

Department of Information Technologies

REQUEST FOR DESKTOP SYSTEMS ADMINISTRATOR ACCESS

Users may request system level access to their local desktop computers for purposes of instructional experimentation or for departmental-workgroup needs. System level access will allow the staff member to install software and hardware that are not part of the standard “Toolbox” offered by the College but are required for instructional purposes. By requesting this level of system access the staff member agrees to the following:

1. Any software or hardware installed will be used for work relating to the users job at QCC.
2. All software must be legally owned with readily available certification.
3. In the event that any user-installed software interferes with the network infrastructure the system will be removed from the network. The user is responsible to remedy the problem and the system will not be allowed to reconnect until such time that the user demonstrates that the problem is resolved.
4. In the event that the system develops problems that may be due to the installation of non-QCC hardware or software, the Information Technologies staff will reformat the system drive and only restore the system to its original state with the Windows OS and the College’s Toolbox Software. No attempt will be made to recover data that is stored locally or to install any technology that was added by the user.

I understand and fully agree to the above.

Name: _____