



**Certification for Management and Administration of University Computers**

This certification provides approval from the department of Information Technology to allow the below listed individual to manage and maintain computers and or Servers not housed or managed centrally by Information Technology.

Certification is contingent on the individual and their department meeting and maintaining the security standards set forth by Information Technology as can be referenced in the Windows Security Standards and Unix/Macintosh Security Standards which can be found at: <http://security.sonoma.edu/standards/>.

Certification is also contingent on the individual and their department reporting all information security events and incidents to the IT Helpdesk as per the SSU Information Security Incident Reporting Procedure.

The individual signing below certifies that there are documented appropriate access controls in place for all systems managed by the individual. Additionally they certify that there are documented procedures for password management, patch management and change control. The individual also certifies that system logging is setup and logging specific elements as outlined in IT Logging Elements Standard which can be found at: <http://security.sonoma.edu/standards/>.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Systems to be managed: \_\_\_\_\_

Type of servers or Workstations to be managed (include property #):  
\_\_\_\_\_

Services provided by Servers or workstation:  
\_\_\_\_\_

I, the undersigned certify that I have read and understand the standards referenced above and agree to abide by those standards for all computers and/or servers to be managed by me. I further certify that I have the necessary knowledge and skills to provide system management for the above servers as well as the knowledge and skills to implement the referenced standards.

Signed by: \_\_\_\_\_

<p>For IT Use</p> <p>Approved by : _____</p> <p>Title: _____</p>
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