



Secure Access | Security-Exception Request Form

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

Use this form to: **Request or Change Secure Access; Request or Change a Firewall Security Exception**

Instructions: Complete sections 1-4. Scan and e-mail the completed form to security_admin@nmsu.edu, or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus). You will be contacted when access is in place. Access privileges granted herein will be reviewed twice yearly. If requesting Port 1521 access (ODBC), you must submit the ODBC User Access form found at the following link: [ICT-ODBC-User-Access.pdf](#).

SECTION 1: REQUEST TYPE

- | | |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Secure Enterprise Server Access | <input type="checkbox"/> Other Secure Access: Server and Access type _____ |
| <input type="checkbox"/> Banner VPN access
Mobile phone # _____ | <input type="checkbox"/> Other Firewall Security-Exception: port/protocol(s) _____ |
| <input type="checkbox"/> SSH Port Block Exception | |

SECTION 2: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____ Phone: _____

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

SECTION 3: 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 4: REQUESTOR SIGNATURE

Print Name: _____ Signature: _____ Date: _____
Employee

Print Name: _____ Signature: _____ Date: _____
Supervisor

SECTION 5: 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