

**The University of Tennessee at Martin Office of Information Technology Services
Standards for University Owned Computers**

Effective Date: 12/15/03

Revision Date: 12/15/03, Approved by Chancellor's Staff: 12/31/2003

Version: 2003.12

Computers owned by the University of Tennessee at Martin will be installed and operated with a set of standard operating procedures. This document defines those standards.

- The current version of anti-virus software under contract with the University will be installed and set to update definitions automatically.
- Computers running an operating system that can be set to automatically download and install operating system upgrades and patches will be set to do so.
- A standard administrative password will be set that allows Computer Services employees access to install software and trouble shoot system problems
- A individual username and password will be setup with administrative privileges so that the user can install their own software and other activities for computers that are being set up for individual use
- Microsoft is also dropping support from Windows 98. UT Martin Information Technology Services will drop support for Windows 98 in July 2004. Dropping support means that people with computers still running Windows 98 can continue to use them as long as everything is working. By discontinuing support, if there are problems, we will recommend that the user upgrade to Windows 2000 or greater, and not waste time working on solutions for operating systems that are outdated and we ultimately may not be able to solve the problem.