WAYNE STATE
UNIVERSITY

COMPUTING & INFORMATION
TECHNOLOGY

Administrative Rights Access Form

Desktop Rights Management, Administrative Rights Access Form (ARAF)

Important Information Related to Administrative Rights - PLEASE READ FIRST

This form must be completed in its entirety for each individual employee and associated individual workstation:

- Only one employee and one workstation per form.
- We recognize there are certain situations where the least privilege for some employees on an individual desktop workstation requires elevated rights. These employees and the individual workstations must go thru an approval process to ensure the justification is valid. The approval process includes review from employees within their own business area as well as individuals internal to DeskTech.
- Employees who are granted administrative rights on an individual workstation, must abide by specific terms and conditions which are described in the "Administrative Rights Access Policy."

I certify that in order to carry out my mission at Wayne State University I need administrative rights on the identified computer, and I have read and understand the Administrative Rights Access Policy, and agree to its terms. (Full name here)

_____   _____/_____/_____
NAME   **DATE**

Employee Information

    1. Employee requesting administrative rights:

        a. **NAME**   _____

        b. **AccessID**   _____

        c. **PHONE**   (   ) _____ - _____

        d. **DEPARTMENT**   _____

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2. **EMPLOYEE SUPERVISOR** _____

3. **JUSTIFICATION** _____

_____

_____

_____

4. **DURATION** _____

5. **DIRECTOR SIGNATURE** _____