

# Self-Administered Workstation Agreement

This document clarifies the responsibilities and privileges associated with accepting local administrative rights for the computer system listed.

Administrative capability is limited to workstation (model and serial #): \_\_\_\_\_

Your local administrator account username is \_\_\_\_\_ and the password is **blank**. You will be prompted to create a password for your account at the first login.

This account will allow you full administrative rights on the local machine. Once accepted, you take full responsibility for the software on this machine. ITS will only be able to provide limited support for the operating system and installed software applications.

By accepting this agreement:

- You understand that your workstation configuration may not be compatible with future ODU systems or technologies. This may prevent the use of required systems on the listed machine or exclude the system from automatic distribution of needed software. You will be responsible to obtain and apply software upgrades as needed to ensure continued compatibility.
- You agree to take full responsibility for any installed software on this machine, for both licensing and compatibility.
- You agree to take full responsibility for managing the data on this machine including backup as necessary. Please consult the [Data Matrix](#) for storage guidelines.
- You agree to take full responsibility for Operating System updates as required by [ODU workstation security policy](#).
- You agree to adhere to the [Desktop Administrative Rights Access standard](#).
- You understand that your machine has the standard malware protection product provided by ITS installed and it should not be removed.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

CISO name: \_\_\_\_\_ Date: \_\_\_\_\_

CISO Signature: \_\_\_\_\_

## Information Technology Services

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