



Local Desktop Administrative Rights Request Form

Definition: For the purpose of this form, the word “desktop” is also used to refer to a laptop

In order to reduce the risks associated with malicious software compromising IT systems, non license software installs or changes to desktop configurations, ITS managed desktops are deployed with basic user rights.

All users are required to logon using the “less privileges” best practice. Granting users administrative rights makes individual desktops vulnerable to malicious attacks and increases the total costs of ownership, particularly when unapproved changes are made.

However it is understood that under special circumstances, some staff may require local Desktop administrative privileges. Special circumstances may include:

- Where administrative rights are required to access certain software
- Where staff are frequently working away from campus and require local administrative rights to carry out their duties
- Where staff with sufficient technology knowledge are supporting specialised applications or development projects
- Temporary administrative access may also be granted for a short period

If you require administrative rights to your desktop, please complete this application form, then forward to your Head of Unit for approval, then return to ITS Reception, Level 2, Building 17. All submissions will be reviewed by ITS Senior Managers in consultation with the ITS Security Officer and final approval is by the Director of IT.

To be completed by the applicant	
Name:	Faculty/Division or Organisation:
UOW User ID:	School/Unit:
Employee Number:	
Position:	Serial Number of Affected Desktop:
Extension Number:	
Explain why you require administrative rights:	



READ BELOW BEFORE SIGNING

1. You must not make system configuration changes, install illegal or unlicensed software applications
2. As ITS can no longer guarantee the security of the said desktop, you will take all reasonable steps to keep your desktop secure and risk free from any type of intrusion.
3. If your desktop requires rebuilding, ITS will re-image using the standard operating environment image, and return your desktop to its original deployed state.
4. The Director of IT may rescind your administrative rights, if these terms are not complied with
5. ITS reserves the right to amend the conditions of this service as appropriate

Applicant:

I apply for Local Administrative rights having read, understood and agreed to the above

Signed: _____ Date: _____

Head of Unit:

All applications must be sponsored by the Head of Unit or a delegated representative.

I request ITS to grant Local Administrative Rights to the named member of staff on the basis outlined above and I fully understand that support for the said desktop, which falls outside the definition of the Managed Desktop, will be provided by reasonable effort and if necessary the desktop will be returned to its original managed deployed state and administrative rights will be reviewed.

Print Name: _____ Position: _____

Signed: _____ Date: _____

ITS Approval

This request was reviewed by the following ITS Senior Managers in consultation with the Security Officer:

Items/issues required for reviewing YES/NO (if yes specify below)

Approved By:

IT Director: _____ Date: _____