

Computing & Information Services @ Brown University

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Request for OU DELEGATE AUTHORIZATION

An OU delegate can be granted rights to perform a number of functions within the AD environment. These can be assigned at two levels of authorization:

Level I:

- **Create / Delete computer accounts**
Example: Add a new workstation to the domain when new or replacement hardware is received

Level II:

- **Create / Delete computer accounts**
Example: Add a new workstation to the domain when new or replacement hardware is received
- **Create / Manage group policy objects**
Example: Manage a top-level policy that forces all computers in the OU to use a password-protected screensaver
- **Create / Delete / Manage security groups**
Example: Manage a security group that contains all members in a department who should have access to a specific file share
- **Manage access to shared departmental mailbox accounts**
Example: Control who has access to a shared mailbox upon request of the mailbox sponsor or department head

Please complete the following section to request OU Delegate access for the designated individual. Your signature indicates that you are aware of the implications of such access and take responsibility for any inappropriate actions the OU Delegate may take.

Name of OU Delegate (*please print*): _____

has been approved for level (*circle one*) one / two delegate access to the _____ OU.

Name of Department Head (*please print*) Signature of Department Head Date

Contact Information: _____
Phone Number Campus Box # Email address

NOTICE:

- Any action by any account is subject to monitoring and audit. An OU Delegate must not access nor grant access to sensitive data unless specifically requested by the sponsor of that data or the head of the department.
- CIS recommends that all shared mailbox access changes are documented using CIS Form E03 (<http://www.brown.edu/cis/forms/CAA/E03.pdf>).
- An OU Delegate must keep all data private to the best of their ability. If a sponsor so elects, an OU Delegate's ability to manage access to shared departmental accounts may be removed and all access changes will be routed through CIS.
- Any misuse of these extended rights are subject to investigation and disciplinary action, up to and including termination.

Signature of OU Delegate: _____ Date: _____

Signature of CIS Director of IT Security: _____ Date: _____