

## CNU Application for Local Administrative Rights

Note: Please provide the following information. Sign and date in the spaces provided below. Return this form to: Director of IT Services, McMurrin 119 or fax to 594-7500

<b>User Information</b>	
Name:	_____
Title:	_____
E-mail Address:	_____ Telephone Number:_____
Department:	_____ Office Location: _____
Signature:	_____ Date:_____
Services Required:	Local Administrator Rights _____
	Machine on Which to Install _____
Reason local administrator rights are needed:	

Approved by Supervisor: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date:\_\_\_\_\_

CIO Approval: \_\_\_\_\_ Date:\_\_\_\_\_

You can fill out this form on-line, print it, sign it, have it approved, and then fax it to 594-7500 or deliver it to McMurrin Hall Room 119.

Department Head/Supervisor Checklist for local administrator rights:

1. Users should discuss the viability and need for local administrator access with their supervisor.
2. **Local administrator access to a user's machine is a tool that should be reserved for experienced computer-users with a compelling need.**
3. If the supervisor approves, the user must complete this application and submit it to their supervisor.
4. The complete form and required documents must be submitted to the department head for review and forwarded to the CIO for final approval.
5. Applicants whose request for local administrator rights has been approved must complete training provided by CNU's IT Services before the special access is set up.