



Account Privilege Management

ROUTING	ICT, MSC 3AT
	security_admin@nmsu.edu
	Phone 646-8221
	Fax 8 646-2699

Use this form to request NMSU Central account management privileges (e.g. reset password, enable and disable accounts for NMSU Help Desk and technical support personnel.)

Instructions: Complete the Approval Date and Requestor Information. Sign and date the form. Have your supervisor sign and date the form. Return the completed form by mail to the Chief Information Security Officer (CISO) at Computer Center Building, P.O. Box 30001, MSC 3AT, Las Cruces, NM 88003-8001; or by fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus); or scan and e-mail to security_admin@nmsu.edu.

You will be contacted when access is approved.

SECTION 1: REQUESTOR INFORMATION

Approval Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____ Phone: _____

E-mail Address: _____ Aggie ID: _____ Employee Department: _____

SECTION 2: REQUEST DETAILS

Justification and type of access needed:

SECTION 3: REQUESTOR APPROVAL

By signing this form, you acknowledge that you have read and understand your responsibilities as they pertain to data/information security outlined in the NMSU Policy Manual.

Print Name: _____ Signature: _____ Date: _____
Employee

Title/Print Name: _____ Signature: _____ Date: _____
Department Head

SECTION 4: OFFICIAL APPROVAL

Role Granted:

Password Manager: Can reset passwords and unlock user accounts

Helpdesk: Has Password Manager Access and Email Management

Helpdesk Admin: Helpdesk privileges and enable and disable accounts (typically ICT personnel)

Security: Help Desk Admin privileges and can add and remove users from the various roles (typically ICT personnel)

Print Name: _____ Signature: _____ Date: _____
Chief Information Security Officer