



Account Management Privilege

New Mexico State University

Use this form to request NMSU Central account management privileges like reset password, enable and disable accounts for NMSU Help Desk and technical support personnel.

Instructions: Complete the Approval Date and Employee Information. Sign and date the form. Have your supervisor 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.

Date (mm/dd/yy): _____

Employee Information

Justification and type of access needed _____

Employee Name: _____

Employee ID No.: _____

Employee Title: _____

Employee Department: _____

Email Address: _____

Phone No.: _____

Signatures

By signing this form, you acknowledge that you have read and understand your responsibilities as they pertain to data/information security outlined in the NMSU Policy Manual.

Date Signature: Employee

Title / Name of Department Head (print) Date Signature: Department Head

Chief Information Security Officer

Role Granted:

Password Manager: Can reset passwords and unlock user accounts

Helpdesk: Has Password Manager Access and Email Management

Helpdesk Admin: Helpdesk privileges and enable and disable accounts (typically ICT personnel)

Security: Help Desk Admin privileges and can add and remove users from the various roles (typically ICT personnel)

Name: Chief Information Security Officer (print) Date Signature: Chief Information Security Officer