

UL Lafayette Policy

Governing the Granting of Administrative Rights to Faculty/Staff Workstations

Administrator rights are typically reserved for University Computing Services (UCS) personnel who are responsible for providing administrative services such as system maintenance and user support. However, in unique instances, administrative rights may be issued to faculty and/or staff on either a temporary or ongoing basis to perform tasks within the scope of employment. Users who have demonstrated the ability to configure and manage their workstations and who possess an understanding of the responsibility of maintaining appropriate security measures may be granted administrative rights on their computer. Users who have been granted administrative rights on their workstations are herein referred to as authorized users.

Authorized user privileges

Authorized users will be provided a secondary account with administrative access rights to their local computer. Use of this account will enable the authorized user to install software, create new accounts, and revise or manipulate system settings on their workstations.

When an individual obtains administrator authority, he or she will retain that authority unless job requirements change or the user determines administrator rights are no longer needed.

To ensure the authorized user remains current with technology developments, they must pass an annual on-line refresher tutorial and mastery exam. A record of the initial exam results, administrative rights application, and justification will be maintained in the Human Resources department files. Subsequent refresher exam results will also be maintained in the Human Resources department. Assistant dean approval will not be necessary with the refresher exam process.

The authorization process for all part time instructors who routinely renew their contract with the University will be the same as full time faculty.

Authorized user responsibilities

Authorized users must strictly observe and agree to adhere to the UL Lafayette Administrative Policies and Procedures x.x.x Policy Governing Access to and Use of University of Louisiana at Lafayette Computing Resources.

Authorized users are advised to log in using their primary account (without administrative rights) for routine computer use and only utilize the administrative access account when system administration (e.g., software installation, reconfiguration) is required.

Authorized users will be added to a local mailing list that will enable the UCS

department to provide a continuing mode of communication associated with software security, vulnerabilities, and/or new virus issues. UL Lafayette UCS will also maintain a list of suspect applications and related vulnerabilities on the UL Lafayette web site.

Authorized users are responsible for maintaining the integrity of their workstation.

Authorized users are responsible for any accounts they create on their own computer.

Authorized users must maintain software licensing information for any software they personally install on their workstation.

Authorized users are responsible for routinely checking for and eliminating spyware, or any similar data gathering and reporting software, from their workstations.

Authorized users must not install or use certain types of software that are considered insecure or that do not incorporate an encryption scheme. These include but are not limited to email applications, FTP clients, and Telnet applications that do not employ secure connections. *"The UCS department will maintain a list of recommended and prohibited software on the UCS website."*

Authorized users must report any system failures and/or compromises in security measures to the UCS Help Desk.

Authorized users must refrain from elevating their regular domain account, or the domain account of others, to Administrator or Power User level."

University Computing Services Terms of Support:

The UCS department will continue to provide Microsoft system patches, application software patches, and antivirus updates through the system wide client management platform to all UL Lafayette workstations. UL Lafayette computer users must not block or in any manner disable and/or revise any services on the workstation that may prevent these and other routine maintenance procedures.

UCS will not be able to restore a configuration customized by the user. In the event of a computer failure, the UCS Help Desk will restore the original base image on the computer.

The base image includes an operating system and any software maintained by the UCS department. All documents that are synchronized to the network server will be restored if possible.

Alternatives to Authorized User Status

As an alternative to personally acquiring administrator rights on the workstation the UCS departments recommends and fully supports the following options.

1. Contact the University Computing Services help desk to schedule software installations.
2. Contact University Computing Services to request the installation of a virtual platform

that will allow installation and testing of software on the workstation.

Criteria for Authorized User Status

The sole criterion for granting authorized user status is an indication of ability on the part of the applicant. To prove ability, the applicant must complete an online evaluation developed by the Technology Committee. In most instances, the program will certify a high level of computer literacy and an understanding of basic security issues.

Applying for Authorized User Status

Applicants for authorized user status must:

1. Read the UL Lafayette Policy Governing the Granting of Administrative Rights to Faculty/Staff Workstations, the UL Lafayette Administrative Policies and Procedures section x.x.x, and UL Lafayette UCS information regarding administrative access.