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.
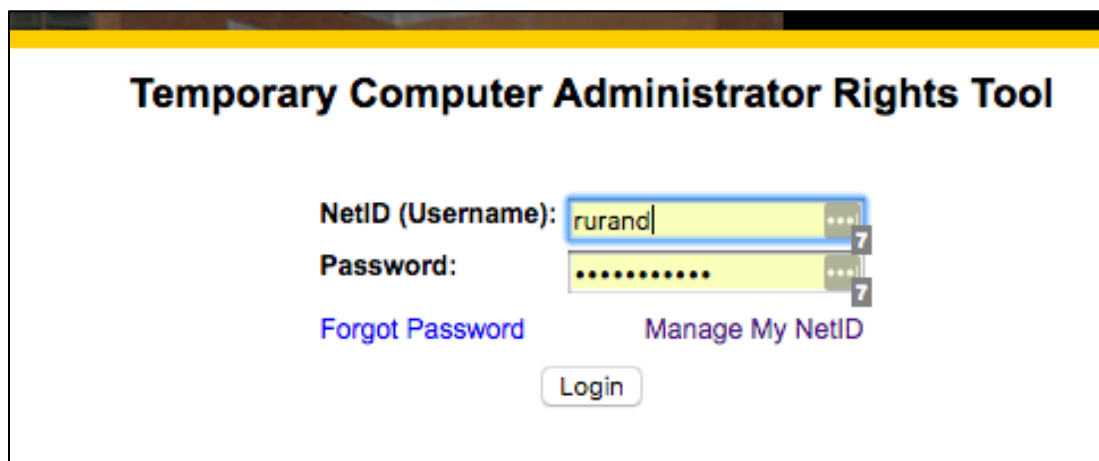- Install new hardware, such as a printer or webcam.

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**.

Figure 1

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.
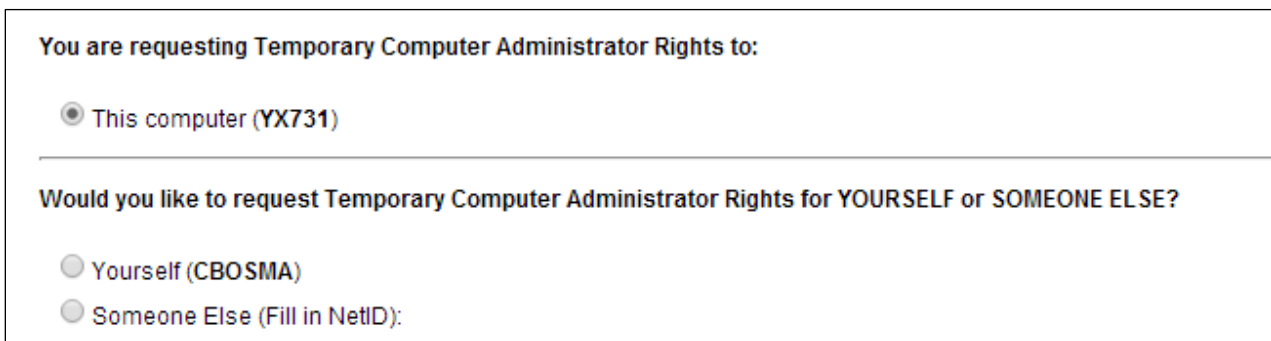
☑ By checking the box, you are agreeing to comply with the terms and conditions of the Temporary Computer Administrator Rights Tool. The Temporary Computer Admin reasons which include but are not limited to, install/configure/delete/modify local software applications or add hardware peripherals. You are agreeing to assume respons you are granting another user administrator rights, you are also assuming 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.

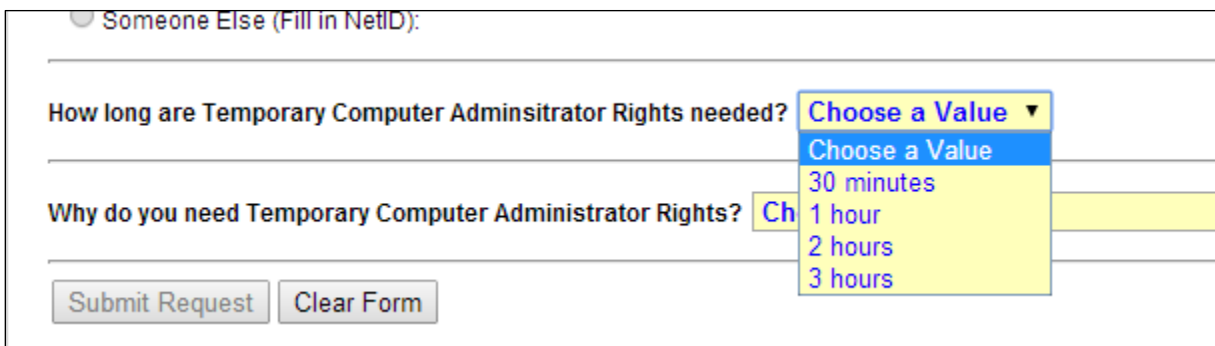You are requesting Temporary Computer Administrator Rights to:

