



Computer Administrative Privileges Request Form

Purpose

The Information Technology Services (ITS) department is committed to providing members of the State University of New York at Fredonia ("Fredonia") community with reliable, secure, and user-friendly technology in stable operating condition. In an effort to appropriately address the needs of University employees (Faculty and Staff), ITS provides, on a per-request basis, local computer administrative privileges for individual university owned computers in accordance with regulatory compliance.

NOTE: An approved Computer Administrative Privileges Request Form is valid 2 years from the date of approval by the Information Security Officer or designee. Requestors will need to renew their privileges by completing this form again if they wish to maintain their access.

Request Process

Step 1: Employee completes the Computer Administrative Privileges Request Form and sends it to the Information Security Office (ISO) located in Maytum 117.

Step 2: The ISO will create a Tracker ticket and complete the Computer Administrative Privileges Request Form performing a security review then issue either an approval and denial.

Step 3: If the request is approved, the ISO will notify Human Resources to issue the FredTraining via the Tracker ticket. WeComply Course: Computer Administrator Privileges Policy to the requesting employee. Once the requesting employee has successfully completed the course and submitted (attach to Tracker ticket or mail) the Certificate of Completion to the ISO, the requesting employee's eServices account will be added to the Local Computer Administrative Privileges List by the ISO. If the requesting employee's computer has a macOS then the ISO will notify the ITS Service Center so assistance can be provided. The completed form will be attached to the ticket notifying the requesting employee.

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 Acceptable Usage Policy.

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

_____ I understand that using an account with elevated privileges makes my machine more susceptible to spyware, viruses, and potentially damaging security breaches.

_____ I understand that use of administrative privileges may only be necessary when installing [University Approved 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 noted above, and will assume responsibility for the loss of any data or software. All data backups will be performed in compliance with the [Data Security Program](#).

_____ 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 Service Center Software Library. No data will be backed up or restored.

Requestor's Information

Reason for

Request: _____

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NOTE: Please be as detailed as possible (e.g. the name of the software that you need to download/update or the settings you need to change.)

Requestor's Full Name: _____ Date: _____

Requestor's Department: _____ Campus Title: _____

Requestor's eServices ID: _____ Phone No. _____

Requestor

Signature: _____ Date: _____

Requestor's Department Head Full Name: _____

Requestor's Department Head Signature: _____ Date: _____

Security Review and Approval

Approved Yes _____ No _____

Comments: _____

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Information Security Officer (ISO) or Designee Full Name: _____

Information Security Officer (ISO) or Designee: Signature: _____ Date: _____

For more information please visit: <https://answers.fredonia.edu/x/FglHAQ>. Please contact the Information Security Office if you need any assistance (716) 673-4725 or security@fredonia.edu.