University of Washington Bothell

Information Technologies

Administrative Access Agreement

How to get administrative access to your computer

- Contact the Information Technologies (IT) helpdesk at 2-3456 or it@uwb.edu to schedule a brief set-up and orientation meeting with an IT representative.
- At the meeting you will be given a secondary, administrative account (logon). You should continue to use your regular logon for all computer work except when the administrative account is necessary (for example, when installing or updating software).
- The IT representative will review this document with you and show you how to use your administrative account.
- Please note that administrative accounts may not be set up on any shared computers.

Your responsibilities

- Regular software security patches and updates. You are responsible for the security of the computer. You need to be conscientious about how this responsibility affects all faculty, staff, and students who use the network.
- Software licensing. You are responsible for ensuring that all software you install using administrative access is properly licensed for use at UW Bothell, and for maintaining auditable records of installed software.
- Appropriate use. Your administrative account may never be used to view or modify any accounts or other users' data, or to modify security settings.

IT responsibilities

- Standard hardware and software. In accordance with UW Bothell's equipment replacement guidelines, IT provides each permanent faculty and staff member a preconfigured computer running UW Bothell's standard suite of software.
- Software purchasing and licensing. IT purchases and maintains licenses for our standard suite of software.
- Inventory. IT inventories all UW Bothell-owned computer equipment annually.

How support works for those with administrative access accounts

- You assume responsibility for computer support related to any software you install, or any issues that may be related to those software installs and upgrades.

- IT recommends that you back up critical files and data on either the UW Bothell file servers or removable media such as thumb drives or writeable CDs. You assume responsibility for backing up any files saved on your local computer.
- If, as a result of your use of the administrative account, your workstation has problems that require technical troubleshooting or has its security compromised, IT will erase the hard drive, re-install our standard suite of software, and return the computer to you in its original state.

By signing this document, you indicate an understanding of this information, and you accept the responsibilities described above.

Signed _____Date_____

IT Representative _____Date_____