

Create a Local Administrator Account on Windows

Description

Use this Fileset recipe to create a named local administrator account on managed Windows devices. The download includes separate PowerShell scripts for account creation and removal, with environment variables for the username, password, and full name.

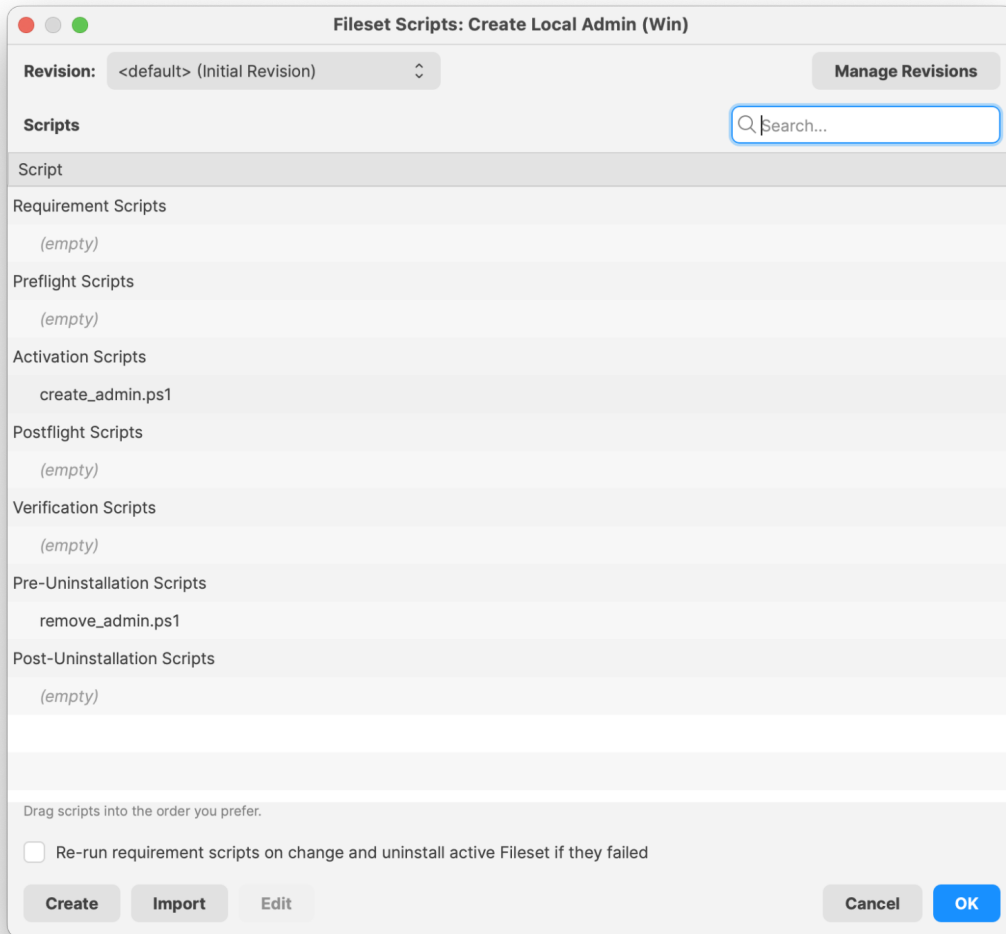
Ingredients

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

Directions

1. Download and unzip the Fileset
2. Import the Fileset into your server with FileWave Central.
3. Select the Fileset, then open its Scripts view.

4. Select `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

Removal deletes local data. The USERNAME environment variable in remove_admin.ps1 must exactly match the account name. The included removal script deletes the local account and recursively deletes C:\Users\<Username> when

that profile directory exists. Test with a disposable account and confirm that no required user data remains before deployment.

