

Impact Statement

Administrative privileges on modern desktop Operating Systems grant users complete control over most functions and features of the Operating System and Applications. Unguarded computing habits can lead to malware infections that can cause detrimental effects ranging from the widespread exposure of sensitive information stored on the device to compromising the performance and security of the entire University network.

Conditions (requirements to acquire an administrative account)

Aside from software provided by the University, the user bears responsibility for any loss or corruption of files due to his or her use of the privileges available through the administrative account.

Use of Confidential or Category 1 data

Midwestern State University maintains many forms of information which must always be treated as confidential, including:

- Social Security numbers
- Drivers Licenses or other government-issued identification
- Credit/debit card numbers and pins
- Usernames with passwords
- Student records (GPAs, transcripts, grades, test results)
- Health records
- Confidential research data
- These forms of information must not be stored, transported, or taken home on portable devices (e.g., laptops, flash drives) of any type without the express approval of the user's immediate supervisor, as well as the department's Vice President and the Office of Information Security.
- Where approval is granted, additional password protection and encryption of data are required. No exceptions can be made to this requirement.

JUSTIFICATION FOR ADMIN ACCESS:
☐ System ☐ Software ☐ Application ☐ Other

Please list the reasons elevated administrative access privileges are being requested, be as specific as possible.

EMPLOYEE INFORMATION:

Last Name:	First Name:
Phone:	Email:
Building:	Department: Room:

SYSTEM INFORMATION:

Host Name:	IP Address:
Operating System:	Anti-Malware Software:
Manufacturer:	Model:
Serial Number:	MSU Inventory Number:

INFORMATION SECURITY STATEMENT

In order to perform my job duties and fulfill my responsibilities to Midwestern State University, I am requesting administrative privileges on my Midwestern State University-issued computer. Midwestern State University has issued this device to me and I am the primary user and custodian. I understand that this access allows me to install and update software and I must confirm the authenticity of all software before installing.

I understand that Midwestern State University Policy (4.197) on Acceptable Use of Computer Resources will apply.

Requestor's Signature:	Date:
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APPROVALS:

Supervisors Last Name:	First Name:
Supervisors Signature:	Date:
Chair, Dean or VP Last Name:	First Name:
Chair, Dean or VP Signature:	Date: