

Create local admin accounts on Windows

Description

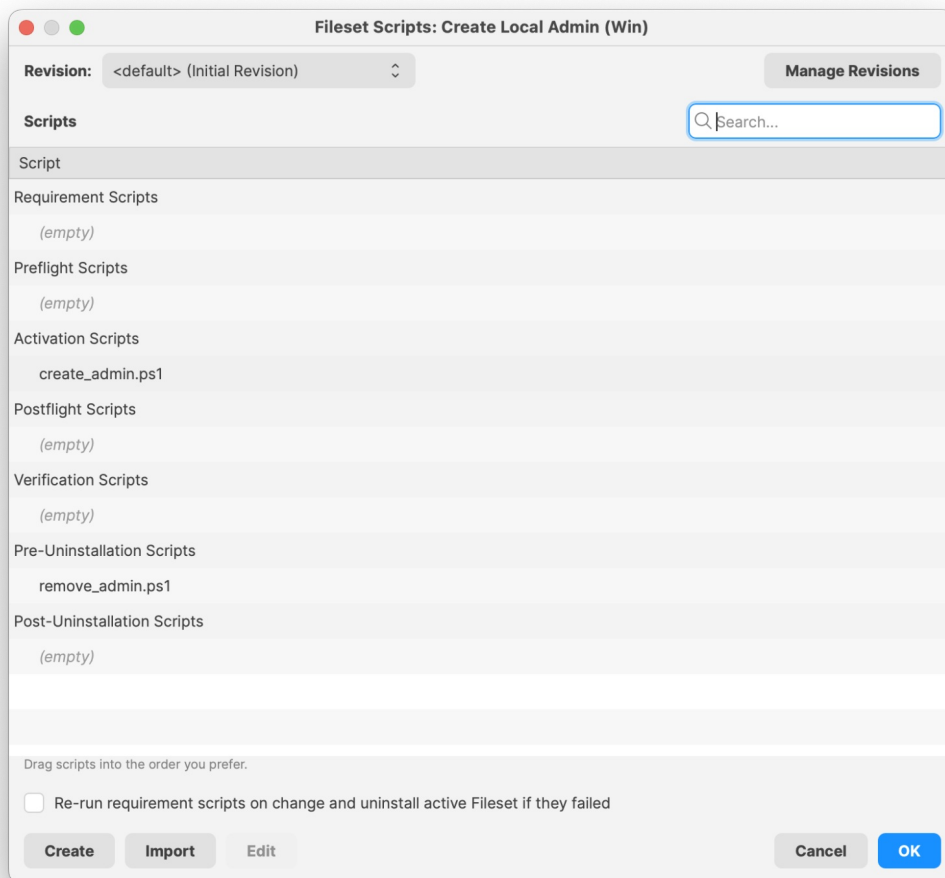
Need to manage local admin accounts on your Windows devices? FileWave has you covered. Below is the recipe with Fileset to create your local admin account with username, password and full name. In addition, if needing to remove the local admin account, there is a removal script included.

Ingredients

- FW Admin
- [Create Local Admin \(Win\).fileset.zip](#)


Directions

1. Download and unzip the Fileset
2. Import into your server via FileWave Admin
3. Highlight the Fileset and select "Scripts" for this Fileset
4. Select the create_admin.ps1 to open the script properties



5. Enter in your local admin Username, Password and Full Name for the desired account

Info - Create Local Admin (Win) : create_admin.ps1

 create_admin.ps1

Kind: File

Created: Wed May 28 2025 02:59 pm

Modified: Wed May 28 2025 02:59 pm

Permissions ACLs Verification Executable Flags

Execution Control

☒ Execute once when activated

☐ Interactive (ignored in non Windows™ clients)

☒ Non-interactive (background)

☒ Wait for executable to finish

Wait for: 5 Minutes

Launch Arguments Environment Variables


Variable	Value
FULLNAME	your_full_name
PASSWORD	your_password
USERNAME	your_username

+ - Reset Reset All


The values of the environment variables are set just before the script execution.
To use an inventory field value, use the syntax %FIELD_NAME%.
For instance: MY_VAR: foo-%asset_tag%
Note: environment variable names are case insensitive in Windows

Note: Log files will be collected for synchronous non-interactive scripts only


Apply

 Reserved by the parent Fileset

6. Repeat the process for the remove_admin.ps1 and enter in the desired Username to remove

 The remove_admin.ps1 script environment variable needs to match the Username found on the machine or in the create_admin.ps1. If it does not match it will not successfully remove the admin account.

