



Instructions: Complete sections 1-4, if completing this form you must have a Secure Access | Security-Exception Request form on file. The form can be found at the following link: [ICT-Secure-Access-Security-Exception-Request.pdf](#). 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: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____ Phone: _____

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

SECTION 2: REQUEST DETAILS

Banner ODBC

PBAN UBAN DBAN

Enterprise IT

USR_DEFAULT_NMSUDEV
 USR_DEFAULT_NMSU_Q

Print Name: _____ Signature: _____ Date: _____
 Director, Enterprise Application Services

Student Disability

USR_DEFAULT_DISA_Q

Print Name: _____ Signature: _____ Date: _____
 Director, Student Information Management

Financial Aid

TBD

Print Name: _____ Signature: _____ Date: _____
 Director, Financial Aid

Reason for access:

SECTION 3: REQUESTOR SIGNATURE

Print Name: _____ Signature: _____ Date: _____
 Employee

Print Name: _____ Signature: _____ Date: _____
 Supervisor

SECTION 4: OFFICIAL APPROVAL

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

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