Administrator Access Authorisation Form

This form requests administrator access to be granted for the specified length of time.

Details				
Person or domain account to be administrator access:				
Grant access to the following (name of server, website or other device – if a server please specify if this is local or domain access):				
Send administrator access details to the following email address:				
Reason for access:				
Duration				
Grant access until further notice (please tick)		or	Grant access from:	
			until:	

I understand and accept the following:

- Granting a user administrative access gives the user the highest level of access to a system – it is imperative that this person is a trained professional and understands the correct use of the systems that they are being given access to – should they not there is a very high risk of a serious issues occurring which will be costly to rectify.
- The user listed above will have full access to the systems above, and all data on those systems, which could include e-mails, files and data.

- Furthermore, domain administrators will have full access to the whole system and network, all servers on the network and all files, emails, and data.
- The administrator will have the ability to change settings (including security settings) which could either in the short term or longer term leave the organisation vulnerable.
- The administrator will have full access to the settings of the system, including granting other users administrative rights.
- Resolve IT Solutions Ltd will not be liable for any data loss, changes, damage, security breaches, data breaches, or issues on the system when another user or third party has administrative access to any part of the system.
- We will charge you, the client, for any work needed following the use of an administrator account at our standard hourly rate (currently £80+ VAT per hour)
- Once the administrator account has been finished with, you will notify Resolve IT Solutions, who will disable the account.
- If the administrator account password is released, then we will charge you, the client, for any work needed to change the password on the domain administrator account (and the services that rely on it) at our standard hourly rate (currently £80+ VAT per hour)

I accept the terms and conditions above, and wish to grant administrative rights to the server **(this must be signed by a Director or Partner of the organisation)**.

Signature

Your name

Organisation name

Position

Date

Your email address: