



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.

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