User/Administrator Privilege Selection

University of Houston Clear Lake

When a Windows or Mac workstation is being configured for your use, UCT can assign your account to one of the following privilege levels based upon your role and responsibilities:

USER PRIVILEGES: Accounts configured with USER PRIVILEGES are able to:

1) Run applications certified as compatible with the current operating system.

2) Install any program as long as it neither modifies the operating system files nor installs system services.

3) Customize system-wide resources including printers, date/time, control panel and power options.

4) Receive priority two-day support turnaround, i.e., you are eligible to receive hardware and software response by UCT staff within two working days from the time the UCT Support Center receives your work request (by walk-in, calling 281-283-2828, or emailing supportcenter@uhcl.edu).

ADMINISTRATOR PRIVILEGES: Accounts configured with ADMINISTRATOR PRIVILEGES are able to:

1) Install supported operating systems and software. Please note that UCT will provide only a university licensed version of Windows. MAC OS versions must be purchased by the department/school. Any other OS must be purchased by the user.

2) Update operating system software and install service packs. *__Please note that your security practices must ensure that security updates for all of the software products on your workstation are installed in a timely manner.__*

3) Manage security audit logs and configure critical system parameters, e.g., password and audit policy, access control, drivers, etc.

4) Take ownership of files that have become inaccessible on one's local hard drive.

5) Receive hardware and software support from UCT but, due to the complexity of supporting customized workstations, at a lower priority than if you were assigned USER PRIVILEGES.

> **PLEASE NOTE: UCT strongly recommends that accounts be configured with USER PRIVILEGES wherever possible**.
>
> *Any workstation configured to grant your account USER PRIVILEGES rather than ADMINISTRATOR PRIVILEGES is less susceptible to viruses and other forms of malware when you use the account to access email, Internet services, removable media, etc.*
>
> *If you are a member of UHCL's faculty or staff whose job-related duties require you to have ADMINISTRATOR PRIVILEGES on a specific workstation, such access may be granted with the approval of UHCL's Information Security Officer.*

PLEASE COMPLETE THE FOLLOWING LINE:

Computer name	UHCL User Name	Print your name	Your signature	Date

AND INDICATE YOUR PRIVILEGE LEVEL REQUIREMENT BY COMPLETING EITHER SECTION A) or B):

A) I accept the recommended configuration. Please grant my account USER PRIVILEGES on the computer specified.

_____
Initials

B) I require my account to have ADMINISTRATOR PRIVILEGES on the computer specified for the following reason(s):

☐   The device will be used off campus a majority of the time.

☐   The device is a MAC computer that only allows one apple ID to run updates

☐   I am required to use specialty software products that are not supported. Please list software:

_____

☐   My research requires that I have administrative access to my computer. Please explain:

_____

☐   Other reason. Please specify:

_____

I understand the risks, my responsibilities, and the lower UCT support priority associated with this privilege level.

_____
Initials

Information Security Officer's
approval for administrator privileges:

Print name (ISO)	Signature (ISO)	Date