⦿ 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 Adminsitrator Rights needed? | Choose a Value ▼
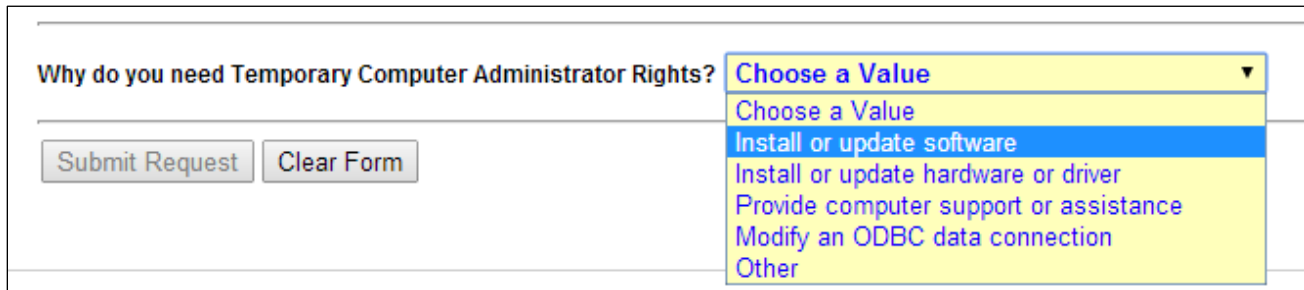
| Choose a Value |
| 30 minutes |
Why do you need Temporary Computer Administrator Rights? | Ch | 1 hour
| 2 hours |
| 3 hours |

[Submit Request] [Clear Form]

Figure 4
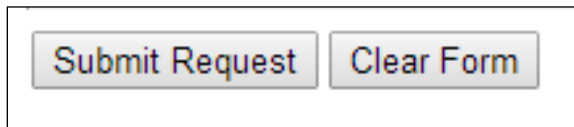
3. Beside **Why do you need Temporary Computer Administrator Rights?**, click the down arrow and **Choose a Value** from the list.

Figure 5

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

Figure 6

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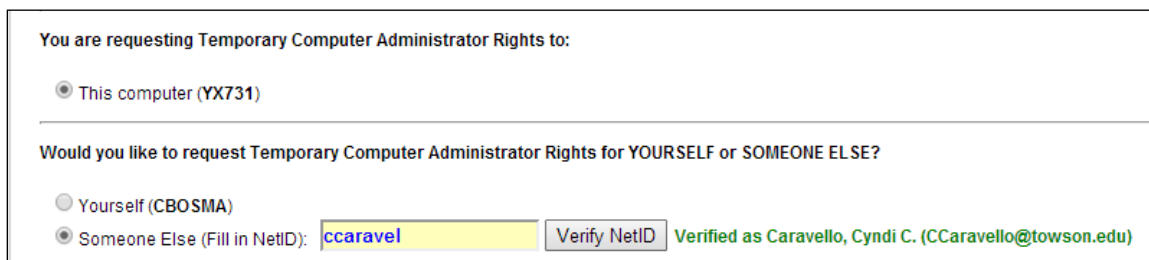

Figure 7

> **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.
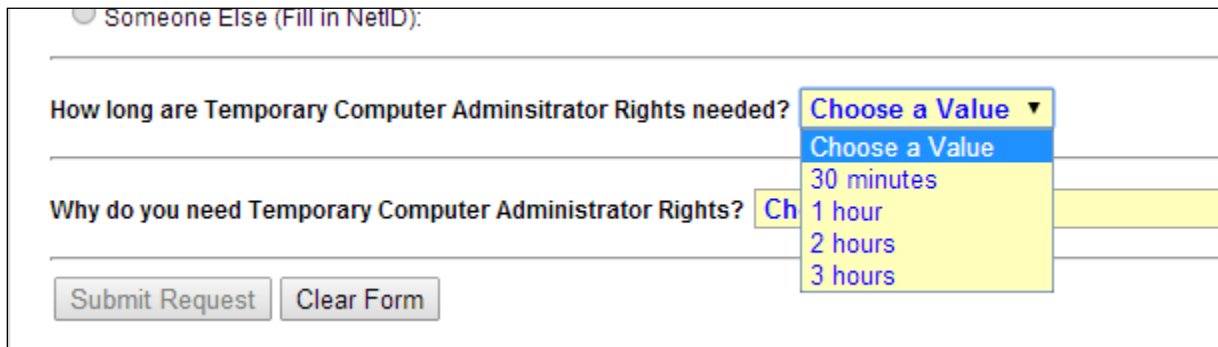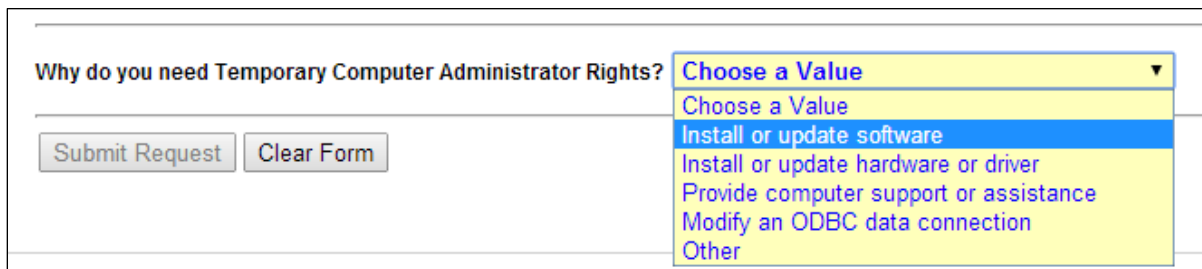

Figure 8

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

Figure 9

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

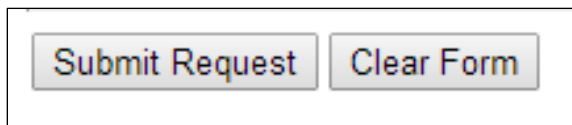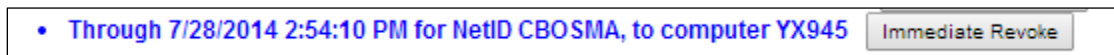**Figure 10**

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

Figure 11

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

Figure 12

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