

Administrative / Root Access Request

Norfolk State University
Office of Information Technology
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According to University Policy **32 - 8 - 102: Account Management** the University shall:

“Prohibit the granting of local administrator rights to users. An Agency Head may grant exceptions to this requirement for those employees whose documented job duties are primarily the development and/or support of IT applications and infrastructure. These exception approvals must be documented annually and include the Agency Head’s explicit acceptance of defined residual risks..”

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/index>
- I am responsible for notifying 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)

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

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

ATTACHMENT A

Using the two examples below, please send a complete list of computer names as reported by Windows' properties, IP addresses where administrative access is needed, the Active Directory username and the type of access requested.

Computer/Server Name	Computer IP Address	Computer MAC Address	UserName	Administrative Right Requested	Reason
WXP100012	10.123.0.71	00-12-34-AB-5C-90	Iamuser	Administrator	Installing printers
WIN7-12033	199.111.114.33	00-A0-93-BF-D9-82	Jdoe	Power user	Installing drivers

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