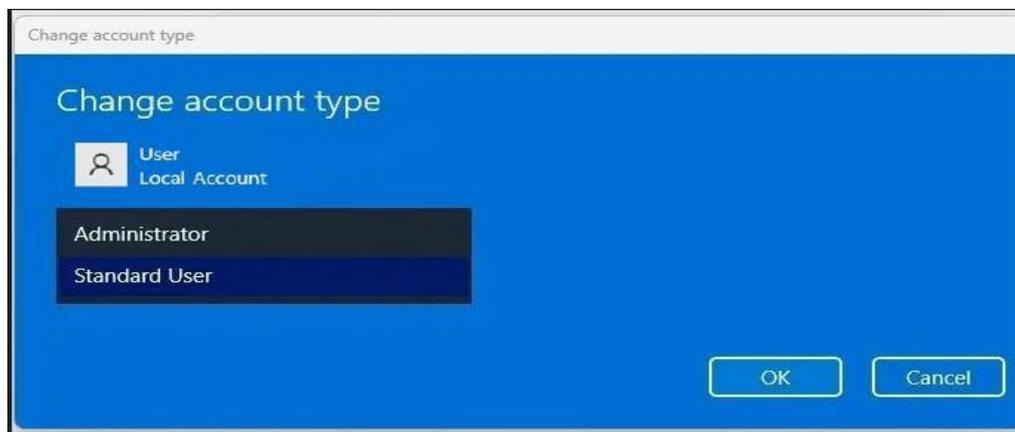
How to Make a Student Account Administrator on Windows 10

Changing the student's BYOx device account to **Administrator** is only required when enrolling the student's device to Intune. Once a successful enrolment has been completed, the account can be reverted back to **Standard User**.

1. On the **student**'s BYOx laptop, login as the parent/carer (or any account with **Administrator** privilege).

2. Open the **Start Menu**, click on **Settings**.
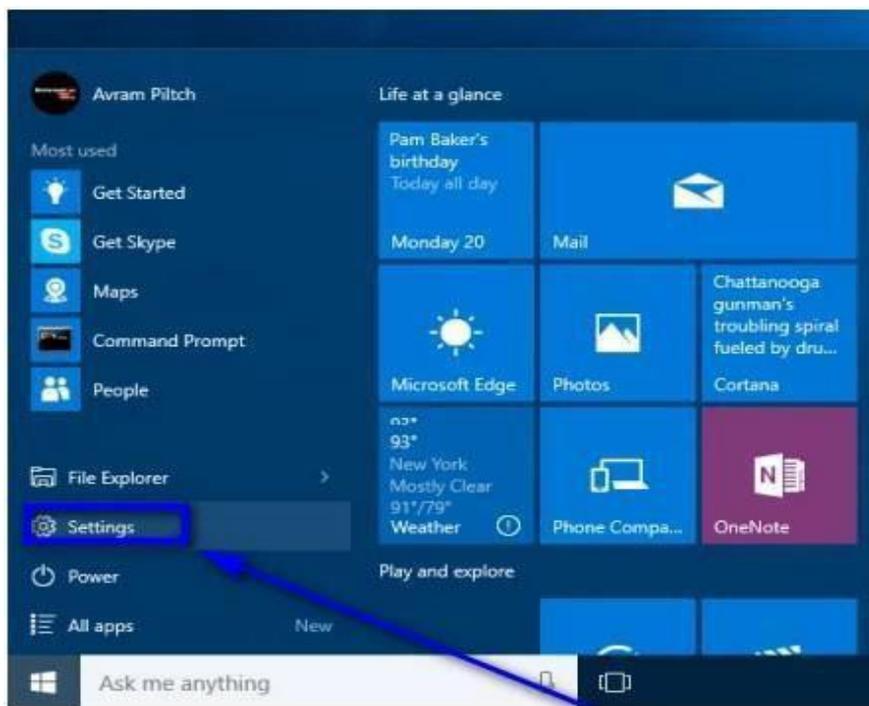
3. Click on **Accounts**.

4. In the left pane of the window, click on **Family & other people**.

5. In the right pane, locate the *student's name*.

6. Then click on **Change account type**.
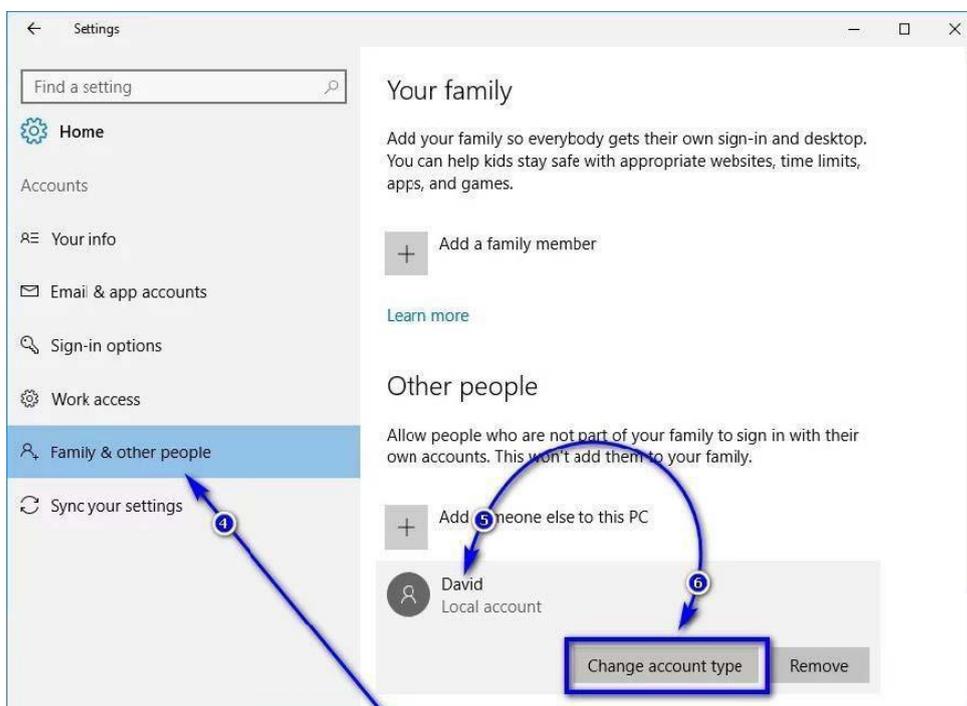
7. Open the dropdown menu located directly under the *Account type* option, then click on **Administrator** to select it.

8. Click on **OK**.

9. Sign out as a parent/carer, then ask the student to sign in to the device.
   You can now proceed enrolling the student's device to Intune.
   Enrolment instruction can be found at https://redlynchsc.eq.edu.au/curriculum/bring- your-own-device.

10. Once the BYOx enrolment to Intune is successful, revert the student's account from **Administrator** back to **Standard User**.