# CHRISTOPHER NEWPORT
## UNIVERSITY

**Information Technology Services**

PRIVILEGED ACCOUNT REQUEST FORM - STAFF

| SECTION I -Department Head | | | |
|---|---|---|---|
| First Name: | | Last Name: | |
| Title: | | E-Mail: | |
| Phone Ext: | | Department | |
| **SECTION II - User Information** | | | |
| First Name: | | Last Name: | |
| Title: | | E-Mail: | |
| Phone Ext: | | Department/ Office Number: | |
| **SECTION III - Account Type** | | | |

**Select One:**

_____ **LOCAL ADMINISTRATOR*** *(\*Please provide CNU Asset Tag # and Manufacturer's Service Tag #)*
_____ CNU Asset ID    _____ DELL Service Tag or MAC ID

_____ **ITS Privileged Account*** *(\* Please provide System Name/System ID)* _____

**Briefly State the reason and justification Local Administrator or Rights are Required:**

_____

_____

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## SECTION IV - Account Usage Agreement

**The following agreement applies to all requests:** I understand and agree to the following Terms and Conditions:

- This account will only be used when performing actions that absolutely require local administrator rights. All other activities will be performed under my regular user account.
- Only properly licensed software is to be installed on this workstation. Licensing information for any copyrighted software must be forwarded to the ITS Helpdesk, where it will be available to Commonwealth auditors on request. (If you need assistance with this procedure or would like to purchase software, please contact the Helpdesk.)
- No new local-user-access accounts will be created nor existing accounts elevated. (In the event such additional accounts are needed, please contact the Helpdesk.)
- Any hardware modifications, deletions or additions to University computer equipment must be conducted by IT Services. Peripheral equipment including printers, USB-devices. and PDAs are not restricted by this provision.
- Software installed by the University will be neither modified nor removed.
- Network settings will not be modified. (The addition of Wireless Networks is allowed)

1. **Enforcement:** I acknowledge and agree that any breach of this Agreement by me will cause harm to the University and/or its employees or students. I agree that if I commit a breach of this Agreement, that Christopher Newport University shall have the right to take disciplinary action against me and to otherwise enforce this Agreement.
2. By signing this agreement, user agrees to follow Christopher Newport University Acceptable Use Policy and the above Account Usage Agreement.

_____  _____  _____  _____
Applicant Signature                                  Date                   Supervisor Signature                              Date

**INFORMATION TECHNOLOGY SERVICES**
Request Status: ❑ Approved  ❑ Denied
ISO Approval Signature: _____  Date: _____  Ticket ID: _____

Completed By: Technician Name: _____  Date: _____

*Please Upload Completed Form as Attachment to Service Request upon Completion*