

# COMPUTER ADMINISTRATIVE RIGHTS EXCEPTION REQUEST

Request for Exception to Normal Computer Administrative Rights Rules  
at the FAMU-FSU College of Engineering

## Overview

This form is used to document, justify and approve exceptions to the normal policies and procedures for access to administrative rights by end-user computers at the college.

## Normal Administrative Rights Rules and Exceptions

By default, end users are not provided with administrative rights to their college-owned computer. University policy reserves administrative rights for trained IT professional who require these rights to perform their official duties (see <https://its.fsu.edu/about-its/it-policies>).

However, it is recognized that some users may need to perform certain computing activities, from time to time, that require elevated permissions. To address this, CCS provides a process for requesting a special account with administrative permissions that can be used for elevating privilege only when needed. Such requests require justification and must be approved by the Dean (or designee). Additional rules apply to use of this special account, and violation of those rules is grounds for disabling the account.

## Use of the Exception

If the requested exception is granted, the user will be issued a new account that provides administrative privileges on the requested computer. This account is NOT intended to be used for routine computing activities, or to log in to the computer, but only to allow elevation of privilege when required to perform such functions as may require such elevation.

## Additional Information

Note that exceptions are typically granted to A SPECIFIC USER on A SPECIFIC COMPUTER; they are not granted as a blanket for a specific user on multiple computers, or for multiple users on a specific computer. However, where reasonable and appropriate, one form may be used to request exceptions for a single user across several related computers, such as a group of computers within one lab/research project. The involved computers shall be listed in the appropriate area below.

Even with the approval of exceptions, users shall not install software, nor make hardware changes, without reporting the installation/change to CCS via our normal support request process. This is essential for proper tracking and quality assurance purposes.

Approved exceptions remain in place indefinitely, but are non-transferable – they apply ONLY to the specific user and computer for which approved. The user/requester is responsible for reporting to CCS any significant changes to the original justification. CCS will periodically “audit” requests to assure that circumstances remain consistent to those approved.

## Questions / Support

If you have questions or concerns about these Exceptions, or for any IT support needs, contact College Computing Services. You may submit a request online at <https://ops.eng.famu.fsu.edu>, via email to [CCS-request@eng.famu.fsu.edu](mailto:CCS-request@eng.famu.fsu.edu), or by calling (850) 410-6446.



The Request

I, \_\_\_\_\_, request that I be granted administrative rights to the following computer(s):

\_\_\_\_\_.

The justification for this exception is:

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Effective dates (if not indefinite): \_\_\_\_\_

I agree to follow university and college procedures for use of these rights, including but not limited to:

- Using the administrative rights only when absolutely necessary for essential work;
- Protecting the administrative credentials, and not sharing them with others or otherwise allowing others to utilize the access I have been granted;
- Reporting all software installations or significant configuration changes to CCS;
- Maintaining all CCS access and monitoring as may be set up on the computer(s).

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

CCS Review/Acknowledgment

Tech Review: \_\_\_\_\_ Date: \_\_\_\_\_

Leadership Review: \_\_\_\_\_ Date: \_\_\_\_\_

Approval

This request is:            APPROVED            REJECTED

By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the fully-executed form will be retained in CCS records, and a copy will be provided to the end user.

