



## Administrator Rights

Is there an easy way to tell if I have Administrator rights or not?

The quick and easy way is to

- 1) Right click on your Start button
- 2) If 'Open all users' and 'Explore all users' appears in the menu, then you are an administrator of that machine.

If you just see Open, you're signed in under a limited account.

For more advanced users...

### Microsoft Windows Vista

1. Click on the Start button.
2. Select Control Panel.
3. Make sure your Control Panel window is in Classic View.
4. In the Control Panel window, double click on User Accounts.
5. You will see information about your account in the window.
6. On the right of the User Accounts window, you should see your account name, account icon and a description listed.
7. If the word "Administrator" is in your account's description, then you are an administrator. If you see "Standard user," then you are not an administrator and will need to log in as a different user.

### Microsoft Windows XP

1. Click on the Start button.
2. Select Control Panel.
3. In the Control Panel window, double click on the User Accounts icon.
4. In the lower half of the User Accounts window (under the "or pick an account to change" heading), find your user account.
5. If the words "Computer administrator" are in your account's description, then you are an administrator. If you see "Limited user," then you are not an administrator and will need to log in as a different user.

***Creative with you in mind***