

# Computer Administrative Rights Request Procedure

---

- 1) Requester completes Section A (see Computer Administrative Rights Criteria form) and signs Section B of the Computer Administration Rights Request form. The requester must sign and attach a copy of the Computer Administrative Rights Request Procedure (this form) to the request form. The request, with attachment(s), will be transferred to his/her supervisor on the originating campus.
- 2) If the supervisor recommends approval of this request and signs section B, then the request will be transferred to the Campus Dean/Director of Technology. A helpdesk ticket will be created with the scanned request form attached.
- 3) If the Campus Dean/Director of Technology recommends approval of this request and signs section B then the request will be transferred to your VP/Provost.
- 4) If the VP/Provost recommends approval of this request and signs section B then the request will be transferred to the VP of Information Technology.
- 5) The request will be reviewed by the VP of Information Technology. The request will be either approved or rejected. The request will then be transferred back to the originating Campus Dean/Director of Technology for action.
- 6) The form will be scanned and saved in the following directory.

<U:\CampusTechnology\Software - Hardware - Administrative Rights Requests\Computer Administrative Rights Requests>

(All forms, approved or rejected, will be scanned and filed)

I have read, understood and agree to the above procedures and I understand that administrative rights may be revoked if I do not follow the policies and procedures outlined in the [College Network and Software Usage Policy 6Hx2-8.01](#)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name