

For: State and County Offices

Providing Administrative Privileges On County Operations Reviewer (COR) Workstations

Approved by: Deputy Administrator, Management



1 Overview

A Background

Software updates are periodically developed for the Office of Business and Program Integration, Operations Review and Analysis Staff (ORAS), and issued to COR's. Software can only be loaded on workstations by those with administrative privileges, such as IT specialists. COR may generally be in travel status, and may not be in close proximity to a member of the State IT team. Therefore, COR may not receive critical updates in a timely manner.

To resolve this issue, COR's have been authorized to have an administrative account on the local workstation for the purpose of loading timely updates. This privilege should be used only for loading pre-approved and CCE-certified software installations to their own individual workstations.

B Purpose

This notice:

- directs the State IT Specialist to provide COR's with administrative privileges on their workstation
- provides instructions for assigning administrative privileges on the local workstation.

C Additional Information

This notice will also be posted as a news flash on the CCE Team Services web site at <http://www.sci.usda.gov/cce/>.

Disposal Date

June 1, 2005

6-23-04

Distribution

State Offices; State Offices relay to County Offices

Notice IRM-354

2 Administering Limited Administrative Privileges

A Instructions

The CCE Project Staff has confirmed that assigning administrative privileges for COR's may be completed by the State IT Specialist according to the CCE Guideline, XP_Admin_Guide_v2.0.pdf, Section 5.1.1, "Adding an Administrative User Account". The guide may be found on the CCE Team Services web site at <http://century.itc.nrcs.usda.gov/cce-states> under the Windows XP Migration documentation. The site is password protected and accessible to the State IT Specialist.

When COR needs to install the approved software, they will log onto the workstation with the new administrative account. If the workstation is in the CCE domain, then it will be necessary to change the "Log on to:" field to be the machine name.

B Contact for Technical Support

Direct questions about software or hardware to the FSA National Help Desk at 1-800-255-2434, using option 2.

Note: COR's should follow 1-COR, subparagraph 196 C for assistance in resolving any hardware or software problems.