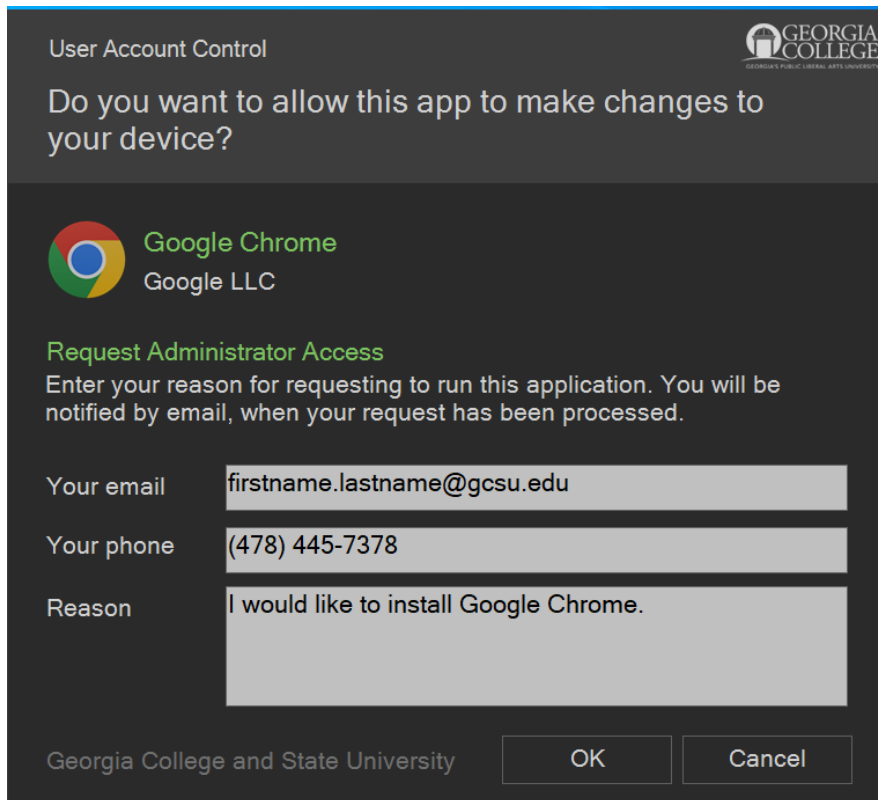


# Admin By Request End User Instructions – Windows

When you make changes to your computer that require administrative rights, you will see the following message:



User Account Control

Do you want to allow this app to make changes to your device?

**Google Chrome**  
Google LLC

**Request Administrator Access**  
Enter your reason for requesting to run this application. You will be notified by email, when your request has been processed.

Your email:

Your phone:

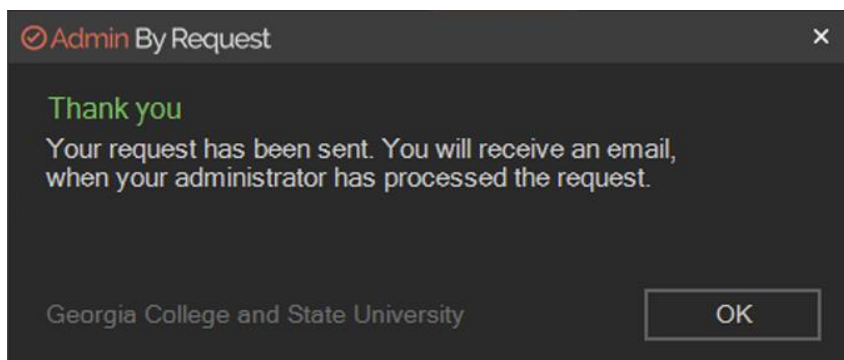
Reason:

Georgia College and State University

OK Cancel

Complete the form and click **OK**

You will receive an email when the request has been evaluated by the IT Help Desk. If approved, you should see this message on your computer:



Admin By Request

**Thank you**  
Your request has been sent. You will receive an email, when your administrator has processed the request.

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OK

You may now proceed to make changes to your computer. If you receive the email that the request has been approved, but you do not see the onscreen prompt, simply proceed with the task.

If you need further assistance, contact the IT Help Desk by emailing [askIT@gcsu.edu](mailto:askIT@gcsu.edu) or calling 478-445-7378.