

DTS Admin Account Request

This form is used to request a departmental privileged account in the UNCG Enterprise Active Directory GCN Windows environment. These accounts will provide elevated privileges to departmental users which are necessary to manage the organizational network data and workstations.

All accounts will be for the form xxx_ADM where xxx are the individual's initials. Duplicates will be resolved by adding a numeric value (2-9) to the initials.

DTS (Departmental Technical Staff) training must be completed prior to the granting of rights.

Department head must authorize the access.

Print the completed form. After getting the required signatures, send via interoffice mail to:

6TECH Service Desk - Accounts Administrator
c/o ITS Service Desk
103 McNutt Building

Requestor's Information: Department (5 digit code) _____

University ID#: _____ Existing Enterprise LDAP (Novell) Username: _____

First Name: _____ Last Name: _____

User's Phone#: _____

DTS for department(s) (List all if more than one) _____

DTS training completed: _____ (Date)

List departments (by 5 digit organizational code) for all groups the Requestor will need elevated rights to manage

I understand that acceptance of this account carries responsibilities over and above those for regular users and this account is to be used solely for completion of the job duties as described above.

Signature: _____ **Date:** _____

Authorization for account:

I approve the above request for this user and understand that it is my responsibility to initiate an account termination request when this user no longer requires access to these systems.

Director/Department Head of requestor:

Name Print: _____

Signature: _____ Date: _____

Note: Passwords for these accounts must be between 16 and 30 characters in length, with a mix of upper and lower case alphabet characters (a-z, A-Z). They must be reset every 365 days in accordance with network group policies.