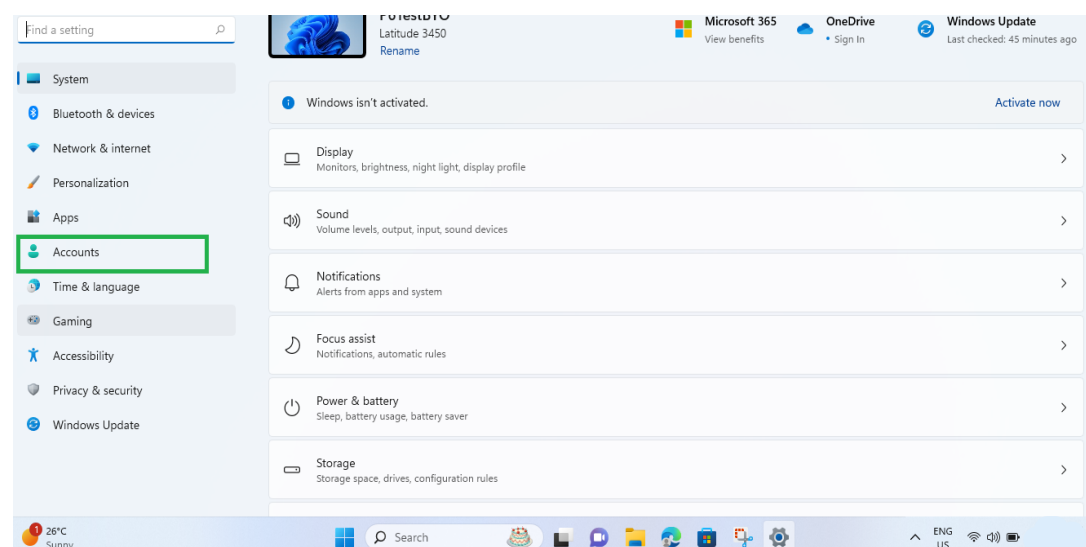
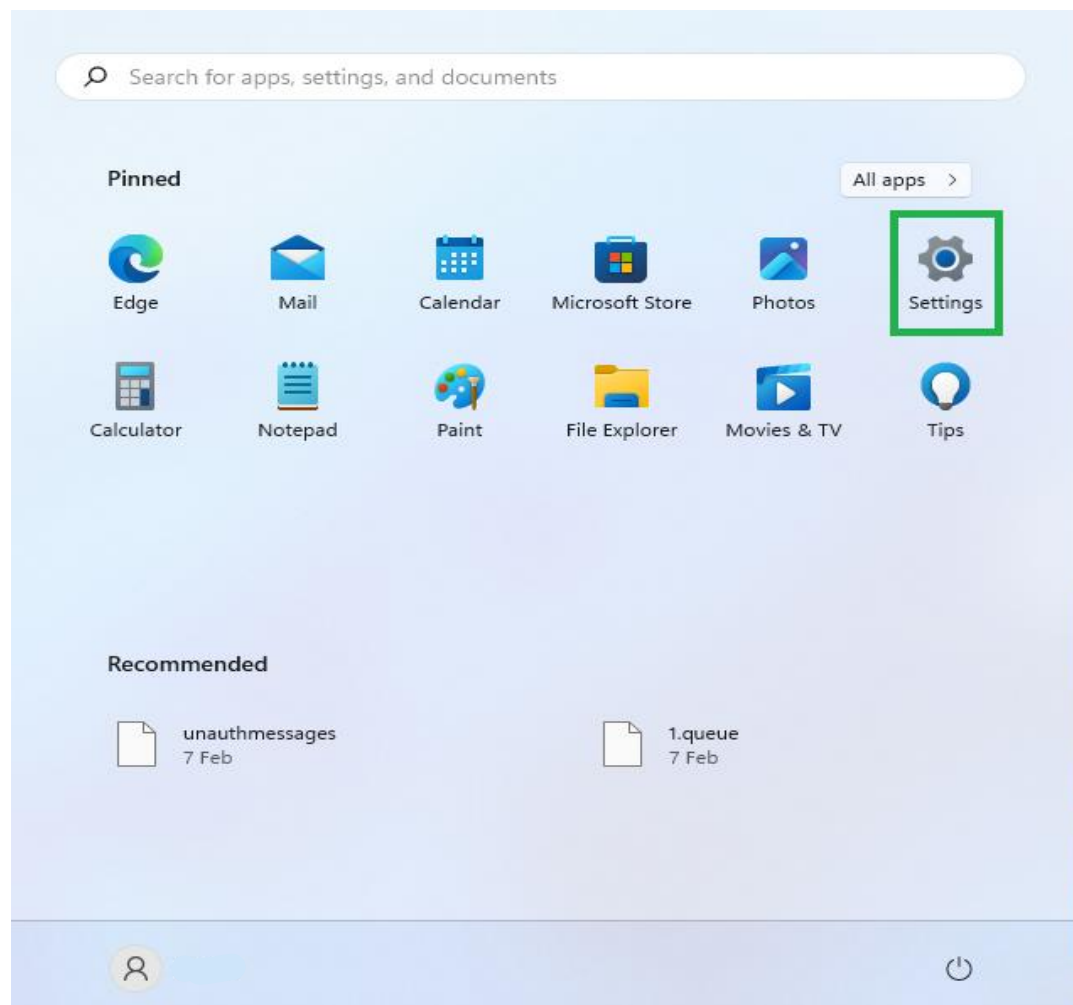
