



Secure Enterprise Server Access

New Mexico State University

Use this form to request firewall bypass authorization for remote access to firewall protected systems.

Instructions: Complete the Request Date and Required By Date, Employee Information, Computer Information, and Reason for Access sections. Sign and date the form. Return the completed form to the Chief Information Security Officer (CISO) at: Computer Center Building, P.O. Box 30001, MSC 3AT, Las Cruces, NM 88003-8001. You will be contacted when access is approved.

Access privileges granted herein will be reviewed twice yearly by the CISO, CIO, or designee.

Request Date (mm/dd/yy): _____

Required By Date (mm/dd/yy): _____

Employee Information

Employee Name: _____

Employee ID No.: _____

Employee Title: _____

Employee Department: _____

Email Address: _____

Phone No.: _____

Computer Information

MAC Address: _____	<p>To locate the MAC and IP Address information: Select: Start, Select: All Programs, Select: Accessories, Select: Command Prompt, Press Enter, Type <code>ipconfig /all</code> and press Enter</p> <p>Find the MAC address under Ethernet Adapter Local Area Connection shown as Physical Address: xx-xx-xx-xx-xx-xx</p> <p>Find the IP Address shown as IP or IPv4 Address: 128.123.xxx.xxx</p>
IP Address: _____	

Reason for Access

Signatures

	Date	Signature: Employee
_____ Name: Supervising VP (print)	Date	Signature: Supervising VP
_____ Name: Chief Information Security Officer (print)	Date	Signature: Chief Information Security Officer
_____ Name: Chief Information Officer (print)	Date	Signature: Chief Information Officer

The review date, reviewer initials, and comments must be recorded below:

Review Log (ICT/Audit use only)						
Date	Initials	Comments		Date	Initials	Comments

Assigned Static IP Address: _____