THE Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

INFORMATION SYSTEMS REQUEST FOR PRIVILEGED ACCESS

Please submit this form to 334 TASF/Fax 4-5638/is@ameslab.gov. Questions? 4-8348

Rules of Behavior for Privileged Access

Privileged Access is provided to allow users to make system changes
and perform administrative system tasks on an as-needed basis.
This level of access requires additional care because of the risk of damaging, inadvertently misconfiguring, or accidently infecting a system.

To minimize the danger when using administrative privileges, the adm-account should only be used when required to install programs or to make a system change. In particular:

- An adm-account should never be used to run an e-mail client, or a web browser.
- An adm-account should not be used to open Office documents, pdf files, or other data files.
- An adm-account should be used via the "Run as…" GUI option, or the "runas" command line command. (see: http://www.internal.ameslab.gov/is/desktopprocedures/FAQ for more information)

My signature acknowledges that I have read and understand my responsibilities as outlined above, and will comply with the Rules of Behavior for Privileged Access.

Name		**Ames Lab Emp #**	
Signature			

List of systems to which privileged access is requested.

Include additional information as needed.

IP Address		**Hostname**	
IP Address		**Hostname**	
IP Address		**Hostname**	

Type of privileged access needed.

	Group Administrator Access	**Limited Workstation Access**
Group Name		

	Signatures	*Emp#*	*Date*
User			
ACPM/ Group Admin			
Program Director/ Group Leader			