Info - Create Local Admin (Win) : remove_admin.ps1

 remove_admin.ps1

Kind: File

Created: Wed May 28 2025 03:34 pm

Modified: Wed May 28 2025 03:43 pm

Permissions ACLs Verification Executable Flags

Execution Control

☒ Execute at pre-uninstallation step

☐ Interactive (ignored in non Windows™ clients)

☒ Non-interactive (background)

☒ Wait for executable to finish

Wait for: Infinite

Launch Arguments Environment Variables


Variable	Value
USERNAME	your_username

+ - Reset Reset All

The values of the environment variables are set just before the script execution.
To use an inventory field value, use the syntax %FIELD_NAME%.
For instance: MY_VAR: foo-%asset_tag%
Note: environment variable names are case insensitive in Windows

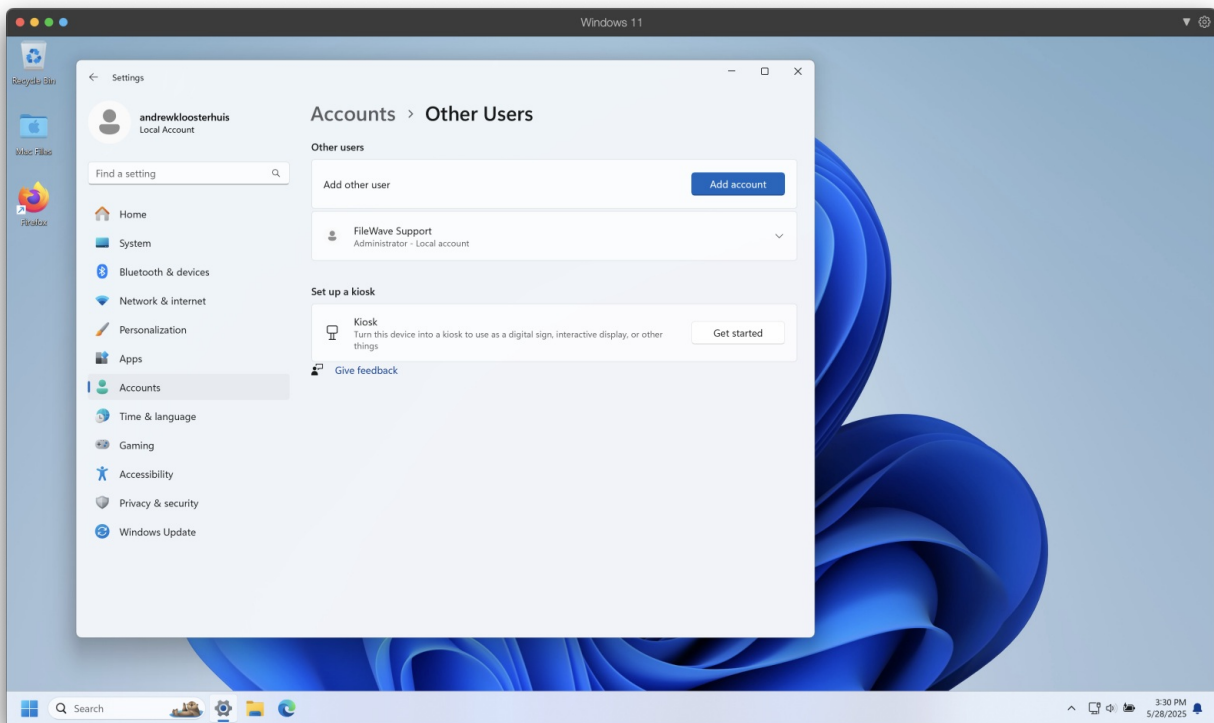
Note: Log files will be collected for synchronous non-interactive scripts only

Apply

 Reserved by the parent Fileset

7. Close the Script window to Save
8. Assign to a test device
9. Perform a Model Update to deploy

Confirmation of local admin created, you may open the Windows Settings > Accounts > Other Users to view the newly created local admin account.



Notes

Both scripts will output their executed tasks for detailed logging. These logs may be found in:

```
C:\ProgramData\FileWave\Logs\
```

