

**Sonoma State University
Department of Information Technology**

Application for a Local Administrative Account

Name: _____
Department: _____
Employee ID: _____
Computer SSU ID: _____

Local Administrative Accounts create important Information Security challenges. It is the applicant's responsibility to understand and adhere to the guidelines described below:

- Local Administrative Accounts should be used only for installing software, installing security patches for applications and the operating system, cleaning and removing viruses, adjusting or maintaining system settings.
- Active Directory Accounts should be used for all purposes not requiring administrative access.
- Local Administrative Account IDs and passwords should not be shared with others.
- The SSU/IT account must not be removed. It is needed for emergency maintenance.
- The applicant must ensure that the computer is maintained in a safe and secure manner, verifying that all current released patches for the Operating System and Antivirus definitions are up to date. Frequent scans for spyware must be conducted. The IT Helpdesk can help with the selection of appropriate tools (usually free).
- The applicant must ensure that backups of all important locally stored data on the computer will be conducted. (These backups may be needed if a rebuild is necessary.) Each employee's Active Directory Account provides file storage space on servers managed and backed up by SSU/IT. It is recommended that essential files are stored on the server.
- Personal Confidential Information must not be stored on the computer without permission from the campus Information Security Officer. For further information, please see the campus official policy at <http://www.sonoma.edu/uaffairs/policies/PCI.htm>.
- If there is any indication that the computer has been compromised by virus, spyware, or break-in, notify SSU/IT immediately by calling the 664-HELP.

I undersigned and agree to the guidelines and conditions detailed above. I am aware that failure to adhere to these guidelines may result in revocation of Local Administrator Account.

Signature

Date