This form must be completed by anyone requesting administrative rights to a server or application managed by the IT Windows Server Team. A pre-requisite is for the individual to have requested a separate account from IT User Administration (via the Service Desk) for the purpose of administrative access.

Requests for administrative access must be authorised by the relevant Faculty IT Manager. Where the applicant is a Faculty IT Manager, authorisation must be from the appropriate Dean of Faculty.

Administrative rights are granted only to the individual detailed in this form. Administrative access/credentials must not be shared with others and it is not permitted to grant administrative to other accounts. A 15 character password, which is only known to the account holder, must be applied to the administrative account and changed on a 3 monthly basis. This account must not be used to run services or scheduled scripts on servers.

Administrative access will only be granted where a legitimate business purpose to support the University of Leeds exists and is justified by an explanation as part of this application. Users with administrative access are expected to consider the security implications of the changes that they apply to a server and must keep the number of changes to a minimum. The individual should consult with the IT Windows Server team to discuss the security implications of any administrative changes, if clarity is required.

Administrative access and associated changes to servers must comply with the University’s IT policies, including but not limited to the Information Security Policy, the Use of Computer Systems policy and the Firewall Administrator’s Protocol.

Administrative access will be reviewed on an annual basis.

IT reserve the right to remove administrative access deemed to present a security risk to the University’s IT infrastructure or considered to be damaging to the reputation of the University.

Confirmation of administrative access will be sent to the applicant via email, copied to the Faculty IT Manager (Dean of Faculty) who authorised the request, the IT Security Coordinator and the IT Windows Server Service Leader.
Applicant Details

Applicant Name: ........................................................................................................

Tel. Extension: ...........................................

Service/Department & Faculty: ...................................................................................

IT Username: ...........................................................................................................

IT Administrative Access Username (UOL): ..............................................................

Email Address: ...........................................................................................................

Server to which access is required: .................................................................

Is Windows local administrative access required? Yes/No

Is administrative access required to an application hosted on this server? Yes/No

If Yes, please detail the application to which admin access is required:
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........................................................................................................................................
........................................................................................................................................

Please give a justification as to why administrative access is required to the server and/or application
........................................................................................................................................
........................................................................................................................................

Signed (applicant) ................................................. Date ..............................................

Authorisation by Faculty IT Manager / Dean of Faculty.

I confirm that the applicant is a member of my faculty and hereby authorise that they be granted administrative rights for the named server & application.

Name ..............................................................................................................................

Date ..............................................................................................................................

Signed ...........................................................................................................................

(Faculty IT Manager / Dean of Faculty [Delete as appropriate])

For IT Use only.

I confirm that the applicant should be granted delegated administrator rights to the requested server / application.

IT Security Coordinator or IT Windows Server Service Leader

Name ..............................................................................................................................

Date ..............................................................................................................................

Signed ...........................................................................................................................

Once this request has been approved by a Faculty IT Manager/Dean of Faculty, then the form should be returned to IT User Administration.
Application Process

1) The applicant will download, print and complete the administrative access form from the IT website. They will also complete a new user account form requesting a UOL (University of Leeds) account.

2) Applicant sends administrative access form to Faculty IT Manager/Dean of Faculty for authorisation.

3) Application sends approved administrative access form and new account form to IT User Administration.

4) IT User Administration creates UOL account and passes administrative access form to the Windows Server Service Leader for review.

5) Once the form has been reviewed, the IT Windows Server team will send an email to the applicant, Faculty IT Manager, IT Security Coordinator & IT Windows Server Service Leader confirming that the request a) has been approved and access setup or b) the request has been declined.

6) The administrative access form will be passed to IT User Administration to be retained. On a yearly basis, IT User Administration will pass forms back to the IT Windows Server Team for the access to be reviewed.