

# Computer Privilege Request Form Indiana University East

*Full-time Faculty Member Only*

This form is to request “Remote Desktop” access to your office computer. The option is only available to full-time faculty members at Indiana University East. Please submit the completed form with your Dean/Chair approval to the IT help desk. You will be contacted when your privileges are activated with instructions on using it. If you need assistance on completing the form, please contact IT help desk at extension 375. The request is good for one academic year (from July 1st to June 30th). A new form needs to be completed at the beginning of each academic year.

## I. General Information (To be completed by the faculty)

Academic Year	
Employee Name	
Office Number	
Phone Number	
Email Address	
Division/Dept.	
Supervisor Name	

**Important:** The security of the remote machine that is being used to make the connection cannot be assured. Therefore, there is an increased risk of data being compromised. Also, it is very easy to inadvertently end up with sensitive University data on a personal machine which is a violation of several University IT policies.

Recent changes in privacy laws may place the end user in a situation in which he/she is legally liable for any sensitive data that may be inadvertently exposed. Each user will need to determine if the risks outweigh the benefits in their situation.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean/Chair Signature

\_\_\_\_\_  
Date

**II. Policy Information (To be completed by IT)**

Privilege activation date	
Computer serial number	
IP address	
IT Contact Name	