INCREASED COMPUTER RIGHTS POLICY

When requesting increased computer rights, be advised that you must comply with the following CUNY policies:

(1) CUNY's Information Technology Security Procedures

(2) Acceptable Use of Computer Resources

These policies must be strictly adhered to.

In addition, by requesting increased rights on your machine which will permit you to install software, you will now be entering into a partnership with the Office of Technology Systems. Since it is very difficult to debug a pc when others install software, the Office of Technology Systems will only able to help you in case of a major system or supported application failure by providing a new image of your computer. This image will bring your machine back to its original state as if it was just delivered to you. Your data and/or programs which you installed will not be part of the image. You are responsible for backing up all data on your machine which you deem crucial to your College function(s). You will then have to transfer the data and/or programs to the newly imaged machine. The Office of Technology Systems can assist you in transferring data from you backup (if it exists and is corrupt) only for programs supported by the College.

It is also crucial that you are vigilant in keeping your antivirus and spyware software installed and up to date.

Signing this form states that you have read the CUNY policies, understand the information contained in the CUNY policies, agree to abide by the CUNY policies, understand the partnership you are entering into with the Office of Technology Systems and agree to the terms of the partnership.

Reason for requesting Administrative Rights:

_____

_____

_____

Name (print):_____Signature:_____

CSITag #:_____PC Serial #:_____

Authorization:

Dean / VP (print):_____Signature:_____Date: _____

Please return form to Office Automation 2A-300

--------------------------------------- DO NOT WRITE BELOW THIS LINE ---------------------------------------

VP of Technology Systems: _____