Workstation Local Administrative Rights Request

In order to reduce the possibility of malicious software compromising University IT systems, users do not normally have local administrative rights on their workstations. If you require local administrative rights, please complete this application form, sign it to confirm that you have read and accept the conditions, and then forward to IT Services for review.

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

To be completed by the applicant:

Name:	Department:
Computer Asset Number:	Manager:
Email:	Phone:

Please check requirements for local administrative rights for evaluation by IT Services:

    Software requirement/functionality not supported by IT Services operations management

    Vendor mandated service support

    Request IT Services associate technical support privileges

Please include all supporting information on page two of this application

IMPORTANT – By signing this document, you acknowledge and agree to the following:

1. I have read the Acceptable Use Policy for University Computer Resources and I understand the protocols, rules, regulations, and agree to adhere to them at all times.
2. This application is associated with only the specified single computer asset above and is not transferable.
3. All image installed software required by MRU must be kept installed, updated and functioning.
4. The local administrator password will not be changed or the computer modified to prevent an IT Services administrator from gaining access to the system, including locking files or directories from access by IT Services.
5. The installation of unauthorized and unlicensed applications is not permitted.
6. You must conform to the End User License Agreement associated with any software you add. The EULA is a legal contract between the manufacturer and/or the author and the end user of an application. The EULA details how the software can and cannot be used and any restrictions that the manufacturer.
7. You will ensure that all reasonable steps are taken to keep your workstation secure and free from viruses, malware, spyware, etc.
8. You will be solely responsible for backup of all files, data, applications or any other data stored on the workstation.
9. It shall be your responsibility to ensure that adequate steps are taken to protect workstation data from loss, theft or damage.
10. In addition, the user understands that any modifications made to the computer that disrupt the usability of the system or software will not be the responsibility of the MRU Information Technology Services to troubleshoot or repair, and in the event of system instability or unusability, MRU Information Technology Services will return the computer to a fresh image state. The user will be responsible for restoring data that was stored locally on the computer, as well as any additional software that the user installed.
11. In the case of hardware replacement, IT Services will install a standard base image. IT Services will not reinstall any applications or configure the machine to its previous custom configuration.
12. The Director of Technology and Client Services may revoke your administrative rights if these terms are not complied with.
    a. A written request for reinstatement is to be submitted to faculty/department head and IT Services via this form
    b. Reinstatement of privileges is subject to review
13. IT Services reserves the right to amend the conditions of this agreement as appropriate.
14. IT Services reserves the right to not grant elevated rights if evaluation criteria is not satisfied.

I have read and understood the above conditions

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

Date: Name: Signature:

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I require an increase to my user account privilege because of my role, responsibilities, and employment with the University. This request is being submitted so that I can conduct the following work related tasks that I cannot complete with my existing user account privilege:

> Please provide any additional information to assist with evaluating your request, if applicable, inclusive of:
> - Software title, vesion number, and function that requires administrative rights
> - Frequency of installation or configuration modification

IT Services Review

Date:	Analyst:	OCS Supervisor:
Approved Not Approved	Comments:	