**Certification for Management and Administration of University Computers**

This certification provides approval from the department of Information Technology to allow the below listed individual to manage and maintain computers and/or servers.

**Compliance with Security Standards**
Certification is contingent on the individual and their department to maintain the security standards which can be found at: http://www.sonoma.edu/ps/security/policies_standards.html

**Security Incident Reporting**
Certification is contingent on the individual and their department reporting any signs of security incidents to the IT Help Desk. Refer to http://www.sonoma.edu/ps/security/full_program.htm Section 17.3.2 on how to properly report a security incident.

**Software Update Policy**
The individual signing below certifies that they will keep the listed system up to date with security patches and that they will store the administrative password securely according to security standards. The individual also certifies that system logging is setup and are logging specific elements as outlined in the IT Logging Elements Standard, which can be found at:
http://www.sonoma.edu/ps/security/policies_standards.html

User's Name: _____

Seawolf Username: _____

Phone: _____ Department: _____

Location of system(s) to be managed: _____

Computer property #'s: _____

Computer type: Desktop ☐ Laptop ☐ Server ☐

List the specific business reasons for your administrative privileges request: *(Be descriptive. Installing printers and general OS/application updates and installations may not constitute administrative access)*

_____

_____

_____

_____

I, the undersigned certify that I have read and understand the standards referenced above and agree to abide by those standards for all computers and/or servers to be managed by me. I further certify that I have the necessary knowledge and skills to provide system management for the above machines, will not log into my admin account, as well as the knowledge and skills to implement the referenced standards.

Staff Supervisor Print (staff only):_____Date:_____

Supervisor Signature (staff only):_____

User Signature:_____Date:_____