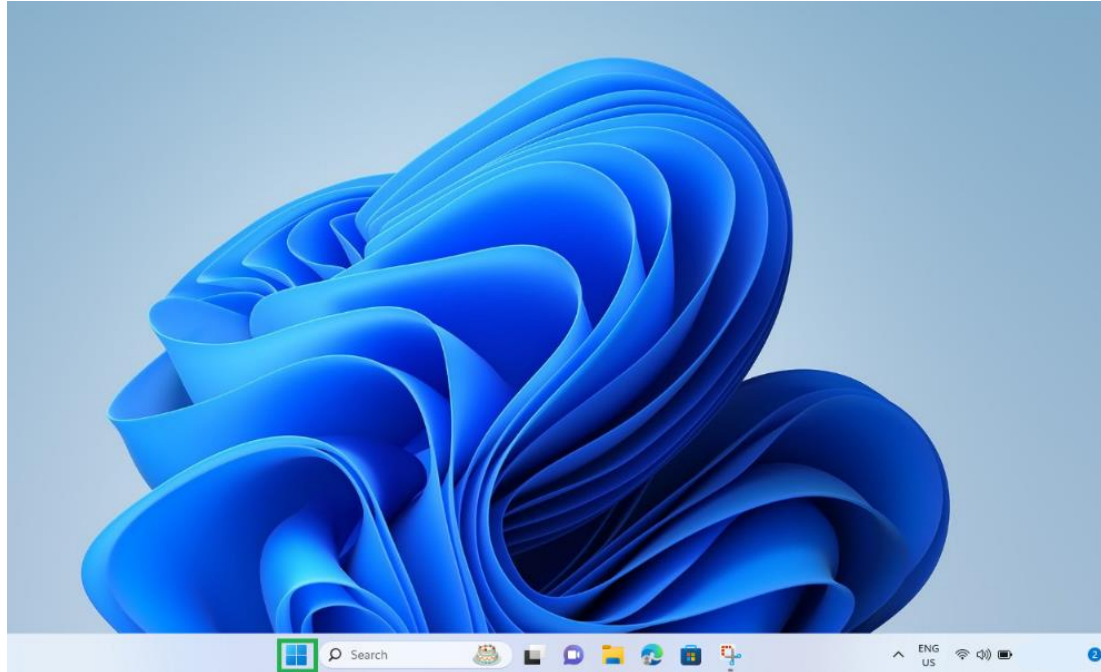


