

Southwest Virginia Community College
Administrative Rights Request Form

This form documents the process in which an employee requests local or domain administrative rights for their computer.

Employee Name:

EMPLID:

Faculty: Staff: Other:

Employee Phone Number:

Department Name:

Supervisor's Name:

Requesting Rights For: Local Staff Domain Student Domain:

Reason for Request:

Employee's Signature:

Supervisor's Signature:

ISO Signature:

CIO Signature:

Access Approved:

Access Denied:

Reason for Denial:

Denied By: