

## Activation and use of the administrator account on workstation

### 1. USE OF ACTIVATION KEY CODE

You have received the activation key code from Campus ICT. Use it within 24 hours to activate a local system administrator into your own use. Act this way:

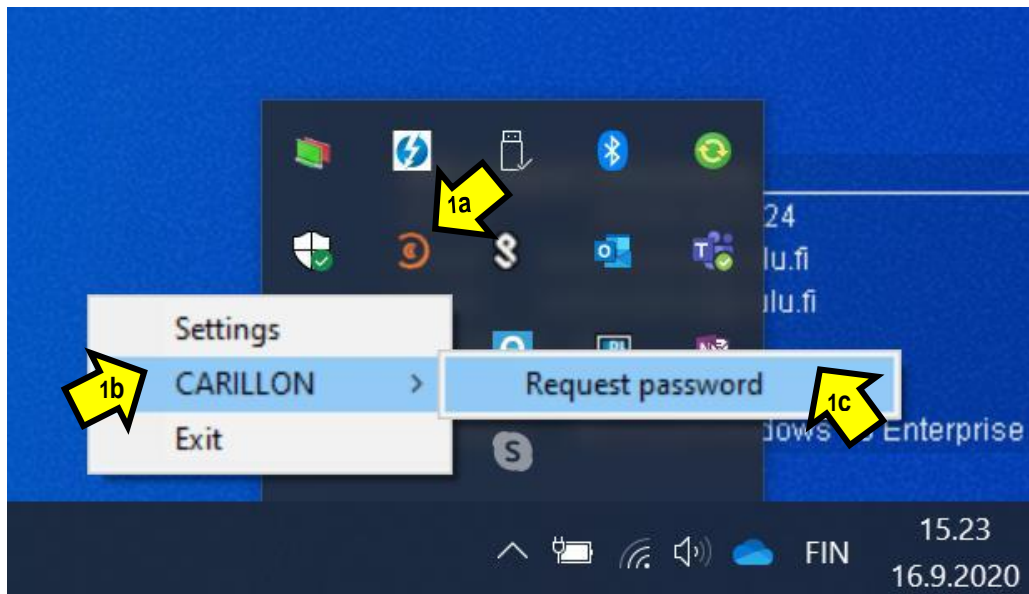
1a) Use the secondary mouse button and click the orange *Centero* shortcut in taskbar.

If the icon is not visible, click *Show hidden icons* button:



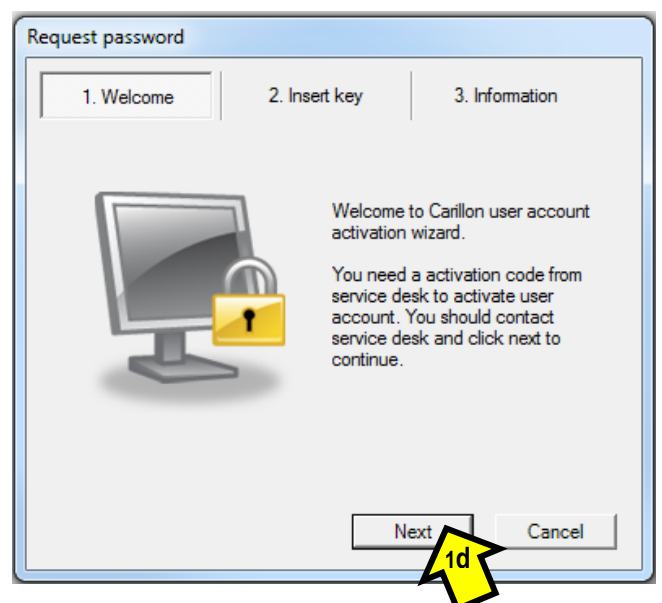
1b) Choose *CARILLON*.

1c) Click *Request password*.

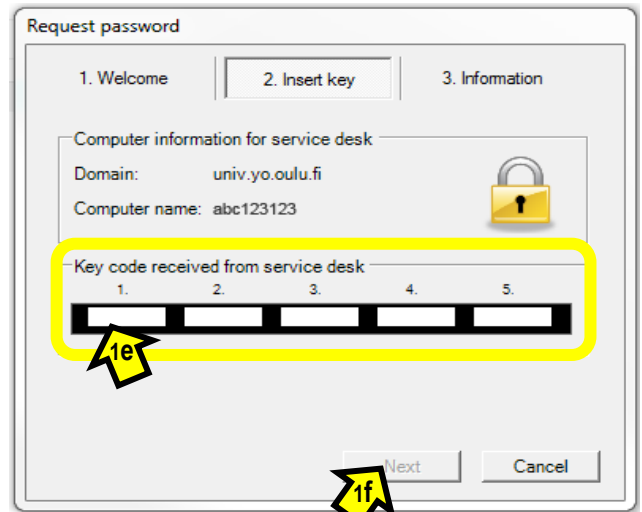


1d) If you do not have administrator's key code yet, fill in the application form: [university](#) and [Oamk](#). The process can last for several working days. Click *Next* to find the name of the workstation needed in the application.

