
Temporary Computer Administrator Rights Tool

Public Tool

Introduction

The Temporary Computer Administrator Rights Tool allows faculty and staff to grant temporary administrator access to a workstation for up to 3 hours. Permission may be granted to yourself or an alternate NetID (such as a student employee or graduate assistant). This tool may be used in the following scenarios:

- Install software from a CD or download from the internet.
- Update software, such as Java or Adobe Reader.
- Use a new program that requires administrative rights to run.
- Install new hardware, such as a printer or webcam.

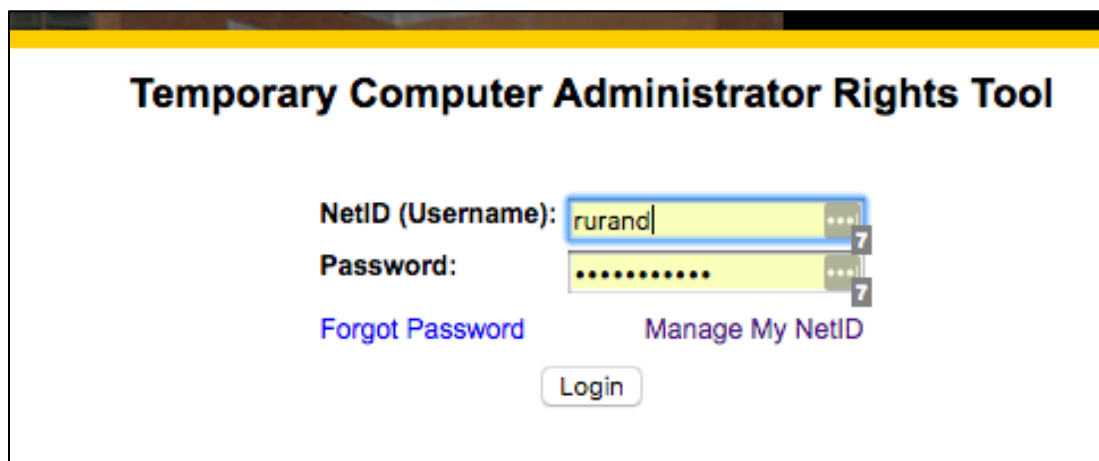
Please be aware of the following restrictions when using this tool:

- Faculty/staff must be physically located at the computer they are requesting temporary admin access to.
- Students cannot use the tool; however, a faculty/staff member may grant a student employee or graduate assistant admin rights to a computer.
- Only one person can be given temporary admin rights to a given computer at one time.
- You may not grant admin access to classroom computers.

Accessing the Temporary Computer Administrator Rights Tool

You must be physically located at the computer that you are requesting temporary administrator rights to.

1. From your favorite browser, go to <http://www.towson.edu/tcar> and login with your **NetID** and **Password**.

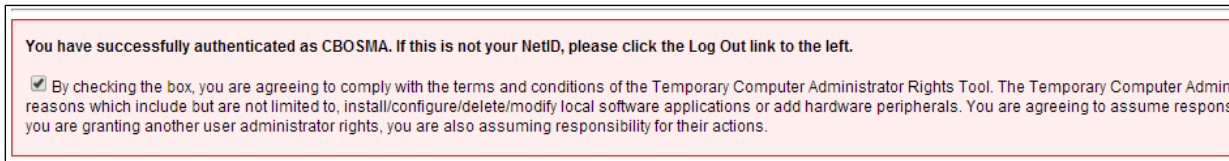


The screenshot shows the login interface for the Temporary Computer Administrator Rights Tool. At the top, the title "Temporary Computer Administrator Rights Tool" is displayed in bold black text. Below the title, there are two input fields: "NetID (Username):" with the text "rurand|" entered, and "Password:" with a masked password of ".....". To the right of each input field is a small icon of a key with the number "7". Below the input fields, there are two links: "Forgot Password" in blue text and "Manage My NetID" in black text. At the bottom center, there is a "Login" button with a rounded rectangular border.

Figure 1

Temporary Computer Administrator Rights Tool: Public Tool

2. The **Temporary Computer Admin Rights Tool** screen will appear. You must first agree to the terms and conditions as set forth and described in the red box before you may gain workstation access. Click the **selection box** beside the statement to be granted access.



You have successfully authenticated as CBOSMA. If this is not your NetID, please click the Log Out link to the left.

