

Texas Wesleyan University Information Technology Department

Local Administrative Privileges Request Form

To request local administrative privileges, the requestor must complete, print, and submit this form to the Technology Help Desk in EJW B-36 for review. **All fields and signatures are required.**

Introduction

It is not common practice to provide users administrative privileges on their workstations. However, in some instances this may be necessary, as outlined below:

1. Where administrative privileges are needed to run or update a specific software package.
2. Where the user requests administrative privileges and is of sufficient technical ability.

Terms of Agreement

Please initial each statement:

_____ I will exercise due care and caution to ensure the integrity of the system.

_____ I will review and abide by all applicable copyright and licensing policies.

_____ I will review and abide by all applicable Texas Wesleyan (TW) acceptable use policies.

_____ I will not use administrative privileges to compromise or cause problems on the TW network.

_____ I will not install software without acquiring and demonstrating proper licensing and providing TW's IT department with the licensing information.

_____ I will not remove, alter or reconfigure any software that has been installed by TW IT support personnel to assist in monitoring and/or support of any TW-owned workstation.

_____ I will certify to the satisfaction of TW technical support staff that I am in compliance with the terms listed within this document and all referenced documents immediately upon request.

TW reserves the right to revoke administrative privileges without prior notification for any reason. All decisions to provide administrative privileges to TW employees are made on a case-by-case basis.

First Name: _____

Last Name: _____

Signature: _____ Date: _____

Reason for requesting administrative privileges: _____

Office Location (Building, Room): _____

Computer Asset Tag Number: _____

Please note: The asset tag number is the six digit number found on the white sticker affixed to the computer. This number is issued by Texas Wesleyan and usually begins with "0".

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____