



# 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. 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](http://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). 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](http://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"/> Restricted VPN access<br>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 IP Address information:

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

Find the IP Address shown as IP or IPv4 Address: 128.123.xxx.xxx.

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

Date for removal of current access: \_\_\_\_\_

To add/remove/change access, fill in the following:

Action (Add/Remove) <i>Ex. Add</i>	Your IP Address <i>Ex. 172.24.5.2</i>	Your Mac Address <i>Ex. 00:25:96:FF:1E:12:34:56</i>	Destination Server Name or IP Address <i>Ex. Banner-test</i>	Protocol (ODBC, SSH, TCP, UDP) <i>Ex. ODBC</i>	Protocol port number <i>Ex. 1521</i>

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 6: INTERNAL USE ONLY - ICT/AUDIT

Date	Initials	Comments	Date	Initials	Comments