

DTC Role Request

This form is used to request increased privileges in the UNCG Enterprise Active Directory GCN Windows environment. These will provide elevated privileges to departmental users which are necessary to manage the organizational network data and workstations. The DTC (Department Technology Coordinator) will be able to perform the following:

- Administer rights/access to shared network file space within the department(s)
- Administer department special groups that provide access to shared printers and other resources
- Address department network file space quota/space issues and related questions
- Serve as the primary ITS contact person for the department(s)
- Communicate with the department regarding Active Directory and other initiatives

DTC 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:

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

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

University ID#: _____ Existing Enterprise Username: _____

First Name: _____ Last Name: _____

User's Phone#: _____

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

DTC 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: _____