How to use Admin By Request (Windows)

If you have Admin By Request installed on your windows computer, use this guide to assist you with using the program to request admin privileges.

Admin By Request is a program that allows End Users to request Administrative Access to perform tasks on their machine without needing an actual local admin or domain admin account to do so. This guide is for Windows, for MacOS, please reference the appropriate guide.

Once the Admin By Request program is installed onto your machine, you will be able to request administrative access. To request Admin Access, you have one of two options:

1. **Single Purpose Admin Right**
2. **A 15 minute Admin Session**

   *(Note: Single purpose is adequate for most admin functions. For all others, a 15 minute Admin Session is renewable if needed, instructions for Admin Session is located further along the page).*

Request single purpose admin rights (preferred method):

1. First, identify what you need to accomplish that requires administrative access. In this example, the admin function we’re modeling is a simple program installation (though this process works for any single purpose admin functions).

2. Initiate the admin request by performing a task that requires administrative rights. In this instance, that means double clicking on an executable installation file, as seen in the following image

   ![Executable file](image1)
   
   Upon initiating a feature that requires admin rights, you will get a pop-up window that looks like this:

3. Enter your email address into the email text field, followed by a minimally two-word long description of what it is you are trying to accomplish, then press OK.

4. Enter your email address into the email text field, followed by a minimally two-word long description of what it is you are trying to accomplish, then press OK.
5. After clicking okay, the following screen will appear, click OK:

![Admin By Request](image)

6. After clicking OK, your request will be sent to your departmental IT team for review. Upon review, the IT staff will either approve or deny your request. In the event of a denial, IT will reach out to you to explain, usually to seek clarification. However, most routine requests will be approved in a matter of moments after having put in the request.

7. A pop-up window will appear once your request has been approved, showing up at the bottom right-hand side of the screen. The approval window looks like this:

![Admin By Request](image)

8. Click yes, and then a code of conduct screen will appear:

![Admin By Request](image)
9. Click OK, then your single purpose admin request will begin, in our example, this means that the installation will proceed. Follow the prompts, or complete whatever task you set out to do.

How to run an Admin Session, to grant you 15 minutes of Admin Access:

1. Open the system tray by clicking on the carat symbol (^) located near the date/time (usually on the bottom right side of the screen by default), once open, click on the Green Check Mark Symbol, pictured below:
2. From there, select the option to request admin session, seen below:

3. A UAC box will pop up, and here you will enter your email address as well as a two-word minimum reason for the session, then click OK. Note: when requesting a session, you need to be as clear as possible with what you are trying to achieve.
4. A thank you dialogue box will appear, click OK.

5. From here, your request will be submitted to IT Department for review. Admin sessions are under greater scrutiny. Typically, sessions are granted for when you need to perform multiple administrative tasks in a short amount of time. Please be transparent with what it is you are trying to do, include each admin task you intend to perform.

6. Upon approval, you will be granted an admin session, you will be able to tell your access is granted by the following pop up screen:
7. You will need to agree to a code of conduct, once you’re approved, and before you’re able to access your admin session:

8. Once you click yes, you will see a 15 minute timer appear in the bottom right corner of your screen. Once this appears, you will have 15 minutes to do your various administrative tasks. If your time expires, and you need to extend your admin rights, please request another session using the above steps.

9. Note: Sometimes when requesting an admin session, you will be met by a UAC dialogue box that will ask for a username and password. As long as you have an active admin session timer running, you will be able to use your own username and password to authenticate the admin task. See image below:
10. Once you've finished your administrative needs, please press finish.

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