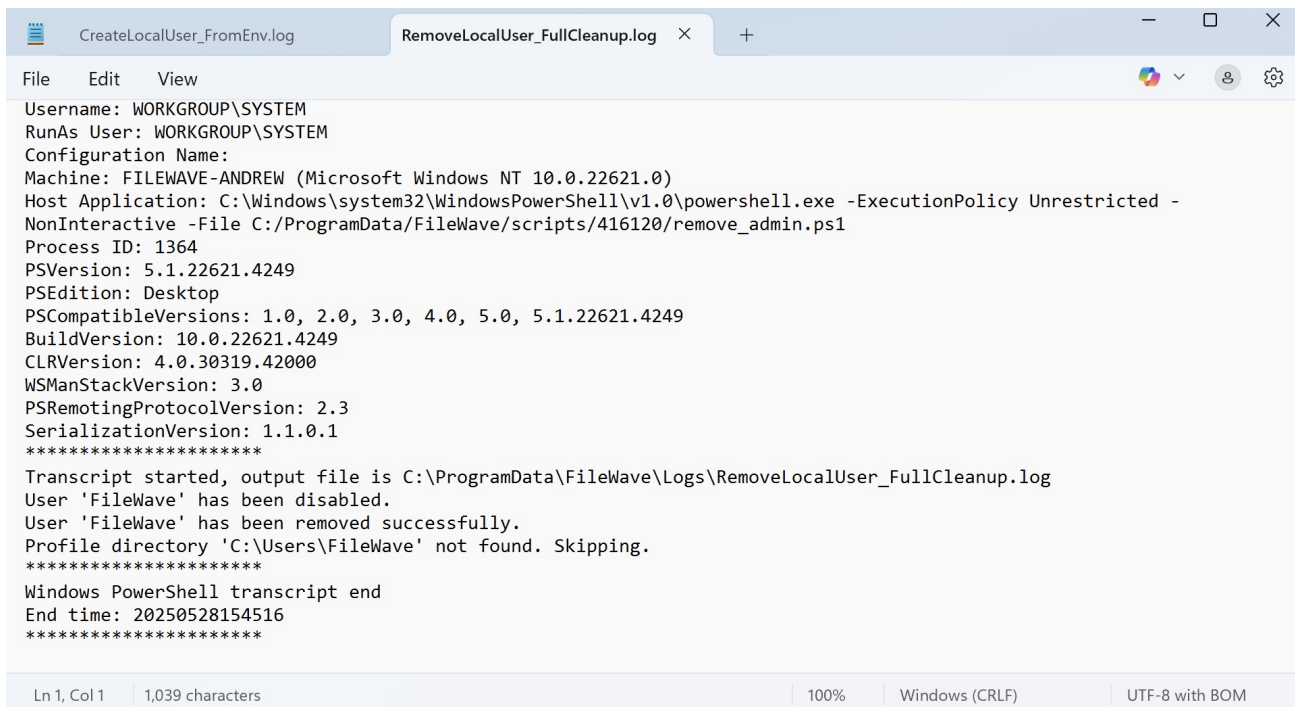
The create_admin script log will be labeled: CreateLocalUser_FromEnv.log

```
CreateLocalUser_FromEnv.log
File Edit View
PSVersion: 5.1.22621.4249
PSEdition: Desktop
PSCompatibleVersions: 1.0, 2.0, 3.0, 4.0, 5.0, 5.1.22621.4249
BuildVersion: 10.0.22621.4249
CLRVersion: 4.0.30319.42000
WSManStackVersion: 3.0
PSRemotingProtocolVersion: 2.3
SerializationVersion: 1.1.0.1
*****
Transcript started, output file is C:\ProgramData\FileWave\Logs\CreateLocalUser_FromEnv.log

User 'FileWave' created.
User 'FileWave' added to 'Administrators' group.

User Info:
-----
Name: FileWave
Full Name: FileWave Support
Enabled: True
Description: Created via script using environment variables
*****
Windows PowerShell transcript end
End time: 20250528152957
*****
```

