Peru State College Administrative Computer Access Policy

This document defines the Peru State College policy regarding Faculty having administrator rights to their office computers. Peru State College is committed to giving Faculty the tools and rights needed to do their work as efficiently as possible. At the same time the primary objective of Peru State College and Peru State College’s Computer Services Staff is to maintain a network that is stable and maintains system integrity and data security. In order to receive administrator rights, the Faculty member must agree to the following set of guidelines. For the purposes of this document, software installed the day of delivery of the computer will be deemed standard and any variation of that after delivery date will be deemed non-standard (Refer to Appendix A).

GUIDELINES

1. All computers will still be operated in accordance with Board Policy, College Policy and Negotiated Contracts. These policies and contracts are subject to change at any time.
2. Faculty will refrain from installing applications that may cause security risks or set up network share protocols, which will result in an increase in bandwidth utilization. Such applications include, but are not limited to: Chat Servers, Email Servers, Web Server, Database Servers, Streaming Servers, BitTorrent Servers or any other application that results in large amounts of data being sent to other machines via the network.
3. Nothing is to be done to a Peru State College computer that would prevent the Computer Services Administration from exercising its administrative rights.
4. Faculty must not infringe on any copyright of any software and must be able to provide proof of legal use of software.
5. Computer Services Administration is not responsible for support of non-standard software on college computers. Non-standard software is the sole responsibility of the user. If the machine needs to be re-imaged, it is the responsibility of the user to reinstall all non-standard software as well as back up the data.
6. Non-standard software may be removed at any time as part of the normal repair process if said action is deemed to restore system functionality.
7. While not required, Peru State College strongly recommends that users consult Computer Services before installing any non-standard software.
8. The occurrence of repeated workstation and/or network integrity problems that result from these administrative privileges may warrant the removal of administrative level access.
9. The user will not create any local accounts on the computer.
10. Campus procedures to purchase hardware and software must be used.

By signing this I agree to the guidelines set forth herein;

Faculty Member_________________________________________Date__________

Computer Name:________________________________________
Computer Serial Number:________________________________
Computer PSC Inventory Tag Number:________________________

Dean____________________________________________________Date__________

Vice President___________________________________________Date__________
Granting Administrator Access to a User procedure

User is given training.

User fills out the policy form with required information, signs and gets the appropriate signatures.

A user account is created in Active Directory that is a variation of the standard domain user account and that account is put in the Local Administrators group of the computer listed on the policy form that the user is allowed administrative access.

The user is informed upon completion and told what the temporary password is for that account.

The original policy form is kept on file in the Computer Services area.
**Why you should not run your computer as an administrator**

Running your computer as a member of the Administrators group makes the system vulnerable to Trojan horses and other security risks. The simple act of visiting an Internet site or opening an e-mail attachment can be damaging to the system. An unfamiliar Internet site or e-mail attachment may have Trojan horse code that can be downloaded to the system and executed.

If you are logged on as an administrator of a local computer, a Trojan horse could reformat your hard drive, delete your files, and create a new user account with administrative access. If you are logged on as a member of the Domain Admins group, Enterprise Admins group, or Schema Admins group in Active Directory, a trojan horse could create a new domain user account with administrative access and put schema, configuration, or domain data at risk.

On a local computer, it is recommended that you add your domain user account only to the Users group (and not to the Administrators group) to perform routine tasks, including running programs and visiting Internet sites. When it becomes necessary to perform administrative tasks on the local computer or in Active Directory, use Run as to start a program using administrative credentials.

Run as allows you to accomplish administrative tasks without exposing your computer or data stored in Active Directory to unnecessary risk. For more information, see Using Run as. For more information about how to use Run as, see Run a program with administrative credentials.

If you need to perform administrative tasks, such as upgrading the operating system or configuring system parameters, then log off and log back on as an administrator.

For those times that software will not install under your standard user account and to follow a best practice guideline from Microsoft, an installation account will be created.

The account is a variation of the standard account you use everyday. The account is `USERNAME02`, where `USERNAME` is the same as your standard account. For example, if you use JDoc for your standard everyday account, then you would use JDoc02 for installing software.

Below is an example:

**Browse to the location of the installation program. Here we are using My Computer.**
Since we are installing a program from the CD drive we have opened the contents to see the files on the CD ROM.
We have located the Setup.exe file that will install the program. By right-clicking the Setup icon we can choose the *Run as...* command.
Below is an example of the window that should open.
Click radio button next to *The following user:* and enter `peruedu\USERNAME02` for the User Name and then the password. Click *OK.*

![Image of Run As window with user name and password entered]

The installation program should now allow you to install the software. Follow the on-screen instructions provided by the software vendor.