University of Minnesota Duluth Active Directory Workstation Administrator (WA) Agreement

**Purpose**
To delegate administrative control of unit resources and services for a unit within the Duluth OU of the central University of Minnesota Active Directory (AD), applicants require a unit administrator account in AD with the necessary rights to manage the requested AD resources and services.

This, signed and submitted, agreement signifies that the applicant understands his/her assigned unit administrator duties and responsibilities and has received authorization from his/her unit for the necessary access to fulfill the role. Before your WA account is enabled, you must also attend a 1-hour ITSS WA Training session (see: http://www.d.umn.edu/itss/training/workshops/ for dates and times or contact the ITSS TechCenter HelpDesk at 726-8847).

**Definitions of Terms Used in This Agreement**

University of Minnesota Active Directory (AD): A collaborative effort through the Office of Information Technology to provide centralized Active Directory domain, file, certificate, and computer management services to the University of Minnesota system.

Active Directory Administrator (ADA): Designs, implements, and administers the forest, domain, and additional AD services.

Active Directory Object (AD Object): Any object: servers, computers, groups, users, printers, organizational units, and group policy objects.

Organizational Unit (OU): A container that holds AD objects and where group policy objects are applied.

Workstation Administrator (Workstation Admin, WA): Administers AD assigned resources for their respective unit.
Workstation Administrator Responsibilities

- WA will remain informed of and adhere to current University information technology policy documents. (see http://www.policy.umn.edu/Policies/it/index.htm)

- WA account passwords are private and are not to be shared with others. It is the account holder’s responsibility to change their WA account password immediately if they suspect any privacy breach and to notify ADAs of the possible breach. Also note that password changes are enforced every 180 days.

- WA should respect the privacy of other central AD users and not use information contained in the central AD resources, storage volumes, logs, or any AD objects to obtain personally identifying information about any person using central AD or anyone referenced in any data therein.

- Hotfixes and patches shall be applied in accordance with University policy to the computers in the WA associated OU.

- WA will not knowingly disable or otherwise hamper efforts by ADAs to enforce baseline security policies across all AD objects within central AD.

- WA will not knowingly configure any AD objects in such a way that it compromises central AD security or the data contained therein.

- Naming standards must be followed in accordance with AD service expectations as outlined in the AD Service Expectations document (http://www1.umn.edu/umnad/forms/AD-Service%20Expectations.doc).

- WA, by signing this document, is obliged to work in accordance with future revisions of this WA agreement.

- WA agrees to attend a 1-hour WA Training Session led by ITSS staff.

- WA accounts are valid for one year and must be renewed annually.
Unit Workstation Administrator Applicant

Applicant must adhere to all guidelines in this agreement to retain assigned Workstation Administrator account and access assigned to WA account.

Undersigned: I agree to the conditions set forth in this Agreement.

Academic/Administrative Unit(s) for which you will be a Workstation Administrator

Internet ID ____________________________
Name __________________________________
Signature __________________________________
Date ____________________________

Dean, Director, or Department Head

Undersigned: I agree to the conditions set forth in this agreement and have designated the above individual(s) to administer the unit’s central Active Directory connected workstations.

Name __________________________________
Signature __________________________________
Date ____________________________

WA Training and Account Info (to be completed by ITSS staff)

Training Completed Date: ____________________   Trainer Initials: _______________
WA Account: ____________________