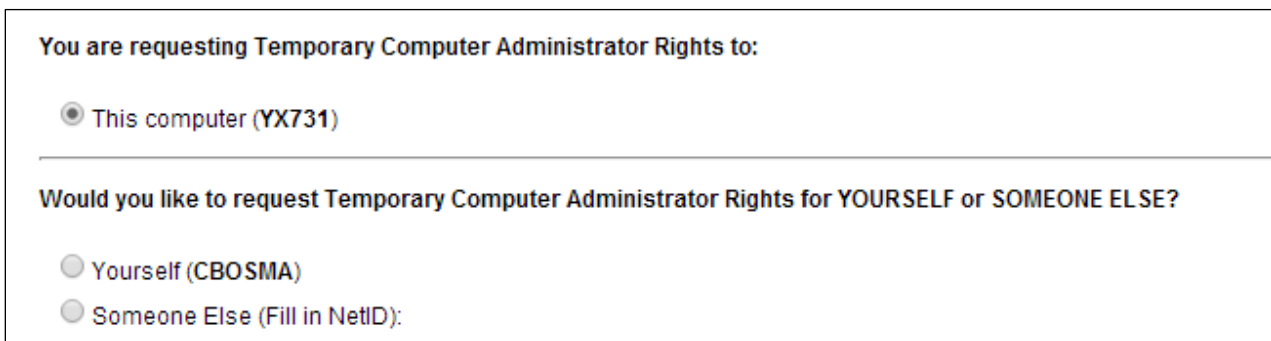
By checking the box, you are agreeing to comply with the terms and conditions of the Temporary Computer Administrator Rights Tool. The Temporary Computer Administrator reasons which include but are not limited to, install/configure/delete/modify local software applications or add hardware peripherals. You are agreeing to assume responsibility for their actions.

Figure 2

Granting Access to Yourself

To grant yourself administrator access to the computer you are logged into perform the following steps:

1. Select **Yourself (NetID)** in the **Would you like to request Temporary Computer Administrator Rights for YOURSELF or SOMEONE ELSE?** box.



You are requesting Temporary Computer Administrator Rights to:

This computer (YX731)

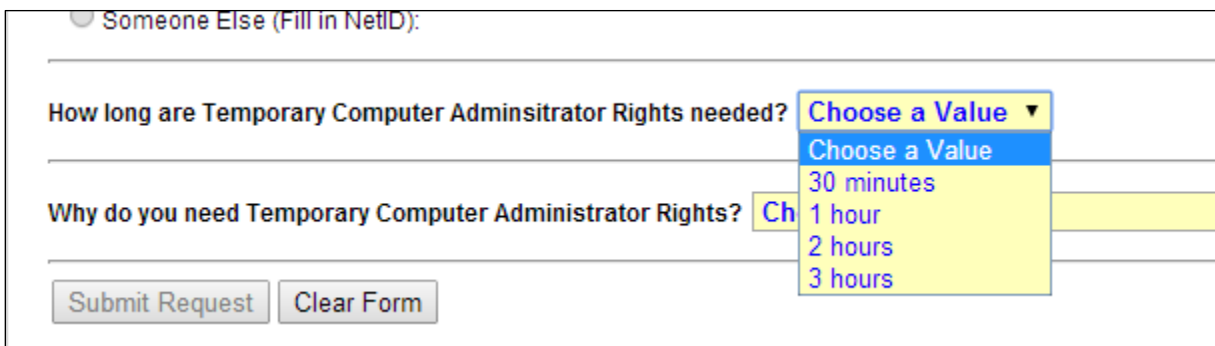
Would you like to request Temporary Computer Administrator Rights for YOURSELF or SOMEONE ELSE?

Yourself (CBOSMA)

Someone Else (Fill in NetID):

Figure 3

2. Beside **How long are Temporary Computer Administrator Rights needed?**, click the down arrow and **Choose a Value** from the list.



