

The College of Communications and Fine Arts Office Computer Administrative Rights Release Form

By default, the CCFA Technology Team does not provide individual users with administrative privileges to office computers as a way to ensure system supportability and security. If an individual user formally requests administrative privileges to their primary office computer, the following policies will be in effect:

- The user will be responsible for the installation of any unsupported software (software not purchased by the university, college or department).
- The user will be responsible for the legal licensing of all installed unsupported software.
- The user will be responsible for ensuring that the configuration of their office computer meets the college standard desktop configuration requirements* and University Computing and Network Resources Policy**.
- The CCFA Technology Team will guarantee only that the user's office computer will be restored to the standard desktop configuration* in the event of system or hardware problems.

Any service calls for equipment that falls under this agreement, if found to be the result of user configuration and installations, will be billed for at the standard hourly rate charged by OIT.

By signing below, I accept the conditions outlined in the Office Computer Administrative Rights Release Form.

(Signature of Faculty/Staff, Date)

(Signature of Dept. Chair, Date)

(Print Name)

(Print Name)

CMU Tag#

(Department)

**See CCFA Standard Install/Configuration document for clarification*

***See University Computing and Network Resources Policy document for clarification*

***http://www.it.cmich.edu/it/policies_computing.asp*

CCFA Standard Install/Configuration

Macintosh:

- Office 2004 [complete install]
Word, Excel, Power Point, Entourage
- Office Open XML Converter [converts Word 2007 documents for use in Office 2004]
- Adobe Acrobat Reader
- Adobe Flash Player [browser plug-in]
- FireFox [web browser]
- Real [web based media player]
- Quicktime Player & iTunes
- VirusScan [McAfee]
- iChat [AIM Client], Microsoft Messenger, Yahoo Messenger
- StuffIt Expander
- JAVA
- and many other programs included with the Operating System
- additional licensed software purchased by the University, College or Departments

Windows:

- Office 2007 [complete install]
Word, Excel, Power Point, Access, Outlook
- Adobe Acrobat Reader
- Adobe Flash Player [browser plug-in]
- FireFox [web browser]
- Real [web based media player]
- iTunes
- Quicktime Player
- VirusScan [McAfee]
- AIM, Microsoft Messenger, Yahoo Messenger
- StuffIt Expander
- JAVA
- and many other programs included with the Operating System
- additional licensed software purchased by the University, College or Departments

Standard Configuration:

- McAfee AntiVirus, installed and active
- Remote Administration
Remote Desktop [Mac]
VNC [Windows]
- CCFA Tech account
must not be deleted
must not have the password changed