

Prairie View A&M University

Administrative Privileges for Personal Workstation(s)

All requests must be typed or printed and must be signed before request will be honored. Send completed form to Information Security Officer at A. I. Thomas Building, Suite 116. Please allow 5 business days for processing.

Authorization to modify computer systems assigned to faculty/staff or personal systems assigned to specific service unit within the _____
(Department Name)

1. Name (print): _____
2. Why are these privileges needed? _____

3. Department or Unit _____
4. Machine Asset Number _____ (or attach separate list.)
5. In signing this authorization request, I agree to adhere to the Prairie View A&M University computing and security regulations on the use of personal workstations. Should I choose to install software on my workstation (s), I acknowledge that I will be responsible for installing and maintaining only licensed software on these systems. The System Administrator, within the (Department Name) _____, will be available for limited support, restricted to re-imaging for systems and updating anti-virus software installed by them. Recovery from catastrophic loss caused by software I put on my workstation (s) may require outside resources beyond the capabilities of the Information Technology Services and this may be my responsibility. Backing up critical data will be my responsibility.

I understand that I will not be given these administrative privileges if I do not sign this form. Also, I acknowledge that I may lose privileges if I abuse them or do not follow Prairie View A&M University procedures in administering any of the computers I use or have under my control.

I have read the attached Administrator/Special Access Policy and agree to abide by it.

Signature Date

APPROVALS (print name and sign)

Department Head Date

System Administrator Date

Security Officer Date

Administrator/Special Access Policy

<http://pvamu.edu/pages/2532.asp>

1. General

Information Technology Services support staff, system administrators and others may have special access account privilege requirements compared to the access privileges of typical users. Administrator accounts and other special access accounts have extended and overarching privileges in comparison with typical user accounts, thus the granting, controlling and monitoring of these accounts is extremely important to an overall security program.

2. Applicability

This procedure applies to all University information resources. The purpose of this procedure is to provide a set of measures that will mitigate information security risks associated with Administrators Special Access. The intended audience for this procedure includes, but is not limited to, all information resources data/owners, management personnel, system administrators, and end users.

3. Definitions

- **Information Resources (IR):** the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

4. Procedures

1. Each individual that uses administrator/special access accounts shall refrain from abuse of privilege and shall only conduct investigations as directed by appropriate University management personnel.
2. In those cases where law enforcement agencies request access in conjunction with an investigation, the request shall be in writing (e.g., subpoena, court order). All such requests shall be reported to the appropriate department head, director, or their designee before any action is taken.
3. Each individual that uses administrator/special access accounts shall use the account or access privilege most appropriate for the requirements of the work being performed (e.g., user account vs. administrator account).
4. The password for a shared administrator/special access account shall change under the following conditions:
 - a. an individual knowing the password leaves the University or department;
 - b. job duties change such that the individual no longer performs functions requiring administrator/special access;
 - c. a contractor or vendor with such access leaves or completes their work.
5. In the case where a system has only one administrator, there shall be a password stored in a secure space (safe or vault) in an envelope such that an appropriate individual other than the administrator can gain access to the administrator account in an emergency situation.
6. When special access accounts are developed for internal or external audits, software development, software installation, or other defined needs, they must be:
 - a. authorized by a department head;
 - b. created with a specific expiration date; and,
 - c. removed when the task or project is complete.