CCSNH INFORMATION TECHNOLOGY
ADMINISTRATIVE RIGHTS ACCESS REQUEST FORM

To reduce risks associated with potential misuse, CCSNH computer users are not provided local administrative access rights on their CCSNH assigned desktop, laptop or other end-user device. Rather, privileged access for performing administrative functions is restricted and strictly controlled. If you require local administrative access rights to perform your job duties, please complete this form, sign to confirm that you have read and accept the conditions and forward to your direct supervisor for approval.

Applicant Name:
Provide an explanation of the business need for administrative access rights:
IMPORTANT PLEASE READ BEFORE SIGNING 1. You are responsible for adhering to all CCSNH computer information security policies, including acceptable use policy which prohibits installing software or modifying the software configuration of a CCSNH-owned IT asset without appropriate authorization from CCSNH Chief Information Officer. 2. Administrative access rights may only be used when needed to install or update software necessary to perform your job. 3. Administrative access right may only be used on an end-user device assigned to you. 4. You must adhere to the end-user license agreement associated with any software installed. 5. The installation of unauthorized or unlicensed applications is not allowed. 6. All software required by CCSNH must be kept installed, updated and functioning. 7. You must ensure that any end-user device assigned to you is properly connected to the CCSNH network so that it can receive scheduled software patches and upgrades. 8. You must take all reasonable steps to protect against viruses and other threats. 9. Any modifications that disrupt the usability of the end-user device or software will not be the responsibility of CCSNH information technology staff. In the event of a device failure or instability, CCSNH will restore the end-user device to the standard base image, you will be responsible for restoring any applications, configurations and associated data beyond the standard base image. I am requesting local administrative access rights having read, understood and agreed to the above. _____   _____ **Applicant Signature**   **Date**
To be completed by Direct Supervisor: I am requesting that the above-named employee be granted local administrative rights on the basis set forth above. _____   _____ **Supervisor Signature**   **Date**
Approved: _____   _____ **CISO Signature**   **Date**