

Request for Departmental Group Administrator Access to Network Registration Tools



Version 4.2 – February 7, 2012

Persons who are responsible for groups of machines or grant guest access within administrative or academic departments are considered potential Group Administrators. A segment of the tools are specifically for Group Administrators. To be designated as a Group Administrator and obtain access to the associated tools, you must agree to the following terms and conditions, obtain approval from your supervisor and **return this form to:**

by Hand Delivery: Room 209, 2015 Ivy Rd -or-
by Messenger Mail: Enterprise Infrastructure Forms, Room 209
PO Box 400324, Charlottesville, VA 22904-4324

Group Administrator Tools: Terms and Conditions The undersigned Group Administrator agrees:

I will use the tools for the sole purpose of maintaining accurate registration information for the devices owned and/or maintained by my department or to grant guest access. I will not modify or examine data used by other departments except when working with the abuse team or other departments to resolve a problem. I understand that information about specific individuals and the devices registered to those individuals is private information and cannot be shared. Further, I agree to abide by the policies set forth in “University of Virginia Policy on Monitoring/Review of Employee Electronic Communications or Files” (<http://www.its.virginia.edu/policy/monitoring-review.htm>).

_____	_____	_____	_____
Group Administrator Printed Name	Computing ID	Signature	Date
_____	_____	_____	_____
Supervisor Printed Name	Computing ID	Signature	Date
_____	_____	_____	_____
ITS Approval Printed Name	Computing ID	Signature	Date

Group Name (please prefix with unique identifier for dept such as Oracle code i.e. “A&S History” for History within Arts and Sciences)	Mailing list for the Group (list to which email will be sent in the event of a problem with any group device. ie: grouplist@virginia.edu.)	Requested Action (i.e. new group, delete this group, add this admin, remove this admin)
		<input type="checkbox"/> New Group <input type="checkbox"/> Delete this group <input type="checkbox"/> Add this Admin <input type="checkbox"/> Remove this admin
		<input type="checkbox"/> New Group <input type="checkbox"/> Delete this group <input type="checkbox"/> Add this Admin <input type="checkbox"/> Remove this admin
		<input type="checkbox"/> New Group <input type="checkbox"/> Delete this group <input type="checkbox"/> Add this Admin <input type="checkbox"/> Remove this admin

This form needs to be completed for each group administrator.

For more information about the UVa Network Registration System, please refer to:

<http://www.its.virginia.edu/network-registration>

ITS Infrastructure Applications