

[Complete Sections 1 & 2. Forward to IT Customer Services. Please allow 10 days for processing.]

This form documents requests for and approval of non-standard local PC privileges on the YSU Enterprise Network. By signature of this form, the applicant and the applicant's supervisor warrant that the privileges requested/granted are needed in performing the applicant's YSU job duties. Improper use of these privileges may negatively affect operations of the YSU Enterprise Network, its users and/or the operation of the local PC.

SECTION 1: APPLICANT INFORMATION *(Please print.)*

Name: _____ YSU email: _____
Last Name First Name
Banner ID: Y00 _____ Job Title: _____

Department Name: _____ Extension: _____

Employment Status: *Check the box if you are a full-time faculty member*

SECTION 2: PRIVILEGE(S) MODIFICATION *(Applicant completes. Applicant & supervisor sign. Forward to IT Customer Services for processing. Contact the Tech Desk, Ext. 1595 for consultation or assistance.)*

Identify "TS" Tag Number of Your Local PC: TS _____

Describe the local PC activity needed to fulfill job duties *(e.g., need to install licensed fonts for use with Adobe and Microsoft products as part of course curriculum preparation)*:

- OR - Remove ALL Non-STANDARD Local PC PRIVILEGES *(if exceptional privileges are no longer needed)*

Applicant's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Name: _____ Phone: _____
Last Name First Name

Signatures above indicate your request/approval for local PC privilege(s) modification and you acknowledge the need to understand and actively manage the risks associated with such including ensuring all software is properly licensed. All use must comply with University Policies including 4009.01 Responsible Use of University Technology, with Ohio Revised Code 2913 and with all policies and laws governing acceptable use and the confidentiality of student, employee and institutional data. Violations, including improper use of technology resources and/or associated privileges may result in legal and/or disciplinary action that may include dismissal. Sharing of accounts and passwords is prohibited. Account activity may be monitored.

SECTION 3: PROCESSING *(IT Customer Services processes absent any exceptional technical/security concern. Exceptional concerns, if any, will be noted for discussion and resolution.)*

Domain Admin: _____
Printed Name Signature Date

Exceptional Processing Only *(note concerns)*: _____

Disposition: Accepted for Processing Denied

IT Management: _____
Printed Name Signature Date

Applicant: _____
Printed Name Signature Date

Applicant Supervisor: _____
Printed Name Signature Date