



Local Workstation Administrative Access Request Form and Responsibilities

This agreement must be signed by individuals wishing to have administrative access to their computers.

Definition of Accounts

Multiple-user operating systems like OS X and Windows recognize different types of users based upon their system access level. An **User account** allows typical users to do their work but does not allow access to system settings. An **Administrative account** allows additional access for the care and maintenance of the workstation, such as network configuration, account creation and the installation of patches and software.

Criteria for an Administrative Account

Administrative access may be granted to those users meeting any of the following criteria:

- a. The user has demonstrated thorough knowledge of the workstation and its software, including but not limited to appropriate use of file management, placement of drivers and system files, and intermediate knowledge of frequently used applications. The user rarely asks for help, and never for easily solvable items.
- b. The nature of the work requires frequent installation of demo software, 3rd party software, or other items requiring administrative privileges.
- c. The location of the work is off-campus or removed from easy access to ITS support AND the previous two criteria are reasonably satisfied.

Please Note: ITS retains an administrative account on the machine that must not be disabled.

Administrative Access Responsibilities

Initials

1. A user with administrator privileges must be aware s/he will have access to control panels, registry settings, and other components that could irreparably harm their system.
2. The user has reread and agrees to adhere to all of the policies outlined in the CSUB Acceptable Use Policy (<https://www.csub.edu/aup>)
3. The user must log into the computer with their regular user account, and may only use their administrative credentials when performing administrative tasks and when prompted to enter administrative credentials by the Operating System.
4. The user agrees to accept responsibility for any lost data if running disk repair or other utilities, reinstalling the system, or performing any other system-altering function.
5. The user agrees to not enable file sharing, web services, or any other service on the workstation that will turn it into a server without consulting with ITS.
6. The user understands that CSUB is moving to a system that will allow the installation of approved software without administrative privileges, and that access needs will be reevaluated once that system is in place.

Additional Information

ITS has the discretion to deny any request for **administrative access**. ITS also reserves the right to revoke access and return the user to **normal user privileges** in the event that:

- a. ITS has been called repeatedly to perform repairs on the machine that was damaged due to user error compounded by administrative access.
- b. The workstation was running server services (file sharing, web services, any P2P software) without prior ITS approval.
- c. The workstation is compromised as a result of user error/misuse of admin privileges. A compromised machine endangers everyone on the network.

ITS will review administrative access annually, and revoke permissions as necessary.

Please note: Request Forms can take up to 72 hours to process.

Workstation(s): _____

Justification for Administrative Access:

User NetID: _____

Phone Number: _____

By signing this form, I, _____, agree to these terms and hereby request administrative access to the following workstations (list by computer name or CSUB tag number):

User Signature: _____ Date: _____

Dean/Dept. Head Name: _____ School/Dept.: _____

Dean/Dept. Head Signature: _____ Date: _____

No Proxies

ITS OFFICIAL USE ONLY

Enabled By: _____ Date Enabled: _____

Disabled By: _____ Date Disabled: _____

Reason Disabled: