

# The Southern Baptist Theological Seminary

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## Request for Administrative Rights on Seminary issued laptop

Please fill out this form completely and submit to Campus Technology along with the signed user agreement document.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

Seminary Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please specify in the space below the reason why you are requesting Administrative Rights on your computer:

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## Administrative User Privilege Agreement

Campus Technology recognizes that certain users may desire administrative access to their Seminary owned computer to more effectively perform their duties. Administrative access will be granted only with the approval of the Director of Network Services or the Vice President of Campus Technology. Users with administrative access must read and acknowledge the following conditions.

1. Campus Technology must always be able to apply any necessary patches or updates and perform any necessary maintenance.
2. The installed Anti-Virus software must remain up to date and active.
3. No modification or redistribution of Seminary issued or licensed software is allowed.
4. All Seminary owned and issued software must be installed by Campus Technology.
5. Any business software that is installed must be properly licensed and in compliance with the software vendor's policies.
6. The user may not reassign the device to another employee without the authorization of Campus Technology.
7. Passwords, install codes and other account information are never to be shared with anyone.
8. Other user accounts on this device are not to be altered at any time. The only password reset-permitted is the one for your own user account.
9. Seminary security policies and software must not be altered or removed.
10. Devices and software that have not been approved by Campus Technology will not be supported.
11. It is your responsibility to back up your files to the network or on an external device.
12. Do not store personal files on the Seminary's network storage. You may consider using Google Docs, Dropbox or similar services for personal file backup.
13. No illegal software or acts will be tolerated. This machine is only to be used for legal purposes. Pornography and other offensive materials are strictly forbidden and will not be tolerated by Seminary administration.

Campus Technology will troubleshoot problems within reason on the device but will give considerably less support than non-administrative users. Problems requiring extensive support will require "re-imaging" the computer which will clear all files and user installed applications.

Device Property Tag:

Device Model No:

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\_\_\_\_\_

Printed User Name:

User Signature:

Date:

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Signature of Approving Campus Technology representative:

Date:

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