

Computer Privilege Request Form

Indiana University East

Full-time Faculty Member Only

This form is to request full user privilege for office computers. The option is only available to full-time faculty members at Indiana University East. Please submit the completed form with your Dean/Chair approval to the IT help desk. You will be contacted when your privilege is activated. If you need assistance on completing the form, please contact IT help desk at extension 375. The request is good for one academic year (from July 1st to June 30th). A new form needs to be completed at the beginning of each academic year.

I. General Information (To be completed by the faculty)

Academic Year	
Employee Name	
Office Number	
Phone Number	
Email Address	
Division/Dept.	
Supervisor Name	

Important: Faculty members with full user privileges shall be responsible for:

- Installation and administration of office computers.
- Routine maintenance and backup of office computers.
- Full compliance with University's security policy including installation and regular update of anti-virus software (<http://www.itpo.iu.edu/>).
- Full compliance with University's copyright policy and license agreements (<http://www.copyright.iupui.edu/>).

Special permissions must also be obtained from the Information Technology department to configure any computer systems as servers (i.e., web server, mail server, file server, account server, and application server).

Information Technology Department shall be responsible for:

- Diagnostics, troubleshoots and repairs.
- Conducting routine inspection to ensure the integrity and security of the IUE network.
- Conducting routine inspection to ensure the currency of the licenses.
- Replacing the computers as required by the life cycle policy.

A computer shall be re-ghosted, if it takes more than reasonable amount of effort, determined by the Information Technology staff, to diagnose, troubleshoot, and repair. In this case the user of the computer will loose their elevated user privileges indefinitely.

Violation of the policy will result in disconnection from IU East network until in compliance. All direct costs attributed to a violation of this policy shall be borne by the Division.

Faculty Signature

Date

Division Dean/Chair Signature

Date

II. Policy Information (To be completed by IT)

Privilege activation date	
Computer serial number	
IP address	
IT Contact Name	

III. Support History (To be completed by IT)

Date	Change Description