Local Administrative Rights Request

To reduce the likelihood of malicious software compromising College IT systems, users do not normally have Local Administrative Rights on their workstations. If you require Local Administrative Rights please complete this Justification Form, sign it to confirm that you have (read and accept) the conditions and then forward to your Supervisor or Dean for approval. Lastly, return the form to the IT Department (CIO).

WARNING: Logging in to a College PC with admin rights always poses a level of security risk. Users should take extreme care when downloading software or opening attachments from unknown or untrusted sources.

Applicant Name:	Department:
Office Phone:	Supervisor or Dean:

Please explain why you require Local Administrative Rights: (if known, include name of software, setting changes, etc.)

Accountability Waiver: PLEASE READ BEFORE SIGNING.

The following use of the term "device" applies to a computer, workstation, or server:

- You are responsible for adhering to all SVC IT security standards and policies.
- All software required by IT must be kept installed, updated, and functioning (auto updates, virus protection, etc.).
- The Admin password will not be changed or the device modified to prevent IT from access or support.
- When using the Admin account, the device should not be used for social media, email, browsing websites, etc. Your normal (non-privileged) user account should be used for those activities and the majority of your daily computer use.
- The creation/installation of unauthorized and unlicensed applications is not allowed.
- You will not disable or delete any IT or user accounts on the device.
- Do not add additional peripheral devices that would require Admin access without notifying IT first.
- You must conform to the End User License Agreement associated with any software you install.
- You will ensure that reasonable steps are taken to keep the device and data secure and free from viruses, etc.
- You understand that administrative privileges may be rescinded if you download software or make changes that corrupts, infects, or introduces a vulnerability of the device or other devices outside of your responsibility.
- You will be solely responsible for the backup of all files, data, applications, or any other stored data.
- In the event of a loss of data, you will be responsible for restoration of data that was stored locally, as well as any additional software that you previously installed.
- Any modifications made to the computer that disrupt the usability of the system will be your responsibility to initially troubleshoot or repair. In the event that IT has to get involved, an effort will be made to correct the issue. However, if the system or device is determined by IT to be unrecoverable, IT will return the device to a standard base image, but will not install non-standard applications or software.
- You will always err on the side of caution and if not confident that something is safe, you will contact IT for assistance.
- The CIO reserves the right to amend the conditions of this service as needed and may rescind your Local Administrative Rights if these terms are not complied with.

Applicant:

I apply for Local Administrative Rights having read, understood, and agreed to the above:

(Sign)_____ (Print)_____ (Date)_____

Supervisor or Dean:

I request granting of Local Administrative Rights to the above-named person:

(Sign)_____ (Print)_____ (Date)_____

CIO:

I approve granting of Local Administrative Rights to the above-named person:

(Sign)_____ (Print)_____ (Date)_____