



Use this form to **Request or Change firewall bypass authorization** for access to firewall protected systems from your office computer.

Instructions: Complete all sections above the Signature area. Sign and date the form. Scan and e-mail the completed form to security_admin@nmsu.edu or fax to: (575) 646-2699. You will be contacted when access is in place.

Access privileges granted herein will be reviewed twice yearly.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____ Phone: _____

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

SECTION 2: REQUEST DETAILS

Computer Information

To locate the MAC and IP Address information:

Select Start; select All Programs; select Accessories; select Command Prompt; press Enter, type **ipconfig / all** and press Enter.

Find the MAC address under Ethernet Adapter Local Area Connection shown as Physical Address: xx-xx-xx-xx-xx-xx.

Find the IP Address shown as IP or IPv4 Address: 128.123.xxx.xxx. (If *changing* existing address.)

Date for removal of current access: _____

For *changing* existing access, fill in both new and current sections.

MAC Address New: _____ Current: _____

IP Address New: _____ Current: _____

Reason for access:

SECTION 3: REQUESTOR SIGNATURE

Print Name: _____ Signature: _____ Date: _____
Employee

Print Name: _____ Signature: _____ Date: _____
Supervisor

SECTION 4: OFFICIAL APPROVAL

Signatures

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

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

SECTION 5: INTERNAL USE ONLY - ICT/AUDIT

Date	Initials	Comments	Date	Initials	Comments