

Supervisor Approval for Administrative Rights

Employee Information:

Employee Name:

Department:

Request Details: The undersigned employee requests administrative rights to perform specific tasks related to their job responsibilities. The requested access includes the ability to install software and modify system settings. The undersigned employee has completed both their annual cybersecurity training course and special administrator rights training.

Justification: Please provide a brief explanation of why administrative rights are needed. This section to be completed by ITS Staff

Supervisor Approval

I approve the request for administrative rights for the above-named employee. I understand the responsibilities associated with granting such access and confirm that the employee has a legitimate need for these rights.

Supervisor Signature: _____ **Date:** _____

Full details of the Administrative Rights Policy can be found at
<https://files.pennwest.edu/policies/it030-administrative-rights-policy.pdf>

Note: Administrative rights come with significant responsibilities, including safeguarding sensitive information and adhering to security protocols. Ensure that the employee understands these responsibilities before granting access.