

Emory College Administrative Privileges Exception Form

Administrative privileges (sometimes called root privileges) allow a computer user to have total and unfettered access to install software and make system level changes to their computer. It is an industry best practice to grant all users non-administrative privileges by default. The College follows this practice in order to aid in protecting the integrity and security of the College computing environment. The following risks are associated with the granting of administrative privileges:

- Ability to install software that interferes with normal operating system or application behavior.
- Intentional or unintentional changes made to the system that causes it to fail or operate in an unexpected manner.
- Malicious software that takes advantage of administrative privileges to infect the system.

Emory College Computing Support (ECCS) recognizes that there are cases in which members of the College community require administrative access to their computers. If you feel that this access is necessary, please complete this form and return it to your computing support specialist. If you are unsure of who your local support representative is, please e-mail eccs@emory.edu for further assistance. Once the request has been reviewed, ECCS will create a second "local" administrative account on your computer that can be used to perform necessary administrative tasks. Alternative options may also be considered. ECCS will retain copies of all exception forms.

By filling out this exception form, you agree to the following:

1. You will exercise caution in using your administrative privileges in order to protect the integrity and security of the College computing environment.
2. You agree to only install software that has been licensed to you, or to Emory University.
3. You will not attempt to remove or circumvent any security software or controls on your computer.
4. You will notify ECCS if your administrative privileges are no longer needed.
5. If a security breach occurs, ECCS may take the following actions:
 - a. Removal of the computer from the network to prevent the loss of sensitive information or the compromise of other systems.
 - b. Rebuild the computer operating system and software.
 - c. Removal of administrative rights from the workstation if repeated security incidents occur.



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Please complete this form and return it to your local support representative.

1. Name: _____

2. Department/Program: _____

3. Phone number: _____

4. Emory NetID: _____

5. Please explain why you are requesting administrative privileges:

6. If you have more than one computer, please specify the computer for which you're requesting administrative privileges:

Requestor's Signature

Date

ECCS Approver

Date

For ECCS Use Only:

Approved

Notes:

Date Implemented: _____

Remedy Ticket Number: _____