

# Workstation Administrator Access

Administrator Access or Administrator Account – Elevated privileges on a system such as “Workstation Admin” or “Root” which allows a user to install software, change system files, and otherwise make significant system changes on a workstation that could compromise the security of the system.

Least Privilege Required – Security concept that users should only be granted the minimum level of access required to complete their job duties.

University Workstation – University-owned desktop and laptop computers and university-managed systems and devices, including both hardware and software.

Users – Faculty, staff, students and other individuals authorized to maintain university accounts or otherwise access University Workstations.

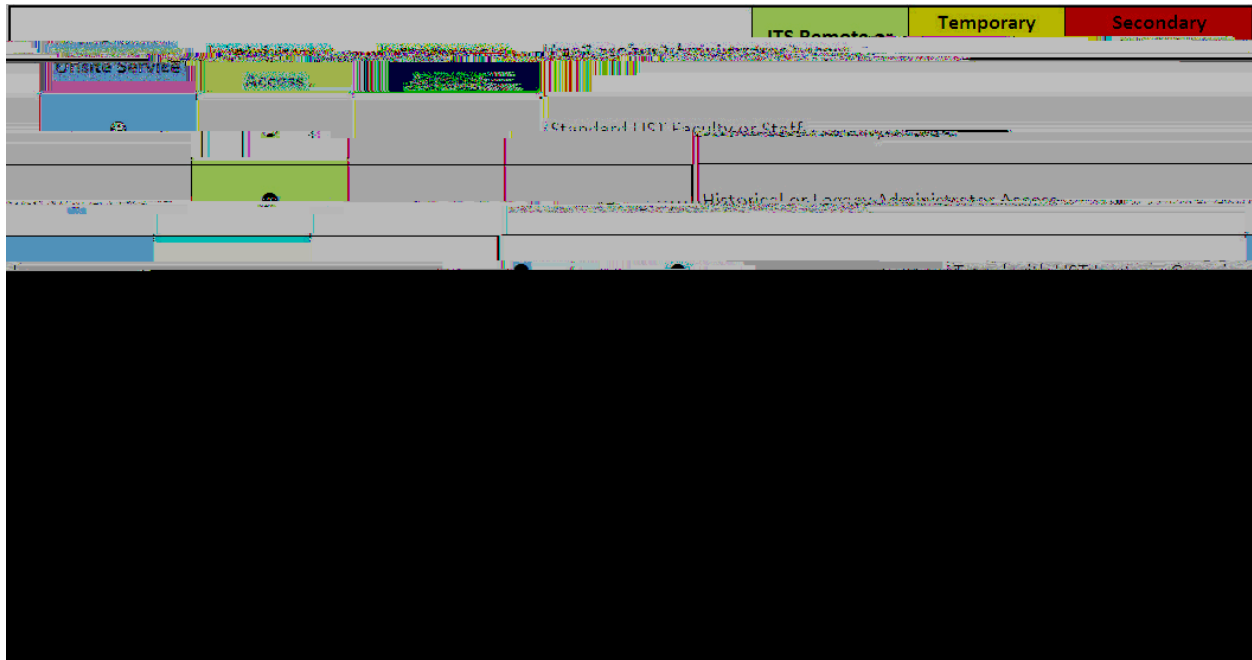
#### SECTION IV. Administrator Access

1. Users will be set up and run as a standard user and will not be granted an Administrator Account or Administrator Access to University Workstation(s), unless the user has a legitimate business need for Administrative Access related to the performance of the user’s job responsibilities. The grant of Administrative Access requires approval by the Information Security Officer or designee.
2. Administrator Access may be granted on a temporary or continued basis, depending on business needs. In all cases, Administrator Access will be granted on a Least Privilege Required basis.
3. Administrator Accounts will be subject to the following conditions:
  1. The user agrees to terms and conditions of use designated by the university.
  2. The user’s immediate supervisor and the President’s Cabinet member with the most direct responsibility for the user agree to the business or academic need for the Administrator Account and to the terms and conditions of its use.

#### SECTION V. Auditing and Logging

1. The use of Administrator Accounts is subject to audit by authorized university personnel.

#### APPENDIX



## REQUESTING WORKSTATION ADMINISTRATOR ACCESS

If you have a business or academic need for recurring workstation administrator access to your computer please fill out this [form](#) to request a secondary account with elevated privileges.

- Under *Request Type* choose Information Security > Security Policy and Compliance
- In the *Question, Comment, or Request* box please be sure to include a description of the business need

Note: All requests are subject to review and approval by the University's Chief Information Security Officer and the requestor's Dean or Vice President.