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Effective Date:	02/11/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Laquetta Russell	Reviewing Unit:	PPS Security Provisioning
Title:	Administrator Rights Standard		
Description:	This document is the operating standard for access to administrator rights.		

Administrator Rights Standard

1. General Statement of Purpose
 - 1.1. The purpose of this document is to define the criteria for which Administrator Rights may be granted. The granting of Administrator Rights is a privilege only provided to individuals who require this level of access and control in order to perform their jobs effectively.
2. Scope
 - 2.1. This standard applies to ISD employees and contractors whose jobs require Administrator Rights.
3. Discipline
 - 3.1. Security & Compliance Standards
4. Terms and Definitions
 - 4.1. Enterprise Domain Rights – Access level allowing for the maintenance of the forest root domain and members.
 - 4.2. Domain Administrator Rights – Access level allowing an individual elevated privileges to perform domain-wide or local configuration and/or operating system level changes to any Windows-based system within the domain infrastructure.
 - 4.3. Local Administrative Rights – Access level allowing an individual unrestricted access to change the configuration of operating system level settings on a specific desktop, laptop or other end-user device.
 - 4.4. Administrative Support – Access level allowing a group of individuals unrestricted access to change the configuration of operating system level settings on a designated group of desktops, laptops or other end-user devices.
5. Instructions
 - 5.1. Who has Administrator Rights
 - 5.1.1. Enterprise Domain Rights – Only approved senior-level Server team members.
 - 5.1.2. Domain Administrator Rights – Server, PC or Security team members.
 - 5.1.3. Local Administrative Rights – Server, PC, Security or Network team members and approved users.
 - 5.1.4. Administrative Support – Server, PC, Security, Network or Service Desk team members and approved users.
 - 5.2. Requesting Administrator Rights
 - 5.2.1. Refer to ISD policy **ISD DS5.4.1**, located at the following address:
<http://www.ok.gov/cio/documents/AdoptedISDLocalAdministratorAccountPolicy.pdf>

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5.3. Using Administrator Rights

5.3.1. Users who are granted any level of Administrator Rights must adhere to the following:

5.3.1.1. Comply with all OMES policies.

5.3.1.2. Administrator Rights are for authorized business use only.

5.3.2. Personnel who have been granted Administrator Rights must adhere to all OMES policies. Penalties for failure to adhere to OMES policies will vary depending on the nature and severity of the violation. Penalties include:

5.3.2.1. Removal of Administrator Rights without notification.

5.3.2.2. Disciplinary action, up to and including termination.

5.3.2.3. Civil or criminal prosecution under applicable law(s).