



Information Security Access Agreement

INSTRUCTIONS

NEW ACCOUNTS

1. Complete the online Security Awareness Training at <https://webapps.nsu.edu/securityawareness/newusers/>.
2. Complete Section I of this form. Check *Renewal or New Account*, print your name, sign and date.
3. Complete Section II of this form. Select the appropriate access and complete any additional required forms.
4. Supervisor must print his/her name, sign and date Section II.
5. Forward this form to Human Resources with the security training certificate and any other additional forms.

ALL OTHERS

1. Complete Section I of this form. Check *Account/Access Change* and print the username.
2. Complete Section II of this form. Select the appropriate access and complete any additional required forms.
3. Supervisor must print his/her name, sign and date.
4. Forward the original form to OIT Client Services.

As a user of Norfolk State University's central computer systems, which are operated by the Office of Information Technology (OIT), I understand and agree to abide by the following terms, which govern my access to and use of the processing services of NSU.

I will not disclose information concerning the University and University personnel, including students, unless properly authorized. Access is being granted to me by OIT as a necessary privilege in order to perform authorized job functions for the department by which I am currently employed. I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (such as log-in Ids, passwords, terminal Ids, user Ids, file protection keys or production read/write keys) for any purpose other than those required to perform my authorized employment functions.

I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so by my employer, and I will not use any access mechanism which has not been expressly assigned to me.

I agree to abide by all applicable Commonwealth of Virginia and NSU policies, procedures and standards, which relate to the security of OIT computer systems and the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the information security officer and management of my department.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that any infractions of this agreement will result in disciplinary action, including but not limited to the termination of my access privileges.

Request Date:	Department/Office:	Building:	Room #	Phone #:
Supervisor Name: (Last, First, Middle): <i>(Print)</i>		Signature:		Date:
Name of Person Needing Access (Last, First, M): <i>(Print)</i>		Signature:		Date:



OFFICE OF INFORMATION TECHNOLOGY REQUEST FORM

By completing the below information, the signator agrees to the provisions set forth by the Information Security Access Agreement on page 1.

(Please print clearly. All fields on Section II must be completed.)

Check the appropriate box below:

Section I	Mandatory Background Checks are Required for All Non-students		
	Renewal or New Account <i>(Complete Sec II. For next steps, see instructions on the top of page 1.)</i>		
	Employee/Vendor Name: <i>(Print)</i>	Signature:	Date:
	Human Resources: <i>(Print)</i>	Signature:	Date:
	Account/Access Change <i>(Complete Sec II and forward to Client Services)</i> Username:		
Account Termination <i>(Please use this link: HR Clearance Form)</i>			
Comment:			

Complete in full:

Section II	Date:		Department/Office:		Department Phone:	
	Building:		Room:		New User's Email:	
	New User's Name:			New User's Phone:		
	<input type="checkbox"/> Faculty is assigned:		<input type="checkbox"/> Staff is assigned:		<input type="checkbox"/> Vendor / Temp / Other (specify): _____ Expiry date (Rejected if blank): _____	
	E-mail		E-mail		<input type="checkbox"/> E-mail <input type="checkbox"/> Local Area Network	
	Local Area Network		Local Area Network		<input type="checkbox"/> MyNSU <input type="checkbox"/> Blackboard	
	MyNSU		MyNSU		<input type="checkbox"/> Other: _____	
Blackboard		<input type="checkbox"/> Blackboard (Optional)				
Supervisor: <i>(Print)</i>		Signature:		Date:		
<small>Supervisors are responsible for notifying OIT and HR within 24 hours when an employee is terminated, transferred, or access is no longer needed.</small>						
OIT use only:						
Processed by:			Signature:		Date Completed:	