When you are having a key code, continue by clicking *Next*.



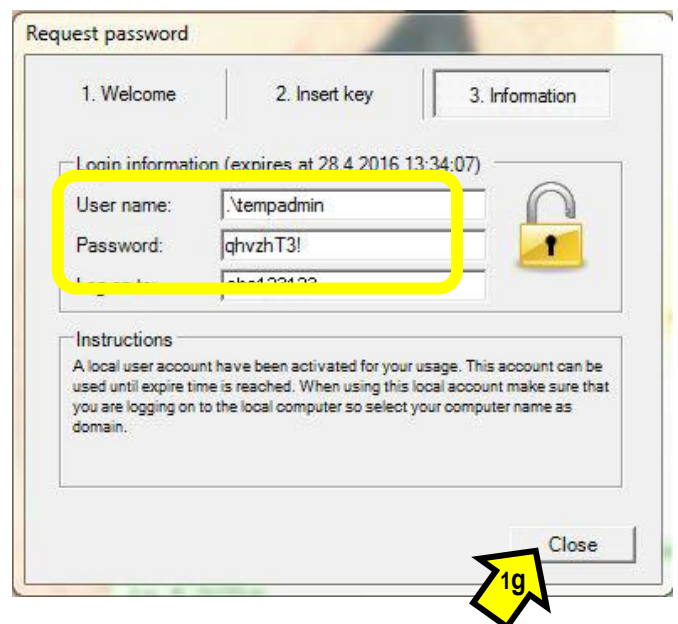
- 1e) Enter the key code (20 characters) which you got and
- 1f) click *Next*.



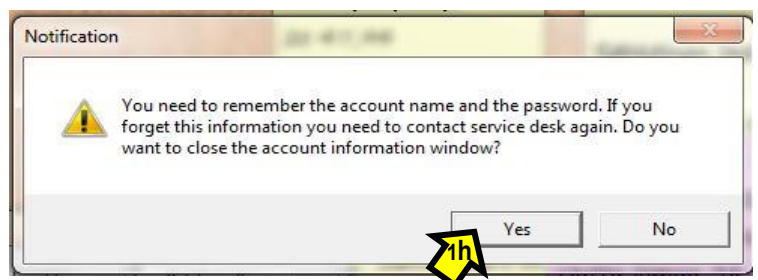
- 1g) The local administrator has been activated. You see the following information on the interleaf 3.  
*Information:*

- Validity of the administrator account
- The form of the account is `.\tempadmin`  
- **Write it down.**
- The password for the administrator is created by the system, 8 characters.  
- **Write down the password, because after this you cannot check it any more anywhere.**

After writing down both the account name and the password, click *Close*.



- 1h) Close the notification by clicking *Yes*.

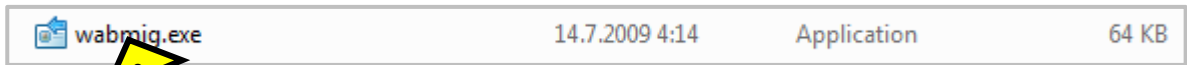


When the system administrator account has been activated once, it is valid for the time that has been defined in advance. If you need extra time in case the account is not valid any more, please contact Campus ICT support.

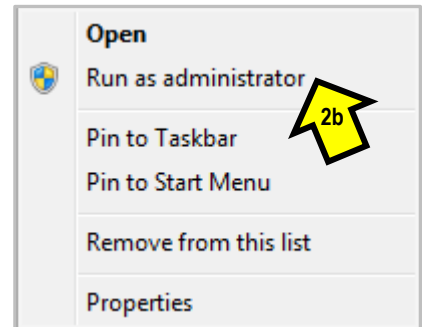
After the activation, you may run an individual application with administrator rights. Run only those applications for which the administrator rights have been granted.

## 2. RUN AN APPLICATION AS AN ADMINISTRATOR

2a) Use the secondary mouse button and click on the execution file (not on a shortcut) which you want to run.



2b) Choose a command *Run as administrator* or *Suorita järjestelmänvalvojana*.



2c) Write the administrator's account in the field *User name*: **.\tempadmin** and the password which you wrote down during the activation.

2d) Click Yes.

