How do I request a privileged account for system/application administration?

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The **Guideline for Privileged Account Management** states that “A privileged account, which is separate from and unrelated to an individual’s standard NinerNET user account, must be used when performing administrative duties and other elevated functions within a system or application...Where technically feasible, the privileged account should be centrally managed....If the privileged account is not centrally managed, it should follow a standard naming convention, where feasible, and comply with the **Standard for Account Passwords**.” A centrally managed privileged account can be used on multiple systems.

To request a centrally managed privileged account, see the instructions below.

1. Privileged accounts should be requested through the IT Service Desk ([help.uncc.edu](http://help.uncc.edu))
2. The following information will be needed:
   a. Name
   b. Username
   c. Business need for privileged account
3. The request will be processed in 2-3 business days.

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