



**Use of Local Login accounts with Administrative Access
Request and Approval Form: Permanent Access**

This form allows the use of a Local Admin account with administrative access for a user on a computer. When a user wants to acquire a local login with Administrative Access, the process is to contact their Unit Head to begin the request and approval process. Should the request come to a member of AAIT, the user will be directed to the Unit Head.

I _____ Print Name **have a PSU-owned computer, and I would like to gain:**

Permanent Administrative Access (For the life of the computer; this form will need to be re-visited with the issuance of new hardware.)

With all cases of having administrative access granted, I agree to the following:

- I have read and understand the Admin Access Policy, and University Policy AD20 (Computer and Network Security).
- I understand that in any case of compromise that gains the attention of University Security, I may lose physical access to and possession of my machine until such time all questions regarding the nature of that compromise are resolved.
- I understand that repeated failure to maintain these responsibilities may result in the revocation of administrative access (at the determination of the Unit Head, in conjunction with discussion with AAIT).
- I understand that running as an Admin account increases the chances that my computer is vulnerable to a compromise, and could expose any Personally Identifiable Information (PII – such as SSNs, Credit Card, and Bank Account numbers) that may exist on the machine. That exposure could directly result in fines and/or notification costs charged to the Unit.

Computer Make/Model: _____ Serial: _____

Department / School: _____

User: _____ Signature Date: _____

Unit Head: _____ Signature Date: _____

AAIT Manager: _____ Signature Date: _____

PII Scan Conducted by: _____ Date: _____

Description of need for admin access: