

## Policy and Procedure: Administrator accounts on College of Dentistry PCs

**IOWA**College of Dentistry  
and Dental Clinics

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### Scope

This policy applies to the College of Dentistry's policy on administrator accounts on College of Dentistry computers.

### Policy

Local administrator rights on all College of Dentistry computers is restricted. This is implemented for two reasons, protection of our patient data (security) and software licensing. For security reasons computers with administrator rights are more susceptible to virus, malware and spyware software being installed. Many of the college's computers access Axium and MiPacs, which contain Protected Health information (PHI), so we have to protect our patient data.

All software on College of Dentistry computers must have a valid license. In order to make sure the college is compliant with software licensing, we need to track all software that is licensed and installed. If you need software installed on your computer contact the Technology and Media Services help desk. There must be proof of a valid license before we can install any software. There will be no exceptions to this policy.

#### Frequently asked questions

Q1. My computer does not have axium or any clinical data on it. Does the policy below apply to me?

- A. Yes, all University owned computers in the college are included in the policy.

Computers without clinical data are just as susceptible to attacks and being compromised. Depending on the type of threat, a compromised computer may try to infect other computers on the same network, which means an infected nonclinical computer could infect a clinical computer. With that in mind, we need to treat all computers the same.

Q2. What about laptops?

- A. The college's laptops are included in the above policy. People using a laptop as their primary workstation must have the laptop plugged into the wired network when on campus.

Q3. What if I need software installed or updated?

- A. All new or updated software must be purchased and installed by Technology and Media Services. Before any software can be installed the vendor's user agreement has to be approved by University security office, general council and purchasing. This includes purchased and freeware software titles.

Q4. What if I need software loaded after hours or on the weekend?

- A. We can temporarily grant administrator rights to those people who need this type of support. Please contact [dentistry-helpdesk@uiowa.edu](mailto:dentistry-helpdesk@uiowa.edu) for support. All licensing restrictions apply.

Q5. What if some of my software requires administrator rights to run?

- A. If we find an application that requires administrator rights to run, we will work with the vendor to find a solution that enables the application to run normally, without admin rights if at all possible. Most applications can be tweaked to run without the user needing administrator rights. If the software must have administrator rights to run, we will deal with these on a case-by-case basis.

Q6. What is the policy in other departments on campus, especially the College of Medicine and UIHC?

- A. The College of Medicine and UIHC do not allow administrator rights on clinical computers. Most academic departments on campus do not allow faculty or staff to have administrator rights on managed computers.

Q7. What is the approved collegiate software and how are nonstandard applications dealt with?

- A. Approved collegiate software is what is loaded, or regularly installed on all UI owned computers by Technology & Media Services. This includes but is not limited to Windows 7, 8, 10, and 11, Microsoft software that comes preinstalled with Windows such as Edge and Windows media player. Or other applications such as Microsoft Office, axium, MiPacs Dolphin, Adobe Acrobat reader, and FireEye HX virus protection. Any licensed software (Adobe Acrobat Pro, Photoshop, Anatomage (CBCT software) etc.) that the college uses is also on the approved software list. Other software may already be approved by the campus and is listed on the campus approved software list (see resources link). Non-standard applications must be submitted to have their security and end user license agreement reviewed, they may not be installed until this review has been completed. They must be approved before they may be installed.

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#### Resources

<https://its.uiowa.edu/available-software>

[http://en.wikipedia.org/wiki/Computer\\_virus](http://en.wikipedia.org/wiki/Computer_virus)

<http://en.wikipedia.org/wiki/Malware>

<http://en.wikipedia.org/wiki/Spyware>