How to Make a User Account an Administrator on Windows 11

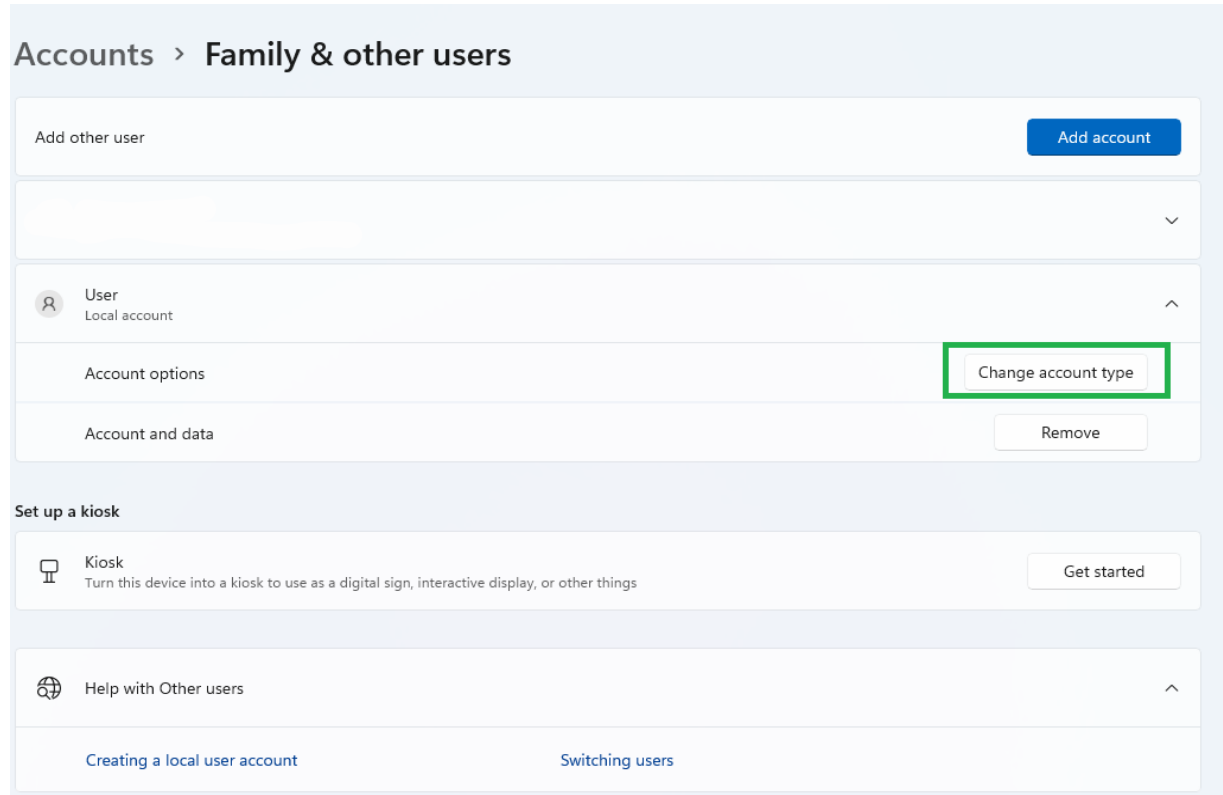
