



# Administrative / Root Access Request

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According to policy standard **38-10.1 ACCESS CONTROL STANDARD (NSU-AC)**, NSU shall:

*"Restrict privileged accounts on the system to administrative personnel." and "Prohibit the granting of local administrator rights to users. The Chief Information Security Officer or designee 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 exceptions must be documented annually and include the Chief Information Security Officer or designee's explicit acceptance"*

As such, by completing the below information, the signatory agrees to the following provisions: **(Check each square)**

**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.

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

Email this form and an Excel spreadsheet list of ALL systems to [security@nsu.edu](mailto:security@nsu.edu). The spreadsheet must have Computer names and MAC address of ALL systems for which administrative access is needed for non-OIT users. Rev 02/03/2025