

## Prerequisites for having a self-managed computer

By definition, a self-managed computer means a computer without any kind of support from the IT Department. This means all other computers than the standard-computers administered by the IT Department. This could be:

- A computer purchased and distributed by the IT Department but without support\*
- A computer purchased from ITU's funds – but bypassing the IT Department.

In the case of self-managed computers the user must at all time be able to document the following:

- 1) License proof for all software on the computer\*\*
- 2) A running and updated antivirus.
- 3) A running, updated, and configured firewall.
- 4) Provided there is a need for external access to ITU systems, a two-factor VPN solution.
- 5) Security updated OS (the update must be installed no more than 7 days after the update has been announced).
- 6) All software must be kept fully patched (the update must be installed no more than 7 days after the update has been announced).
- 7) An encrypted hard disk.
- 8) A password lock.

- 1) Once a year the Head of Departments/Head of Admin Functions must approve compliance of the above-mentioned for every self-administered computer in the department to [securIT@itu.dk](mailto:securIT@itu.dk).
- 2) Furthermore, the IT Department might execute random checks to ensure fulfilment of the above-mentioned requirements. Fulfillment of such requests must happen in a rapid manner, as we might have to fulfil demands from auditors.

\*A computer like this is a standard computer (so it can be recycled) distributed with software from the factory. This means that the IT Department does not add additional software and the user cannot get neither software nor support from the IT Department. An exemption for this, however, are damages under warranty – here the IT Department can help calling a technician.

\*\*Be aware that there exists free software that is for private use only and consequently must not be used on ITU's computers.

## Prerequisites for having a self-managed computer

Serial number or ITU barcode of the computer	Name of the user	Email address of the user	Email address of the head of department/institute

	Checked	Date	signature
License proof for all software on the computer**			
A running and updated antivirus.			
A running, updated, and configured firewall.			
A two-factor VPN solution			
Security updated OS (the update must be installed no more than 7 days after the update has been announced).			
All software must be updated on security (the update must be installed no more than 7 days after the update has been announced).			
Hard disk encrypted			
Password lock			

Be ready to show documentation by any audit

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

## Prerequisites for having a self-managed computer

Head of department/institute

User of the computer