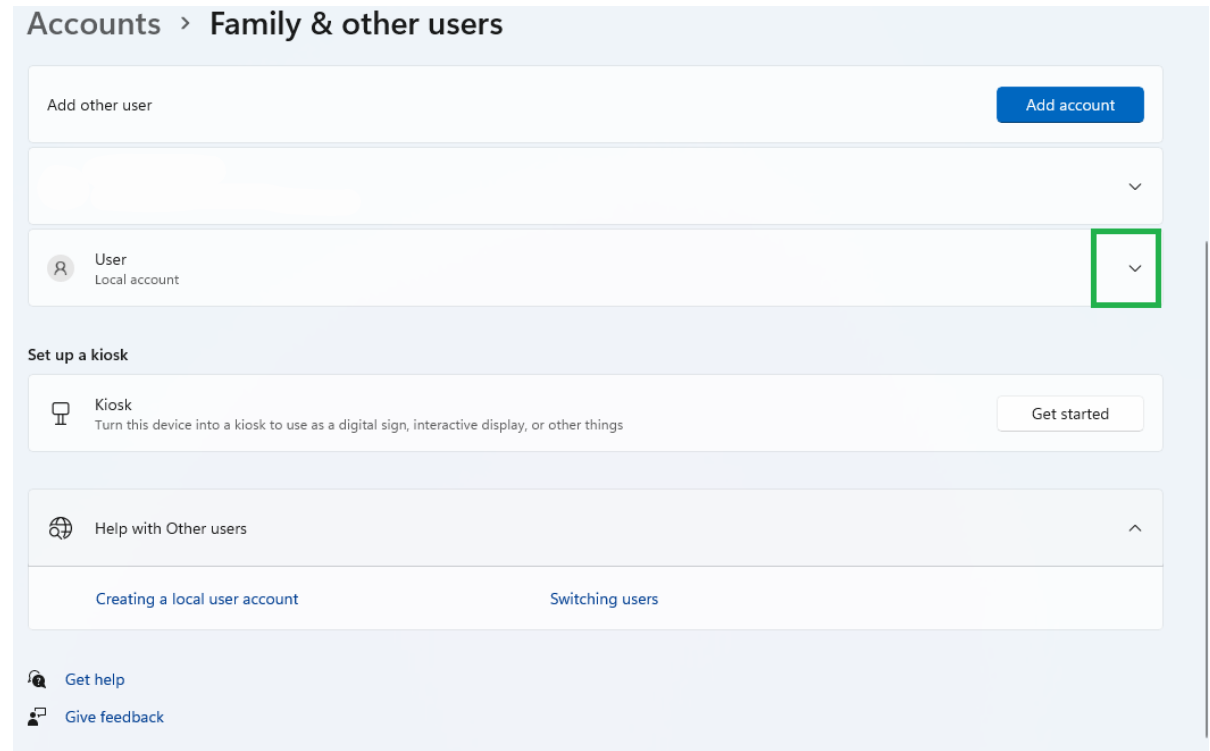
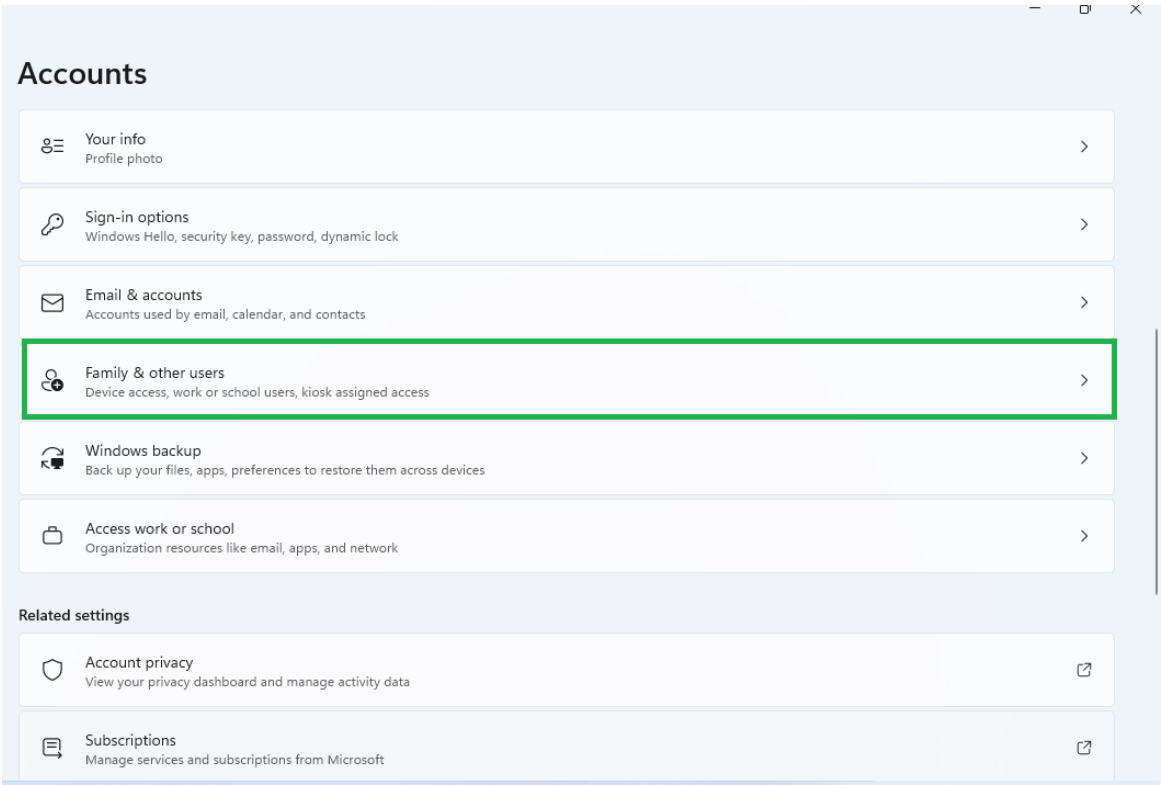
Change a local user account to an administrator account