Someone Else (Fill in NetID):

How long are Temporary Computer Administrator Rights needed? Choose a Value ▾

Choose a Value

30 minutes

1 hour

2 hours

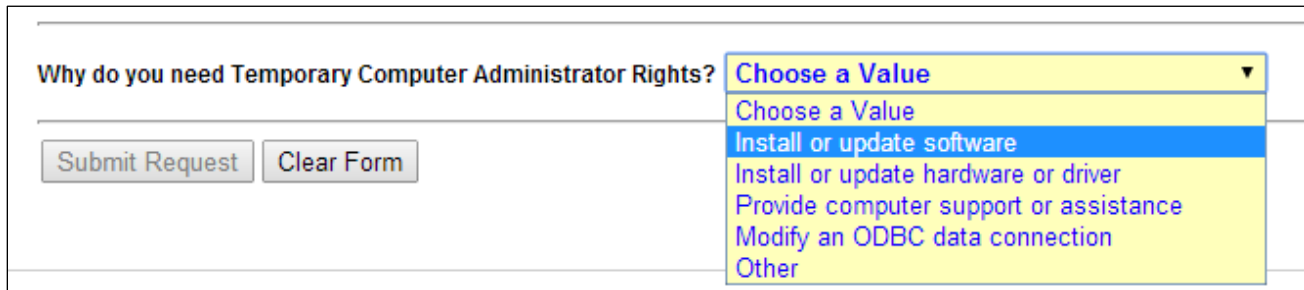
3 hours

Why do you need Temporary Computer Administrator Rights? Ch

Submit Request Clear Form

Figure 4

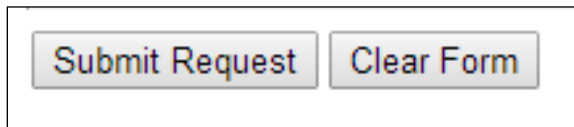
3. Beside **Why do you need Temporary Computer Administrator Rights?**, click the down arrow and **Choose a Value** from the list.



The screenshot shows a web form with a label "Why do you need Temporary Computer Administrator Rights?". To the right of the label is a dropdown menu currently displaying "Choose a Value". The dropdown is open, showing a list of options: "Choose a Value", "Install or update software", "Install or update hardware or driver", "Provide computer support or assistance", "Modify an ODBC data connection", and "Other". Below the dropdown are two buttons: "Submit Request" and "Clear Form".

Figure 5

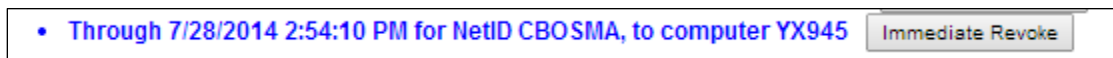
4. Click the **Submit Request** button.



A close-up view of the two buttons: "Submit Request" and "Clear Form".

Figure 6

5. You will receive a message verifying that temporary access has been granted.



The screenshot shows a message box with a blue bullet point and text: "Through 7/28/2014 2:54:10 PM for NetID CBOSMA, to computer YX945". To the right of the text is a button labeled "Immediate Revoke".

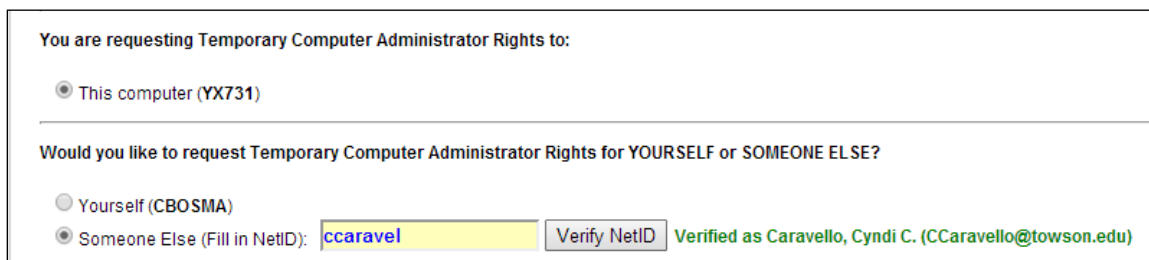
Figure 7

Note: You must log off the computer and then log back on for the temporary administrator access to take effect.

Granting Access to an Alternate NetID

You also have the ability to grant admin access to an alternate NetID (either to your personal computer or to another computer). For example, you may grant a student employee or graduate assistant access to a workstation.

1. Under **You are requesting Temporary Computer Administrator Rights to: This computer (computer name)** will be the only selection available.
2. Under **Would you like to request Temporary Computer Administrator Rights for YOURSELF or SOMEONE ELSE?**, select **Someone Else (Fill in NetID)**.
3. A box will appear. Type the **NetID** of the recipient and click **Verify NetID**. A message will appear if the ID has been verified.