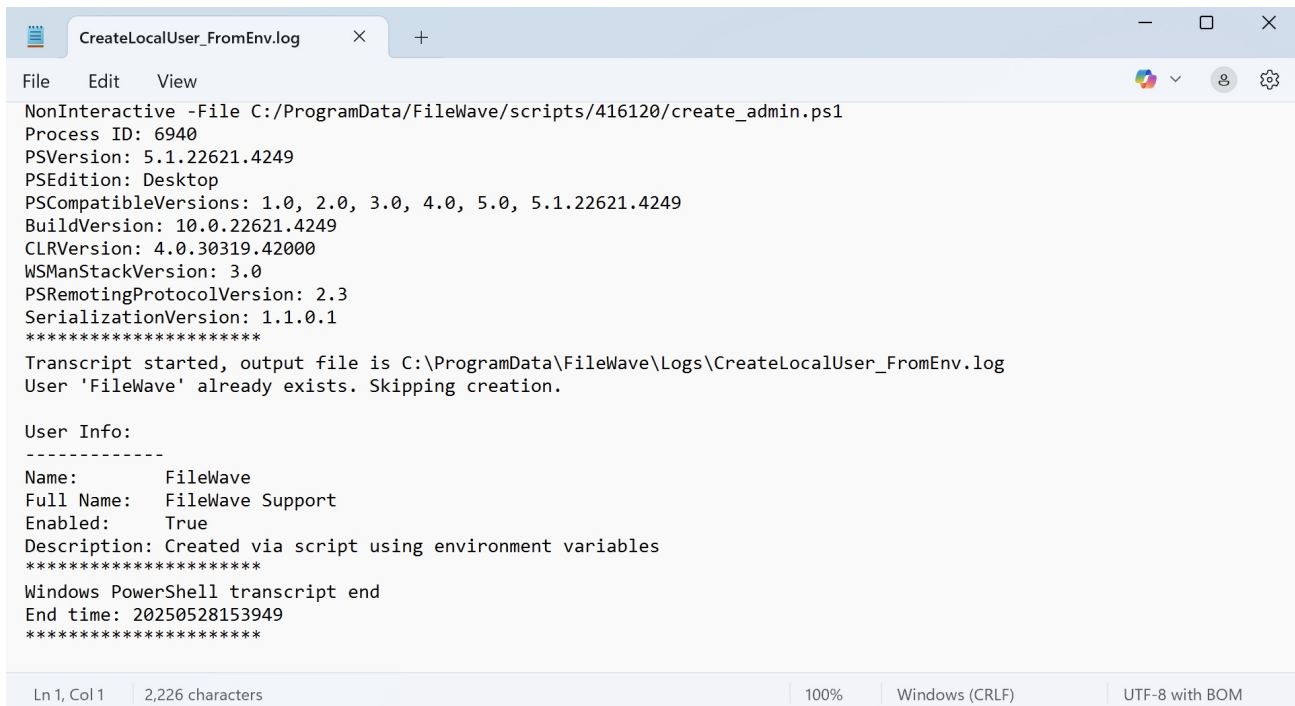
The remove_admin script log will be labeled: RemoveLocalUser_FullCleanup.log



```
File Edit View
Username: WORKGROUP\SYSTEM
RunAs User: WORKGROUP\SYSTEM
Configuration Name:
Machine: FILEWAVE-ANDREW (Microsoft Windows NT 10.0.22621.0)
Host Application: C:\Windows\system32\WindowsPowerShell\v1.0\powershell.exe -ExecutionPolicy Unrestricted -
NonInteractive -File C:/ProgramData/FileWave/scripts/416120/remove_admin.ps1
Process ID: 1364
PSVersion: 5.1.22621.4249
PSEdition: Desktop
PSCompatibleVersions: 1.0, 2.0, 3.0, 4.0, 5.0, 5.1.22621.4249
BuildVersion: 10.0.22621.4249
CLRVersion: 4.0.30319.42000
WSManStackVersion: 3.0
PSRemotingProtocolVersion: 2.3
SerializationVersion: 1.1.0.1
*****
Transcript started, output file is C:\ProgramData\FileWave\Logs\RemoveLocalUser_FullCleanup.log
User 'FileWave' has been disabled.
User 'FileWave' has been removed successfully.
Profile directory 'C:\Users\FileWave' not found. Skipping.
*****
Windows PowerShell transcript end
End time: 20250528154516
*****

Ln 1, Col 1 | 1,039 characters | 100% | Windows (CRLF) | UTF-8 with BOM
```

The create admin script will skip if there is an username already exists.



```
File Edit View
NonInteractive -File C:/ProgramData/FileWave/scripts/416120/create_admin.ps1
Process ID: 6940
PSVersion: 5.1.22621.4249
PSEdition: Desktop
PSCompatibleVersions: 1.0, 2.0, 3.0, 4.0, 5.0, 5.1.22621.4249
BuildVersion: 10.0.22621.4249
CLRVersion: 4.0.30319.42000
WSManStackVersion: 3.0
PSRemotingProtocolVersion: 2.3
SerializationVersion: 1.1.0.1
*****
Transcript started, output file is C:\ProgramData\FileWave\Logs\CreateLocalUser_FromEnv.log
User 'FileWave' already exists. Skipping creation.

User Info:
-----
Name: FileWave
Full Name: FileWave Support
Enabled: True
Description: Created via script using environment variables
*****
Windows PowerShell transcript end
End time: 20250528153949
*****

Ln 1, Col 1 | 2,226 characters | 100% | Windows (CRLF) | UTF-8 with BOM
```

Related Content

- [How to Create Local User Accounts on macOS](#)

🔄Revision #4

★Created 28 May 2025 19:48:18 by Andrew Kloosterhuis

✍Updated 6 June 2025 20:48:59 by Josh Levitsky