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

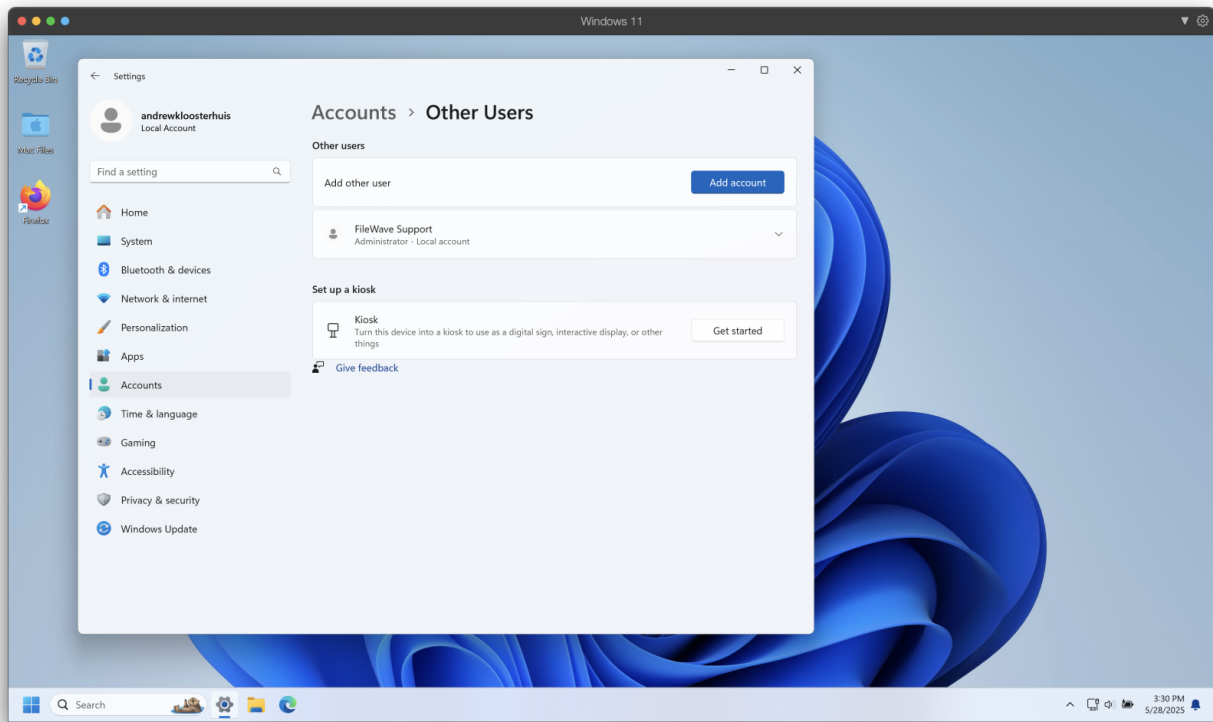
Note: Log files will be collected for synchronous non-interactive scripts only

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

To confirm account creation, open Windows Settings > Accounts > Other users and verify that the new local administrator appears.



Notes

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

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

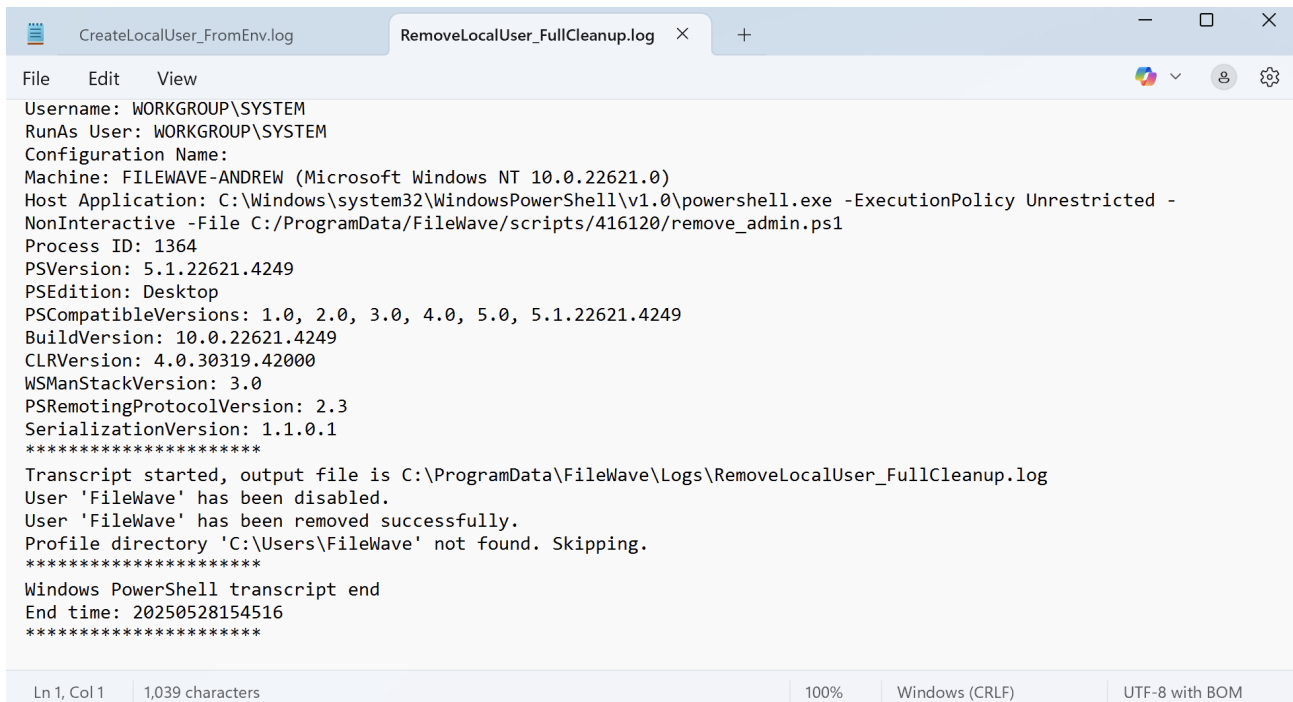
The create_admin script log will be labeled: CreateLocalUser_FromEnv.log

```
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
*****
```

