

## Administrative / Root Access Request

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Office of Information Technology  
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According to policy **BOV #38-02 (2020) Logical Access Control Policy**, the Director of Information Technology Security (DIS):

"...shall approve accounts for users requiring administrative and/or privileged access." and "...will ensure that no local administrator rights are granted unless there is a documented exception on file for employees that are primarily responsible for developing and/or supporting IT applications and infrastructure."

As such, by completing the below information, the signatory agrees to the following provisions: **(Place a checkmark)**

- ☐ **My documented primary job responsibility is the development and/or support of IT applications and infrastructure.**
- ☐ I will not share my NSU authentication credentials with anyone.
- ☐ I will not give anyone Administrative / Root access nor will I create new administrative / root accounts.
- ☐ I will not alter anyone's access nor will add or remove users from the Administrator, Power Users or any other group.
- ☐ I will use my access in accordance to NSU policies posted at <https://www.nsu.edu/oit/policies>
- ☐ I am responsible for notifying [security@nsu.edu](mailto:security@nsu.edu) when administrative / root access is no longer needed.
- ☐ I am responsible for submitting a new form annually to retain administrative / root access.
- ☐ **The computers/servers listed in Attachment A or included spreadsheet do not store or process sensitive information, i.e. financial, student, health, or any other type of personally identifiable or other sensitive information.**

In order to ensure timely resolution of this request, please ensure that the computers listed in Attachment A: have been joined to the NSU\_LAN domain, are accessible over the network and are powered on, are fully patched, and are running a current and updated version of the University approved antivirus software.

For request type, select "**New**" for those that have no existing administrative access, select "**Renewal**" for an annual renewal, or select "**Modify Current Access**" to add or remove administrator or root access to workstation. Please submit one form per request type.

Please note that administrative access will be automatically terminated without notification **1 year from date of approval** unless a new form is submitted prior to the termination date. It is the user's responsibility to submit a new form in a timely manner.

**(Please print clearly. All fields must be filled out)**

<b>Request Date:</b>	<b>Name of Person Needing Access (Last, First, and NSU Email):</b>	<b>Request type: (Select 1)</b> <input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> <b>Modify Current Access</b>
<b>Department/Office:</b>	<b>Building &amp; Room Number:</b>	<b>Phone Number:</b>
<b>Justification:</b> <i>(Provide evidence that: <u>documented job duties are primarily the development and/or support of IT applications and infrastructure</u>)</i>		
<b>Requestor Name:</b> (Print)	<b>Signature:</b>	
<b>Requestor's Supervisor</b> (Print)	<b>Signature:</b>	
<b>IT SECURITY USE ONLY</b>		
<b>Residual Risks:</b>		
<b>Name of account created:</b>	<input type="checkbox"/> <b>Added to Workstation Admin Group</b>	
<b>OIT Security Approver &amp; Date:</b>	<b>Signature:</b>	

Send the completed original form to OIT Security by emailing this form and Excel spreadsheet of systems to [security@nsu.edu](mailto:security@nsu.edu). The spreadsheet must be based on the next page. MAC address and Computer name are mandatory.

Rev 02/16/2022

## ATTACHMENT A

Using the two examples below, please send a **complete** list of all computers, both current and new. Include computer names, IP addresses and MAC address where administrative access is needed, and the Active Directory username.

[illegible]

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