

Administrative Privileges Request Form

The undersigned faculty/staff member requests administrative privileges for the computer provided by SAU Tech for their use in performing their official duties. Administrative privileges permit the faculty/staff member to, among other things, install software. For these privileges, the faculty/staff member agrees to the following conditions:

1. To install only authorized software complying with license requirements and copyright laws; maintain records of compliance with licensure and copyright authorizations of installed software;
2. To regularly back up all files to an appropriate location/medium (e.g., second hard drive, rewriteable CD, ZIP disk, etc.). If the computer fails to function (blue screens, fails to boot, etc.) the responsibility of Computer Services is to restore the computer to the college's standard for the operating system and licensed software.
3. To accept full responsibility for all software installed and understand that failure to follow licensure requirements and copyright laws is conducted outside the scope of employment of SAU Tech and will hold harmless and indemnify the College for any loss due to violations by the undersigned.

Failure to adhere to this signed agreement will result in revocation of administrative privileges.

Requesting Employee Printed Name

Requesting Employee Signature

Date

Recommend By (signature):

Supervisor

Approved By (signature):

Chancellor's Cabinet Member

Received by Computer Services:

Date received: _____

Date privileges configured: _____

By: _____

Comments: