Local Administrative Account Guidelines:

This account creates important Information Security challenges. The account allows the user to do things such as:

- Install software
- Install security patches for applications and the operating system
- Clean and removing viruses
- Adjust and maintain system settings

The applicant must ensure that:

- The Local Administrator Account ID and password is not shared with others.
- The SSU/IT account is not removed.
- The computer is maintained in a safe and secure manner.
- Operating System patches and antivirus definitions are up to date.
- Frequent scans for spyware must be conducted. For a selection of the appropriate tools, contact the IT Help Desk.
- Have backups of all important locally stored data. IT does not backup local data.
- Personal Confidential Information must not be stored on the computer without permission from the campus Information Security officer. For further information, please see the campus official policy at http://www.sonoma.edu/uaffairs/policies/PCI.htm.
- Notify SSU/IT immediately if you think the computer has been compromised by a virus, spyware, or break-in by calling the IT Help Desk at 664-HELP.