



Information Technology Services

Computer Administrator Privileges Request Form

As noted in the [Information Technology Services General Service Level Agreement](#):

The Fredonia Information Technology Services (ITS) department is committed to providing members of the university community with reliable, secure and user-friendly technology in stable operating condition. In an effort to appropriately address the needs of the faculty and staff, ITS provides, on a per-request basis, Local Computer Administrator Accounts for individual university-owned computers. If you need any assistance completing this form, please contact The ITS Service Center at (716) 673-3407.

Requester's Full Name:

Fredonia eServices UserID:

Computer Name(s):

Primary Role at Fredonia: Faculty Staff Student Administrator Other_____

Please list the reasons elevated privileges are being requested. Be as detailed as possible re: the software that you need to download or the settings you need to change.

Please read the following statements and initial each to acknowledge that you have read, understand, and accept the statements (continued on next page)

____ I will continue to adhere to the Fredonia Computer and Network Usage Policy, which can be found in its entirety at <http://www.fredonia.edu/its/servicecenter/netpolicy.asp>.

____ I understand that the computing assets issued to the faculty and staff are purchased and owned by the campus and are intended to be utilized for professional use.

____ I agree to keep abreast of any security updates or other information issued by ITS to those with administrative privileges, as well as complete any training sessions that are offered or required.

____ I will always err on the side of caution. If I'm not sure how to do something, or if what I would like to do is safe, I will contact ITS for assistance.

____ I agree that I will not disable any ITS accounts on the machine or otherwise impair the ability of ITS to provide remote desktop assistance or support for this university-owned machine.

____ I will not disable the Automatic Updates function for the Operating System (Mac or Windows).

____ I understand that using an account with elevated privileges makes my machine more susceptible to malware and potentially damaging security breaches.

____ I understand that use of administrative privileges may only be necessary when installing software or altering settings, and that the desktop will typically be run in non-privileged user mode.

____ I understand that I am responsible for the backup of all data residing on the university-owned computer(s) noted above, and will assume responsibility for the loss of any said data or self-installed software.

____ I understand that if the computer needs to be reformatted for any reason, The ITS Service Center will install a standard image and the software which is stored in the ITS Software Library. No data will be backed up or restored.

____ I understand that if I download software or make changes to the university-owned computer assigned for my use that corrupts or infects the machine and requires reformat, administrative privileges may be rescinded.

____ I understand that if I choose to purchase and install software with my personal funds for academic purposes on my state-owned computer, I may lose the benefit of the program if something happens to the computer, or my employment ends at the university.

All signatures MUST be obtained in order to be approved.

Requestor

Signature: _____ Date: _____

Supervisor

Signature: _____ Date: _____

Recommended: _____ Yes _____ No Reason:

Associate Vice President of Information Technology/ Chief Information Officer or Designee

Signature: _____ Date: _____

Approval: _____ Yes _____ No Reason:

Note: Please contact The ITS Service Center at (716) 673-3407 if you need information or documentation regarding the request.