



ASUB Standard Operating Procedure – 8101

Standard Operating Procedure Synopsis

Title: **ADMINISTRATIVE RIGHTS ON USER COMPUTERS**

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Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of ITS Client Service

A. Purpose and Scope

Arkansas State University-Beebe restricts administrative rights by default on all ASU-Beebe owned desktops and laptops. Users are able to request administrative rights for their computers if needed to fulfill job duties.

B. Definitions

ITS – Information Technology Services

Administrative Rights - Allow users to make changes that can affect the network, security and other users on the computer.

C. Procedures

Should an instance arise, the supervisor will need to follow the instructions below to request administrative rights.

1. Fill out the banner and network access form on ITS SharePoint site.

2. An ITS team member will contact the requestor to verify information before access will be granted.

D. Related Information

[Banner and Network Access Form](#)