

Administration Rights Request

AgIT Systems

Procedure No. S1.3.56

Procedure Statement

The Agriculture Information Technology (AgIT) procedure regarding establishing Administration Rights explains the use of the Administration Rights Request form.

Reason for Procedure

This procedure outlines the information needed by AgIT before establishing any administration rights on any given machine. The information in this form assists AgIT with gathering required information needed to complete this request.

Procedure Specifics

The form is necessary for AgIT to install admin rights for any person on any machine. This form should be filled out any time a request for admin rights is made. After completing the form, fax it to AgIT at 765-494-8342. Note: If you have a copier/fax machine you can scan and fax the form using the “AgIT help” ticket address: *agithelp@purdue.edu*. You will need one form for each of the different requests on each of the machines.

Requests may be denied if:

- The staff member is not a full time office employee.
- CED/DD denies the request.
- There is security vulnerability.
- Other office staff already have Admin Rights and can complete the same function or output.
- The software is out of date and cannot run on current operation systems.

AgIT will contact you to inform you of the decision on your request and/or to activate the administrative rights.

Password Sharing

Purdue University Policy states: “Violations of this policy or any other University policy or regulation may result in the revocation or limitation of IT Resource privileges as well as other disciplinary actions, or may be referred to appropriate external authorities. “

Procedure