1. Select **Start** > **Settings** > **Accounts** .

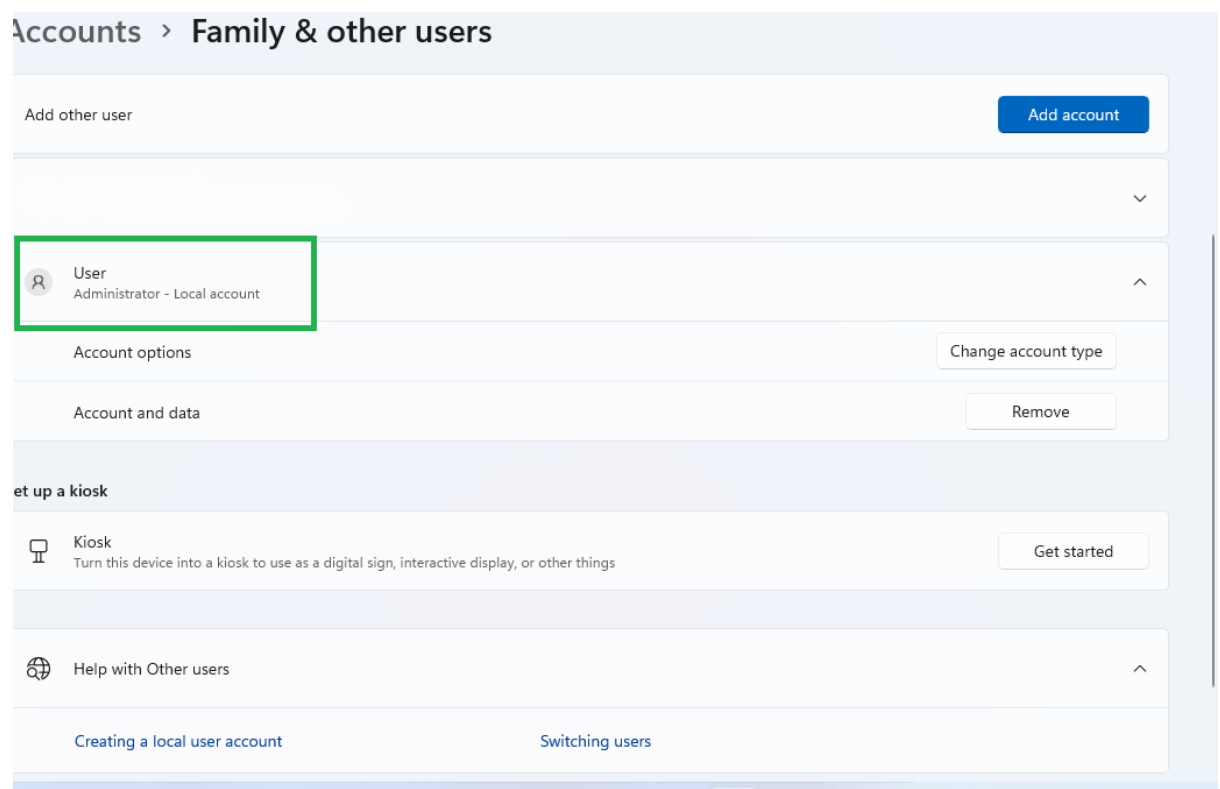
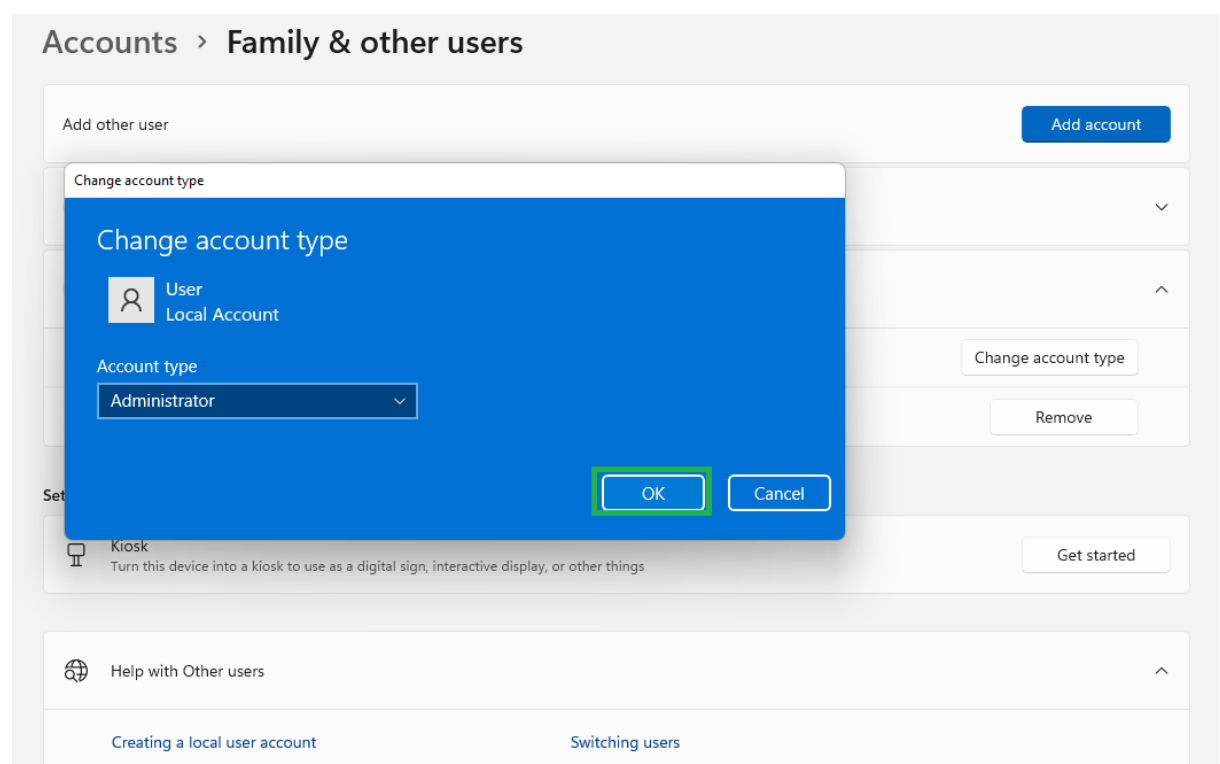
Note: If you choose an account that shows an email address or doesn't say "Local account", then you're giving administrator permissions to a Microsoft account, not a local account.



2. Under **Family & other users**, select the account owner name (you should see "Local account" below the name), then select **Change account type**.



Under Account type, **select** Administrator, **and then select** OK.

