



Administrative Privileges Agreement

Normally, A&M-San Antonio employees are not granted administrator rights to campus-owned computers. This is done for several reasons including (but not limited to) software license compliance, protection of the campus network from rogue software, and to provide the most reliable and trouble-free experience possible for the employees. Technology Services staff assume the responsibility for installing and updating campus-licensed software, keeping anti-virus and anti-malware protection functioning properly, and other similar functions.

By granting you administrator privileges on campus-owned computers, you agree to the following:

- The elevated privileges will only be used when required to perform a task requiring administrative rights. **You must not use elevated privileges for normal day-to-day activities.**
- You will not install software on an A&M-San Antonio computer that has not been licensed for use.
- You will be responsible for the installation of all unsupported software (legally-licensed software not purchased and maintained by the University; for example, open source software, freeware, etc.).
- You will ensure that the standard computer configuration is maintained, including standard software and all other administrative accounts.
- You will not disable anti-virus systems and will remain diligent to abide by safe online practices in order to prevent malware from infesting the computer and spreading to other network systems.
- You will not downgrade, upgrade or change the configuration of campus-installed software without prior approval and instructions.
- You will ensure that any locally stored personal data is backed up to another location (either a network share or a locally-connected removable drive).

In addition, by signing this agreement, in the event that the computer stops functioning normally, Technology Services staff may have to “reimage” the computer to a base-line state, **which may result in the loss of personal data and/or loss of computer access.**

Administrator privileges will be reviewed and validated at least annually to ensure compliance with A&M—San Antonio information security procedures.

Please provide the rationale for this waiver. _____

By signing this agreement, I agree to the terms and conditions stated above.

Signature of Employee

Signature of Supervisor

Print Employee Name

Print Supervisor Name

Date

Date

Windows PC Name(s)

Department/College

Please send completed form to helpdesk@tamusa.edu. It may take up to 3 business days for processing.