VERMONT TECH

Manual of Policy and Procedures

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Administrative Rights	**T 105**	**2**
	Date:	
	January 2011	

PURPOSE

Limiting rights on computer systems is a proven method for securing networks and mitigating risk. There are instances where elevated rights are necessary and this policy will address the methods of securing those rights.

STATEMENT OF POLICY

The majority of users will have limited rights as defined by the Domain Users Active Directory Group

Only a select number of domain administrators shall be granted.

Criteria:
- The user must have permission from the Chief Technology Officer

Administrative rights on a local machine shall be granted through process described below. Need for updates or software installations are not criteria, those will be handled by the IT department.
Criteria (all must be fulfilled):

- One of these:
    - The user must utilize a work-related application that requires administrative privileges to operate
    - The user works off-campus often with a laptop computer
- The department chair or Dean must submit approval; described below.
- The Chief Technology Officer approves the action in consultation with the applicable Dean.
- Individual must sign the Administrative Rights Option and Responsibility Agreement

Administrative rights on a local machine are subject to removal without notice.

Requests for administrative rights for use in software testing will be denied.

PROCEDURES

To request local administrative rights:

- The department chair, dean or school coordinator must submit a Service Desk support request with the following information:
    - Enter "Administrative Rights Request" as subject
    - List the name and username of the user that is requesting administrative rights
    - List the start and end date for requested access
    - List the reason(s) why the user needs administrative rights (include as much detail as possible such as the software or actions the user is trying to perform)
- The approval will be decided within one week of application.

To test software:

- The user should request the use of the Software testing machine located in the IT department. Service Desk may be used to schedule time on the machine.
- Once the software test is successful, the user may ask the IT department to install the software on the local machine or lab machines as required.

POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

a) January 2011

| Signed By: | _Patti M_ | Patricia Moulton |
| | | President |