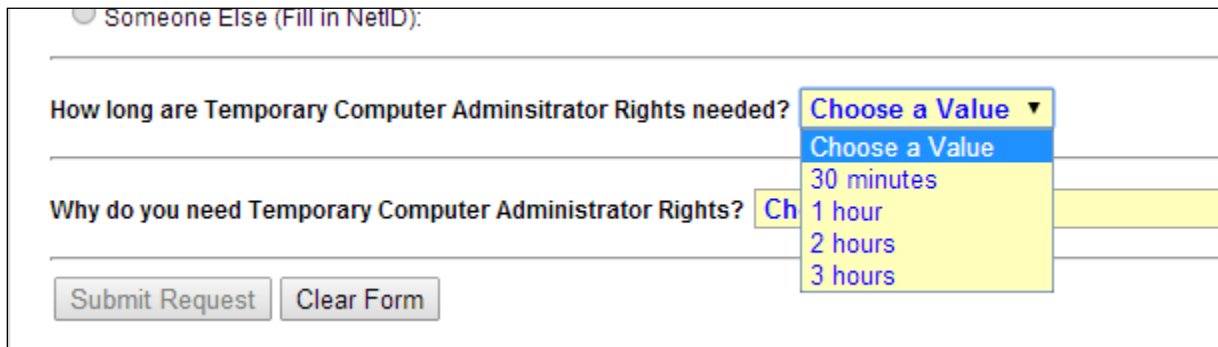


The screenshot shows a form with two sections. The first section is titled "You are requesting Temporary Computer Administrator Rights to:" and has a radio button selected for "This computer (YX731)". The second section is titled "Would you like to request Temporary Computer Administrator Rights for YOURSELF or SOMEONE ELSE?" and has a radio button selected for "Someone Else (Fill in NetID):". Next to this text is a text input field containing "ccaravel" and a "Verify NetID" button. To the right of the button is a green verification message: "Verified as Caravello, Cyndi C. (CCaravello@towson.edu)".

Figure 8

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4. Beside **How long are Temporary Computer Administrator Rights needed?**, click the down arrow and **Choose a Value** from the list.



Someone Else (Fill in NetID):

How long are Temporary Computer Administrator Rights needed? Choose a Value ▾

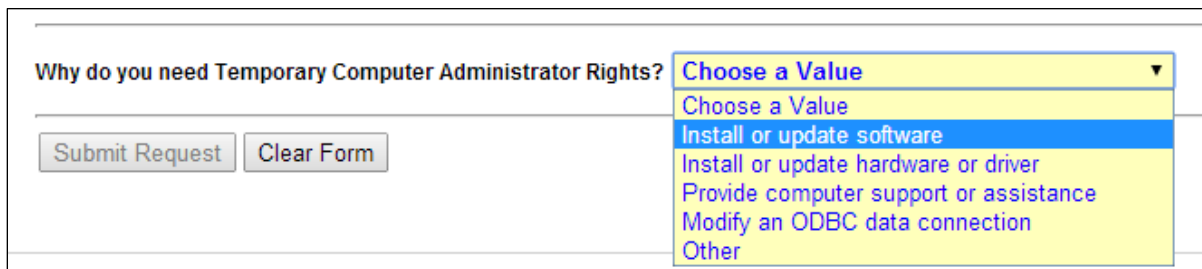
Why do you need Temporary Computer Administrator Rights? Ch

Submit Request Clear Form

- Choose a Value
- 30 minutes
- 1 hour
- 2 hours
- 3 hours

Figure 9

5. Beside **Why do you need Temporary Computer Administrator Rights?**, click the down arrow and **Choose a Value** from the list.



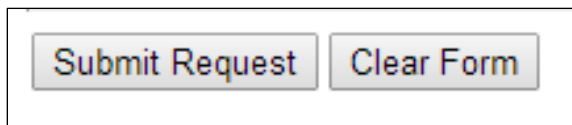
Why do you need Temporary Computer Administrator Rights? Choose a Value ▾

Submit Request Clear Form

- Choose a Value
- Install or update software
- Install or update hardware or driver
- Provide computer support or assistance
- Modify an ODBC data connection
- Other

Figure 10

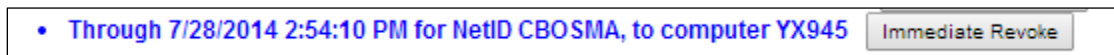
6. Click the **Submit Request** button.



Submit Request Clear Form

Figure 11

7. You will receive a message verifying the temporary access has been granted.



• Through 7/28/2014 2:54:10 PM for NetID CBOSMA, to computer YX945 Immediate Revoke

Figure 12

Note: You must log off the computer and then log back on for the temporary administrator access to take effect.