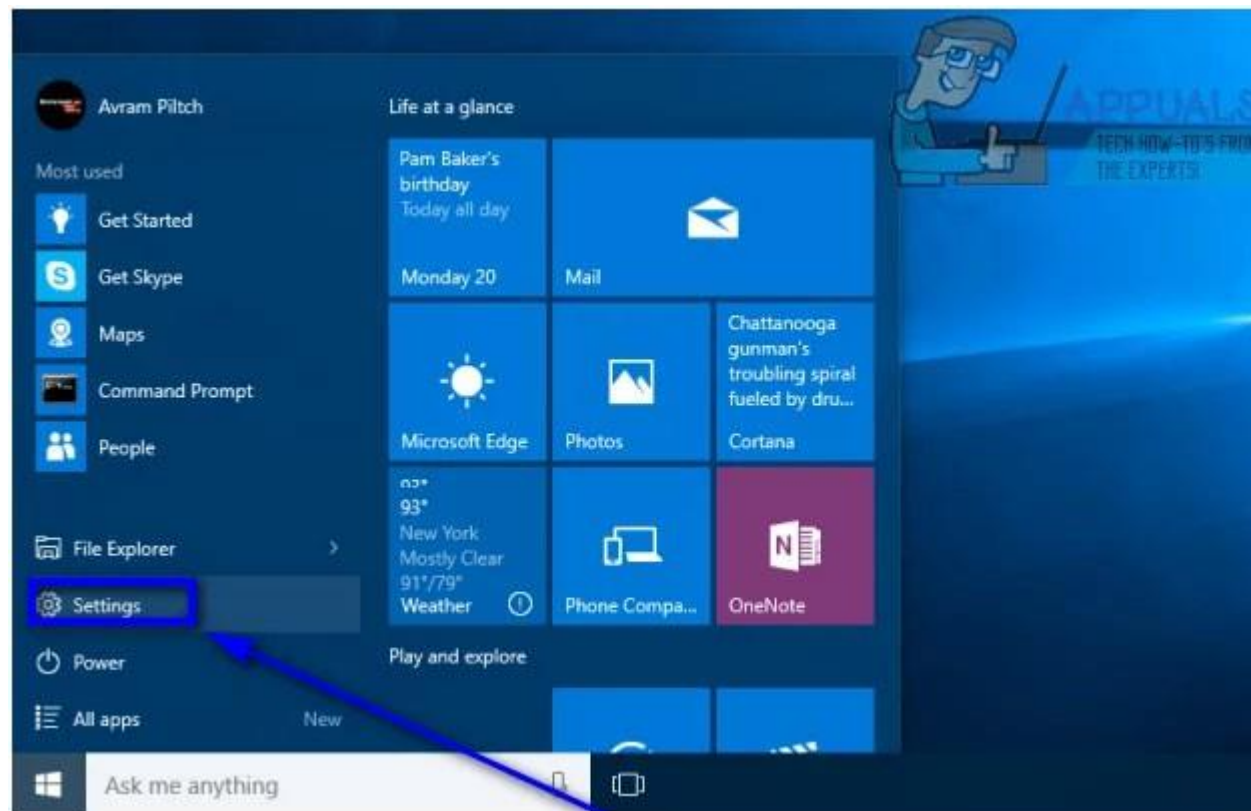


3. Exit settings then sign in with the new administrator account.

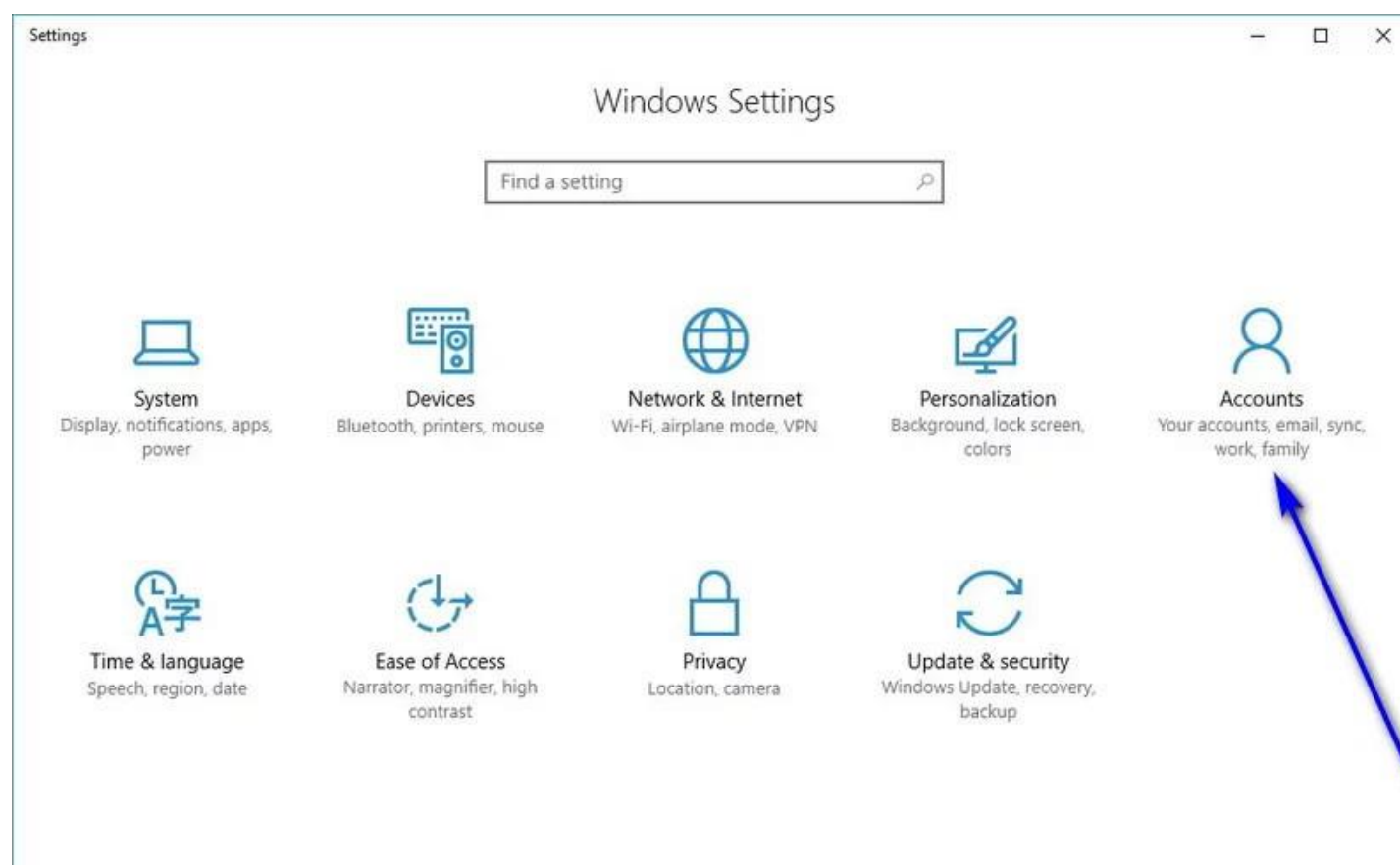
PROCESS COMPLETE

How to Make a User Account an Administrator on Windows 10

1. Open the **Start Menu**.
2. Click on **Settings** to open Windows 10's **Settings** utility.

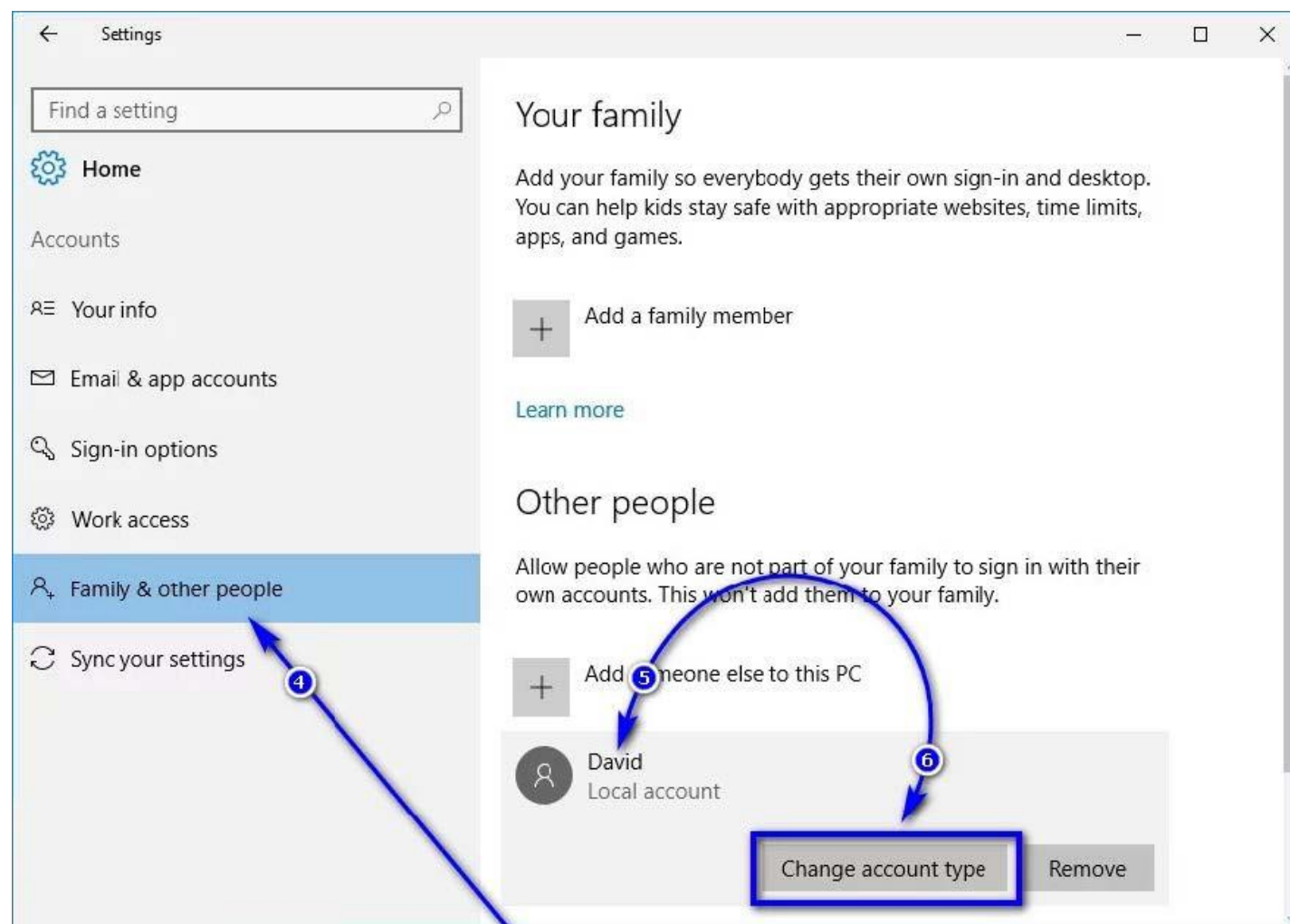


3. Click on **Accounts**.



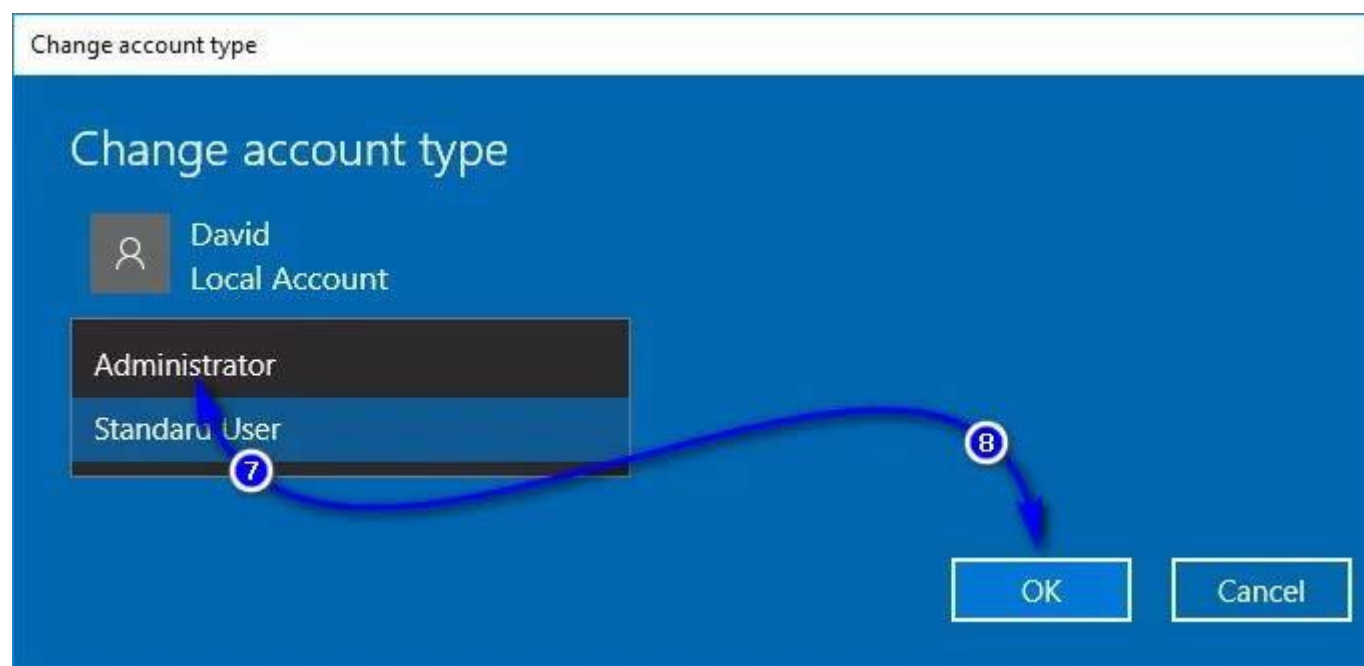
4. In the left pane of the window, click on **Family & other people**.
5. Under the **Other people** section in the right pane, locate and click on the Standard User account you want to make an Administrator.

6. Click on **Change account type**.



7. Open the dropdown menu located directly under the **Account type** option and click on **Administrator** to select it.

8. Click on **OK**.



9. Close the **Settings** utility.

As soon as you do so, the selected Standard User account will be turned into an Administrator account and will be given all the same privileges as the average Administrator account. The same process described above can also be used to turn an Administrator account into a Standard User account – all a user needs to do is click on **Standard User** instead of **Administrator** in the dropdown menu in **step 7**.