Northwestern Oklahoma State University

Policy for Administrator User Accounts

It is the responsibility of the Northwestern Oklahoma State University Information Technology Department to protect the integrity of the university's data and network. Therefore, Administrator Accounts are limited to those employees needing access to perform the duties of their job at NWOSU. Any end-user requiring said access must complete an administrative access application for the computer on which they require administrator rights.

New laptops are currently set up with an "emergency admin" account so if an emergency arises while a user is away from campus, the user can contact IT for the password. That password will be changed once the user returns to campus.

The following guidelines will be followed concerning administrative access privileges:

1) Granting administrative privileges to full-time ITV staff on the ITV computers once they complete the application process.
2) Granting administrative privileges to full-time CMSC faculty requiring administrative access once they complete an administrative access application.
3) Other faculty/staff requiring administrative access to perform the duties of their job complete an administrative access application and abide by all rules established for such access.
4) The following steps are required for application:

    A. Review by Department Chair or Supervisor

    B. Review by Dean of Arts and Sciences or Dean of Professional Studies and Director of Information Technology

If final approval cannot be determined, the information will be forwarded to the Executive Vice President and the Vice President for Administration for review. Administrator rights should only be granted on a very limited basis and only when absolutely necessary. Users granted administrator rights must agree to not remove any software installed by the NWOSU IT Department including but not limited to Microsoft Office, antivirus, emergency alert software, etc. Users must also agree to not change computer firewall or network settings such as the computer name, domain/workgroup affiliation, and IP address. Reformatting, reinstalling, or upgrading the operating system is prohibited. Personal or unlicensed software will not be allowed. If abuse is expected, IT will contact the Executive Vice President and the Vice President for Administration and disable the access. It is essential to remember that computers are provided to staff and faculty to aid in performing the duties of their jobs and it is the responsibility of IT to make sure the computers are adequate to do so. Therefore, Administrator Accounts are limited to those individuals that complete the application and are approved following the above set of guidelines.

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

APPLICATION FOR ADMINISTRATOR RIGHTS

User Information

Name_____
             (Last)   (First)   (Middle)

Title_____   Department _____

Phone _____   Campus E-mail _____

Computer Information

Computer Name _____

NWOSU Asset ID_____   Service Tag_____

Room_____   Building _____

Ethernet Adapter Local Area Connection
IPv4 Address_____   Physical MAC Address_____
Wireless Adapter (if applicable)
IPv4 Address_____   Physical MAC Address_____

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Why do you think you need administrative access? _____

    _____

    _____

    _____

    _____

2. What types of updates, downloads, or installations do you see yourself using with administrative access? _____

    _____

    _____

3. Describe the types of computer training or experience you've had. _____

    _____

    _____

    _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

APPLICATION FOR ADMINISTRATOR RIGHTS

POLICY

- NWOSU computers are university property and are intended for university business.
- Individual should only install software related to university business.
- Individual should not install software that may damage files or expose NWOSU's network to virus attacks and malicious coding.
- Individual should refrain from installing software which may monopolize local processor power, resulting in noticeable system slowdown or degradation of performance.
- Individual should not install applications that may establish network share protocols.
- Individual should not download or install applications that are illegal or not licensed to the university on university owned workstations.
- Individual who download or install applications, other than those included in the standard configuration for all university computers, are responsible for retaining documentation of appropriate licenses.
- IT is not responsible for supporting this non-standard software.
- IT will remove non-standard software as part of a normal repair process if necessary to restore system functionality.
- In the event of computer or network performance issues associated with a computer enabled with administrator level access, IT will only restore the computer to the standard configuration for all university computers.
- Individual should not remove any software installed by NWOSU IT staff.
- Individual should not change network settings such as the computer name, domain/workgroup affiliation, and IP address.
- Reformatting, reinstalling, or upgrading the operating system is prohibited.
- Administrator rights may be revoked at any time for violating any part of this policy
- Severe violations of this policy may result in termination of employment.
- At the point the administrative password has been used, IT should be contacted immediately with a report of the software that was installed.

By Signing Below I agree that I have read and agree to abide by the policy as stated above.

Employee Signature _____ Date _____

Approved by

Department Chair or Supervisor _____ Date _____

Dean (if applicable)_____ Date _____

Director of Information Technology_____ Date _____