Computer Management & Administration Certification

The following certification requests administrative access to Information Technology (IT) managed workstations, or requests the ability to manage and maintain workstations not housed or centrally administered by IT.

Certification is contingent upon:

The individual and their department meeting and maintaining security standards articulated by IT. These standards are found at: http://it.sonoma.edu/kb/security/information-security-policies-and-standards

1) The individual and their department reporting all information security events and incidents to the IT Help Desk. For more information, see IT's **Information Security Incident Reporting Procedure** at: https://it.sonoma.edu/kb/security/how-report-information-security-incident

2) If the individual is managing systems themselves, then the signature below certifies that documented appropriate access controls are in place. Additionally, the signer certifies that there are documented procedures for password management, patch management, change control (http://it.sonoma.edu/kb/security/full_program#Change_Control), and access control (http://it.sonoma.edu/kb/security/full_program#Access_Control).

3) The signer also certifies that the system's logging complies with the IT Logging Elements Standards found at: http://it.sonoma.edu/sites/it/files/files/8045.s600_logging_elements.pdf

Employee Information	Type of Computer(s) *(Laptop, Desktop, Server):*	Property Number(s):
Name: _____	1 _____	1 _____
Email: _____	2 _____	2 _____
Phone: _____	3 _____	3 _____
Department: _____	4 _____	4 _____
Supervisor: _____	5 _____	5 _____

Requested Access Type (See page two for details):

☐ Administrative Access to IT Supported Workstation   ☐ User Managed Workstation (Non-IT Supported)

Reason for Requested Admininstration (kindly be specific and use a separate piece of paper if needed):
_____
_____
_____

I, the undersigned, certify that I have read and understand the standards referenced above and agree to abide by those standards for all computers to which I receive administrative access or that are to be managed by me. I further certify that I have the necessary knowledge and skills to provide system management for any computers that I will manage myself, as well as the knowledge and skills to implement the referenced standards.

Supervisor Signature: _____ Date: _____

User Signature: _____ Date: _____

sonoma.edu/IT   707.664.4357   helpdesk@sonoma.edu   8/28/19

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Services & Responsibilities	Administrative Access	User Managed Workstation
IT Support	IT	NONE
Install Software (*not supported by IT*)	User	User
Apply updates (*To installed software not supported by IT*)	User	User
Run Software with Administrator Access	User	User
Apply Patches	IT	User
Configuration Management	IT	User
Password Management (*for all users*)	IT	User
Encrypt Workstations (*containing level 1 data*)	IT	User
Encrypt Removable Drives or Memory Sticks (*containing level one data*)	User	User
Install & Maintain Anti-Virus Software	IT	User
Configure Automatic Updates	IT	User
Ensure OS & all Software is Supported	IT	User
Configure Screen Locking	IT	User
Ensure Workstations Comply with Security Standards (*SSU & CSU*)	IT	User
Update Workstation (*OS & Software*)	IT	User