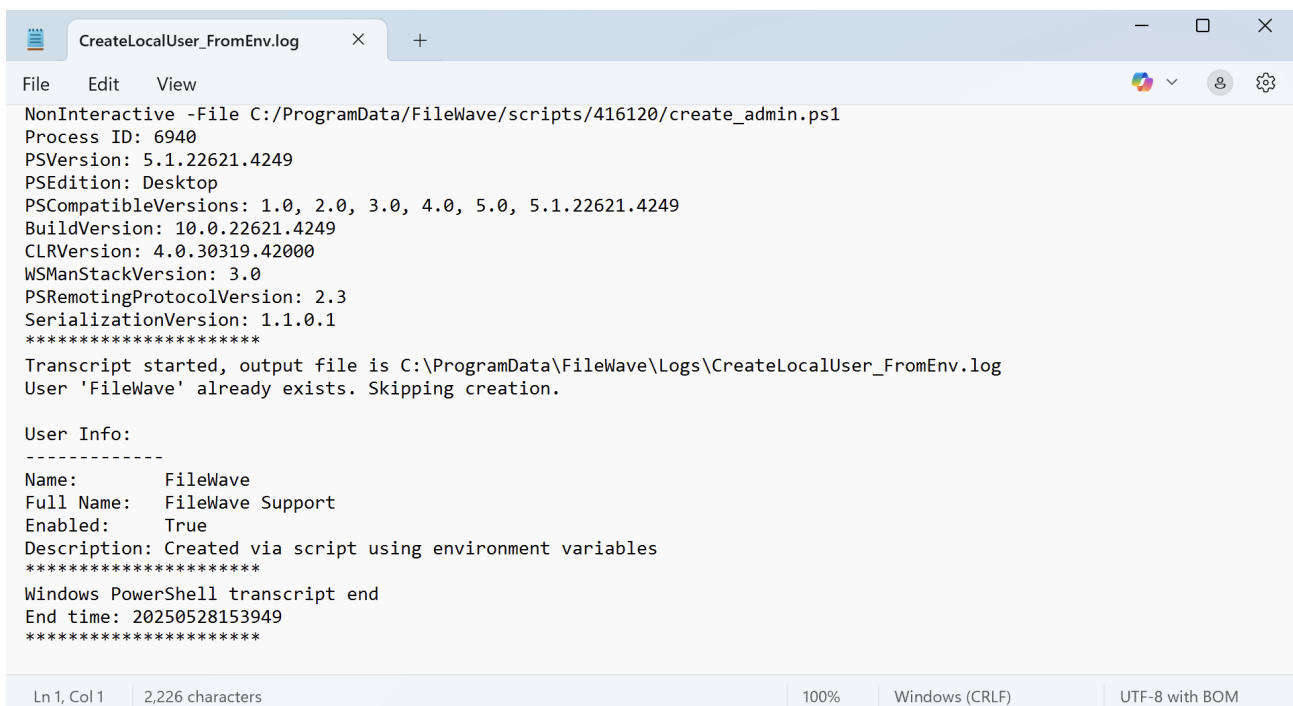
The remove_admin script log will be labeled: RemoveLocalUser_FullCleanup.log



```
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
*****

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```

The creation script skips the operation when an account with the specified username already exists; it does not replace or update that existing account.



```
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
*****

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```

Related Content

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

🔄Revision #5

★Created 2025-05-28 19:48:18 UTC by Andrew Kloosterhuis

✎Updated 2026-08-06 12:58:03 UTC by Josh Levitsky