



Firewall Access Request Form

SECTION 1

TO BE COMPLETED BY THE APPLICANT

By completing the below information the requestor/applicant acknowledges and agrees that he/she has read, understood and will comply with the following:

CHECK

- [60.201: Acceptable Use of Technological Resources](#)
- [62.503 Password Management](#)

(Please read both documents. To verify your understanding and acceptance of each, place a check mark beside them. Failure to do so will result in the request being delayed or denied.)

REQUESTOR

LAST NAME	<input type="text"/>
FIRST NAME	<input type="text"/>
DEPARTMENT	<input type="text"/>
JOB TITLE	<input type="text"/>
EMAIL	<input type="text"/>
PHONE	<input type="text"/>

SUPERVISOR

LAST NAME	<input type="text"/>
FIRST NAME	<input type="text"/>
DEPARTMENT	<input type="text"/>
JOB TITLE	<input type="text"/>
EMAIL	<input type="text"/>
PHONE	<input type="text"/>

EXPLAIN THE PURPOSE FOR THE ACCESS AND HOW IT SUPPORTS ACADEMIC, RESEARCH OR ADMINISTRATION FUNCTIONS AT NSU

Sign and return the completed form to: *Information Security Officer - Marie V. McDemmond Center for Applied Research, Rm 401F*
Or sign, scan and email a signed copy to: security@nsu.edu



Firewall Access Request Form

THE SYSTEM I AM REQUESTING ACCESS FOR STORES AND/OR PROCESSES THE FOLLOWING TYPE OF DATA (check all that apply)

- SOCIAL SECURITY NUMBERS SPECIFY
- FINANCIAL INFORMATION SPECIFY
- FACULTY, STAFF OR STUDENT RECORDS SPECIFY
- HEALTH AND/OR FERPA RECORDS SPECIFY
- AUTHENTICATION, i.e., LOGIN AND PASSWD SPECIFY
- OTHER SENSITIVE INFORMATION SPECIFY
- ENCRYPTED INFORMATION SPECIFY
- NONE OF THE ABOVE

THE SYSTEM I AM REQUESTING ACCESS FOR IS USED FOR **COMMERCIAL PURPOSES** YES NO
 THE SYSTEM I AM REQUESTING ACCESS FOR IS USED FOR **PERSONAL GAIN** YES NO
 IF YES, PLEASE EXPLAIN

IS THIS A PERMANENT MODIFICATION?

- YES
 - NO
- DATE WHEN THE ACCESS IS TO BE REMOVED
- MONTH DAY YEAR HOUR MINUTES AM PM

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SECTION 2

TO BE COMPLETED BY THE APPLICANT AND THE SYSTEM ADMINISTRATOR

Please contact the system administrator, the vendor, or the technical person responsible for the system you are requesting access to/from and complete the next section. The next section requires some technical expertise and knowledge of the system.

SYSTEM ADMINISTRATOR CONTACT INFORMATION (this is the person responsible for the system, software and patches)

LAST NAME	<input type="text"/>
FIRST NAME	<input type="text"/>
ORGANIZATION	<input type="text"/>
JOB TITLE	<input type="text"/>
EMAIL	<input type="text"/>
PHONE	<input type="text"/>

THE SYSTEM I AM REQUESTING ACCESS FOR IS LOCATED

ADDRESS	<input type="text"/>
BUILDING	<input type="text"/>
ROOM	<input type="text"/>

THIS IS A RESTRICTED, MONITORED AND SECURE AREA YES NO

DESCRIBE **HOW** AND **WHEN** OPERATING SYSTEM AND SOFTWARE SECURITY PATCHES AND UPDATES ARE DEPLOYED TO THE SYSTEM

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SECURITY QUESTIONNAIRE

THE SYSTEM I AM REQUESTING ACCESS FOR WILL SERVE DATA / APPLICATIONS TO: (Check all that apply)

- NORFOLK STATE UNIVERSITY
- SELECTED / SECURE OFF CAMPUS USERS / SITES
- PUBLIC INTERNET
- OTHER

SPECIFY

THE SYSTEM I AM REQUESTING ACCESS FOR STORES AND/OR PROCESSES THE FOLLOWING TYPE OF DATA (check all that apply)

- SOCIAL SECURITY NUMBERS
- FINANCIAL INFORMATION
- FACULTY, STAFF OR STUDENT RECORDS
- HEALTH AND/OR FERPA RECORDS
- AUTHENTICATION, i.e., LOGIN AND PASSWD
- OTHER SENSITIVE INFORMATION
- ENCRYPTED INFORMATION
- NONE OF THE ABOVE

SPECIFY

SPECIFY

SPECIFY

SPECIFY

SPECIFY

SPECIFY

SPECIFY

THE SYSTEM I AM REQUESTING ACCESS FOR RUNS THE FOLLOWING OPERATING SYSTEM:

- WINDOWS
- LINUX
- MAC OS
- OTHER

SPECIFY OS VERSION AND SERVICE PACK (i.e. 2000SP4/2003SP1/VISTA)

SPECIFY LINUX FLAVOR

SPECIFY MAC OS VERSION

SPECIFY VERSION (i.e. HP-UX 11i, IBM AIX 6, SOLARIS 10)

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SECTION 3

TO BE COMPLETED BY OIT AND/OR THE SYSTEM ADMINISTRATOR

Contact the system administrator, vendor, or the technical person responsible for the system and complete the next section. Additionally you may leave this section for OIT to complete as long as a contact for the system administrator is present.

PLEASE USE ONE LINE PER ACCESS AS SHOWN IN THE FOLLOWING EXAMPLE:

I.E., **LINE 1** YOU NEED ACCESS FROM 192.168.10.5 TO 199.111.115.180 OVER TCP PORT RANGE FROM 2000 TO 2100
 LINE 2 YOU NEED ACCESS FROM THE CLASS C NETWORK 172.30.1.0/24 TO 199.111.115.180 OVER TCP AND UDP PORT 3100
 LINE 3 YOU NEED ACCESS FROM THE INTERNET TO 199.111.115.160 OVER TCP PORT 80

IP	19	16	10	5	MASK					IP	19	11	11	18	MASK					TCP	<input checked="" type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM	2000	TO	2100
IP	17	30	1	0	MASK	25	25	25	0	IP	19	11	11	18	MASK					TCP	<input checked="" type="checkbox"/>	UDP	<input checked="" type="checkbox"/>	PORT FROM	3100	TO	
IP	0	0	0	0	MASK					IP	19	11	11	16	MASK					TCP	<input checked="" type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM	80	TO	

FIREWALL ACCESS

SOURCE IP OR NETWORK										DESTINATION IP OR NETWORK										DESTINATION PORT									
<ul style="list-style-type: none"> • Use 0.0.0.0 for entire Internet • Leave MASK blank for IP • Specify MASK for NETWORK 										<ul style="list-style-type: none"> • Use 0.0.0.0 for entire Internet • Leave MASK blank for IP • Specify MASK for NETWORK 										<ul style="list-style-type: none"> • Use the FROM for a single port • Use the FROM and TO for a range 									
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			
IP					MASK					IP					MASK					TCP	<input type="checkbox"/>	UDP	<input type="checkbox"/>	PORT FROM		TO			

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DATE: 7/7/2011 16:57

VULNERABILITY SCAN

PASSED

FAILED

REASON

[Empty text box for vulnerability scan reason]

REQUEST

ACCEPTED

DENIED

REASON

[Empty text box for request reason]

IT INTERNAL USE ONLY

X

ISO SIGNATURE

DATE

X

Exec Director / Asst Director IT

DATE

X

REQUESTOR SIGNATURE

DATE

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