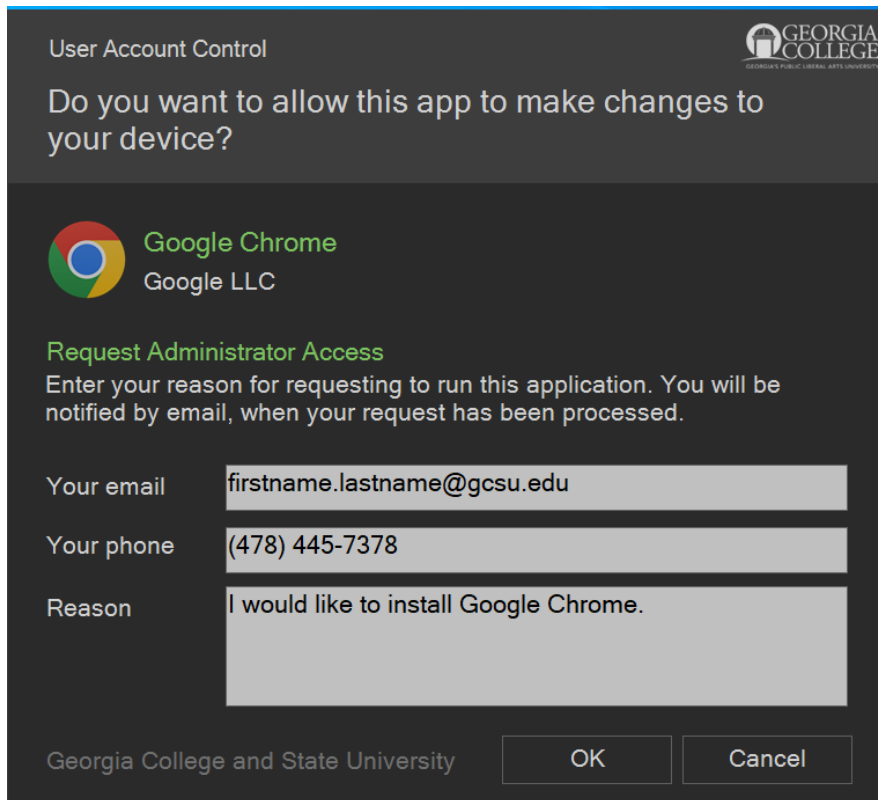# Admin By Request End User Instructions – Windows

When you make changes to your computer that require administrative rights, you will see the following message:
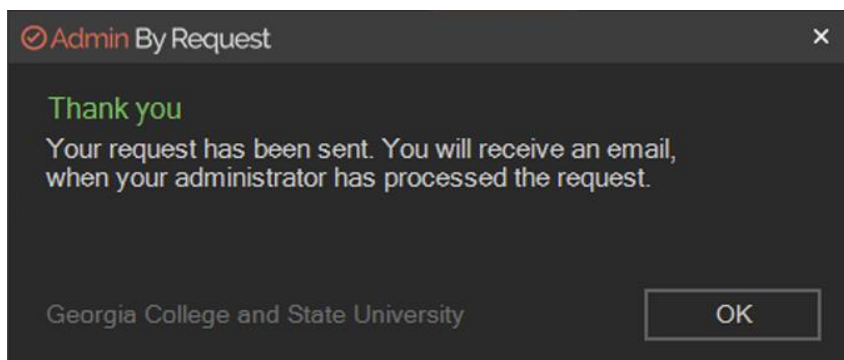
Complete the form and click **OK**

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:

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 or calling 478-445-7378.