

Technology Administrative Rights Request Procedure

1. Requester completes a Technology Administration Rights Request form. (Section A)
Requester's signature is required in Section B. The request will be transferred to their Supervisor on the originating campus.
2. The request will be either approved or rejected. The Supervisor signature is required in Section B. The request will be transferred to the Campus Dean/Director of Technology. A helpdesk ticket will be created with the scanned request form attached.
(Refer to step 6)
3. The request will be reviewed by the Campus Dean/Director of Technology depending on the originating campus request. The request will be either approved or rejected. The Campus Dean/Director of Technology signature is required in Section B.
If rejected close the helpdesk ticket and go to step 6.
If the request is approved it will be transferred to your VP/Provost.
4. The request will be reviewed by your VP/Provost
The request will be either approved or rejected. VP/Provost signature is required in Section B. If rejected go to step 6.
If the request is approved it will be transferred to the VP, 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.
6. The form will be scanned and saved in the following directory.
U:\CampusTechnology\Software Approvals & Agreements

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