



ASUB Standard Operating Procedure – 8101

Standard Operating Procedure Synopsis

Title: **ADMINISTRATIVE PRIVILEGE ON USER COMPUTERS**

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Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of ITS Client Service

A. Purpose and Scope

Arkansas State University-Beebe restricts administrative rights by default on all ASU-Beebe owned desktops and laptops. Users are able to request administrative privileges for their computers if needed to fulfill job duties.

B. Definitions

ITS – Information Technology Services

Administrative Privilege - Allow users to make changes that can affect the network, security and other users on the computer.

C. Procedures

Should an instance arise, the employee will need to follow the instructions below to request administrative privileges.

1. Navigate to the Vanguard Intranet > Documents > ITServices > ITS Forms
2. Fill out the Computer Administrative Privilege Request form.

3. The form will route automatically to the supervisor for approval and then to ITS.
4. An ITS team member will reach out and verify information with you and access will be granted.

D. Related Information

[ITS - Computer Administrator Privilege Request](#)