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 .

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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.



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

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	Email & accounts Accounts used by email, calendar, and contacts		>	
ç	Family & other users Device access, work or school users, kiosk assigned access		>	
(Windows backup Back up your files, apps, preferences to restore them across devices		>	
Ö	Access work or school Organization resources like email, apps, and network		>	
Related	l settings			
Ó	Account privacy View your privacy dashboard and manage activity data		Ø	
e,	Subscriptions Manage services and subscriptions from Microsoft		Ø	

Add other user
Add account

W User

Local account

Set up a kiosk

W Kiosk

Turn this device into a kiosk to use as a digital sign, interactive display, or other things

Get started

Image: Creating a local user account

Switching users

Image: Creating a local user account

Switching users

Image: Creating a local user account

Switching users

Accounts >	Family & other users		
Add other user		Add av	ccour

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Accounts > Family & other users

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	Account options	Change account type
	Account and data	Remove
Set up a	a kiosk	
₽	Kiosk Turn this device into a kiosk to use as a digital sign, interactive display, or other things	Get started
€₽	Help with Other users	^
	Creating a local user account Switching users	

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

Accounts > Family & other users	
Add other user	Add account
Change account type	~
S User Local Account	^
Account type Administrator	Change account type Remove
Set OK Cancel	
Turn this device into a kiosk to use as a digital sign, interactive display, or other things	Get started
Help with Other users	^
Creating a local user account Switching users	

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Add other user	Add account
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8 User Administrator - Local account	^
Account options	Change account type
Account and data	Remove
up a kiosk	
T Kiosk Turn this device into a kiosk to use as a digital sign, interactive display, or other things	Get started
Help with Other users	^
Creating a local user account Switching users	

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.

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3. Click on Accounts.

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System Display, notifications, apps, power	Devices Bluetooth, printers, mouse	Network & Internet Wi-Fi, airplane mode, VPN	Personalization Background, lock screen, colors	Accounts Your accounts, email, sync, work, family
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Time & language Speech, region, date	Ease of Access Narrator, magnifier, high contrast	Privacy Location, camera	Update & security Windows Update, recovery, backup	\

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**.