

SECURE YOUR PC PART 1 - USER ACCOUNTS

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USER ACCOUNTS

In this section different user account types are explained, what each account type is for and how to set them up.

If you don't want to read the next section, here's the short version:

Use a standard account pretty much all the time. Only use an administrator account when you have to. Which is rarely.

WHAT IS A USER ACCOUNT?

Windows allows for the creation of accounts for multiple users on a single machine. Each user account can be configured and customized according to the needs and tastes of each individual user. Screen savers, internet favorites, desktop wallpapers, user-specific files are all stored separately for each account. This means each user can have a personalized version of Windows.

There are a few different types of user accounts but this guide will focus on standard accounts (aka limited accounts) and administrator accounts.

Good practice dictates that you should only use an administrator account when you want to make system-wide changes like installing new hardware or software, accessing files in secure locations (like the Windows and Program Files folders) making configuration changes to Automatic Updates or the Windows Firewall or creating new accounts. Think of this account like rock climbing without using any safety equipment. You could climb that vertical cliff face if you want, but one slip could mean disaster.



Standard accounts should be used for day to day tasks like creating documents, surfing the internet, listening to music and so on. A standard account is still able to make changes to personal settings like display settings, screensavers, wallpaper, power management, accessibility options and use feature like Remote Desktop to connect to other computers.

The main benefit of using a standard account is that is can help protect your computer. It prevents users from making changes that can damage the computer like deleting programs or files that Windows needs to work properly.

So, without further ado, roll up your sleeves, put on some goggles and a lab coat, light your Bunsen burner and let's get started.



HOW TO SET UP AN ADMINISTRATOR ACCOUNT

WINDOWS VISTA & WINDOWS 7

Use this account for administrative tasks only!

• Click Start -> Control Panel





• Click on Add or remove user accounts





Click on Create a new account ٠





- Name the account appropriately (note Administrator cannot be used to name the account since its ٠ already in use)
- Select Administrator as shown •
- Click Create Account •

Name the account	Int and choose Ir on the Welcome :	an account t	ype e Start
ComputerAdmin			
 Standard user Standard account system settings th the computer. Administrator Administrators make any desired 	users can use mos nat do not affect ot ive complete acces changes. Based on	t software and ch ner users or the so to the compute notification setti	ange ecurity of r and can ngs,
administrators ma confirmation befo We recommend t	ay be asked to prov ore making change: hat you protect eve	ide their passwor that affect othe ry account with a	d or r users. a strong
Why is a standard ac	count recommende	ed?	
	Create A	count	ancel



• Now we need to set up a password for this account. Click on the new administrator account you created.



• Click on Create a Password



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- Click on How to create a strong password
 - *Read the guide*
- Enter a password and confirm it in the box below
 - Optional
 - Read What is a password hint?
 - Enter a password hint
- Click on Create password





- You can see now that the account now has a password.
- Click on **Manage another account** to return to the user accounts screen or close the window to finish.





HOW TO CONVERT AN ADMINISTRATOR ACCOUNT TO A STANDARD ACCOUNT

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If your main account has been set up as an administrative account, you should change it to a standard account. Here's how:

- Log in using the administrator account you created above
- Click Start -> Control Panel





• Click on User Accounts and Family Safety



• Click on User accounts





• Select Manage Another Account



• Click on the account you wish to change



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• Select Change your user account type



	r new account type				
	Andy				
	Administrator Password protected				
	•••••••••••				
Standard ι	ser				-
Standard a	ccount users can use most	software and change	system settings th	at do not affect other u	isers or
Administra	itor				_
Administra notificatio	tors have complete access n settings, administrators n	to the computer and nay be asked to provid	can make any desi le their password o	red changes. Based on or confirmation before	
making ch	anges that affect other use	rs.			
14/	mend that you protect ever	v account with a stro	ng password.		
we recom	mena macyou protect ever		A CONTRACT OF A PARTY OF A		



• This account is now a standard user account. Done!





HOW TO SECURE THE BUILT IN ADMINISTRATOR ACCOUNT

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HOW TO VERIFY BUILT IN ADMINISTRATOR ACCOUNT IS DISABLED

• Click Start -> Right click on Computer -> Click Manage





- Click on the triangle beside Local Users and Groups to expand
- Click on Users
- Right click on Administrator
- Click Properties

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Computer Management (Local	Name	Full Name	Description VMware User	Actions Users	
O Task Scheduler Event Viewer Shared Folder:	Administ Guest	Set Password	Built-in account for administer Built-in account for guest acce	More Actions	
Local Users and Groups		All Tasks 🕨	eno o un novembro d'un deda da produta	Administrator	- 18
Groups Groups Groups Groups Comparison Groups Gr		Properties Help			
	< [m			

• Verify that the account is disabled by placing a checkbox as shown. Click ok when done.

General	Member Of	Profile	
	Administrat	tor	
Full nan	ne:		
Descrip	tion:	Built-in account for administering computer/domain	the
📃 Use	r must change	e password at next logon	
Use	r cannot char sword never e	nge password expires	
Acc	ount is disable	ed	
Acc	ount is locked	lout	

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HOW TO SET A PASSWORD FOR THE BUILT-IN ADMINISTRATOR ACCOUNT

• Right click on Administrator and Set Password

Computer Management (Local System Tools Task Scheduler Bevent Viewer Bevent Viewer Bev	Name Full Name Vmware U. Vmware User Administrator Cuest	Description VMware User Set Password Delete Rename Properties Help	Actions Users More Actions Administrator More Actions	ه ه ۱
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- Read the text in the window.
- Click on Proceed when ready

Â	Resetting this password might cause ineversible loss of information for this user account. For security reasons, Windows protects certain information by making it impossible to access if the user's password is reset.
	This data loss will occur the next time the user logs off.
	You should use this command only if a user has forgotten his or her password and does not have a password reset disk. If this user has created a password reset disk, then he or she should use that disk to set the password.
	If the user knows the password and wants to change it, he or she should log in, then press CTRL+ALT+DELETE and click Change Password.

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• Type in the new password and confirm it in the box below. Click OK when done

New password:	••••••	
Confirm password:	•••••	
a lan ausia and a	IC TOROTVILICE WILL OCCUL.	
This user accoun files, stored passv	It will immediately lose access to all of its er words, and personal security certificates.	crypted

• Click OK. Done!

HOW TO SET UP A STANDARD ACCOUNT FOR ALL USERS

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- Log in using the administrator account you created.
- Follow the instructions for creating an administrator.
- When naming the account and choosing the account type, select **Standard** account.