

Local Computer Administrator Access Responsibility Acceptance Form

Faculty/Staff Member and User Acceptance Form

This access is made available to the employee at the department's request in order to facilitate the installation of work-related software where necessary to perform a work-related function. Access is not granted to set or change security, access data other than your own, or install non-approved software or applications. Said access is granted to your account only and only for your use. You may not share your access or your username and password with anyone.

Please INITIAL each statement (BOTH department head and user must initial):

Dept Head	User	I agree that/ I understand that....
_____	_____	I understand that being logged in as a user with administrative privileges makes the computer more vulnerable to outside attacks and malware installations.
_____	_____	I / we understand that I / we are applying for administrator access to only the computer at the bottom of this form and that, should such access be needed on a additional computers, it will be necessary to apply using a separate form for each machine.
_____	_____	I / we understand that administrator access for this machine does not constitute control nor ownership of said machine.
_____	_____	I / we separately and together agree to hold ourselves responsible for all activity performed on this computer using this user name and logon.
_____	_____	I understand that it is possible to purposely or accidentally install software that will render the computer inoperable and I agree to hold myself / ourselves responsible in such an event.
_____	_____	I agree to install only properly licensed software and to be personally and collectively responsible for maintaining proof of such license.
_____	_____	I understand that having a license to install software on my home computer does not grant me the right to install that software on a university-owned computer.
_____	_____	I / we agree to abide by the University Rules and Procedures regarding information security, including those relating to acceptable use. http://www.tamu-commerce.edu/administration/Rules&Procedures/rules_procedures.asp?RID=183 .

Department Head:

Printed Name	Signature
Date	Department

User:

Printed Name	Signature
Date	CWID (required)

751- Computer Inventory Number	Location (Building and Room)
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