



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 sections 1-4. **In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu.** 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).

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)
- 2FA Manager: Can manage end user 2FA settings

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