

Administrative Access Authorization Form for San Francisco State University

To gain administrative access to campus systems, employees must complete the steps below.

- For campus policy on administrative access control and review see <http://tech.sfsu.edu/policy/administrativeaccountaccesscontrolpolicy>

By signing this form, the applicant agrees to have read and abide by all of the appropriate policies listed in the documents above and comply with the required standards.

Request Section

Administrative Access Applicant (print)	Department	Phone Number
Signature of Administrative Access Applicant	Date	Email Address
Reason Requested (include applications to access):		
Requested Systems:		
Duration Requested:		

Supervisor/Department Head Section

The Supervisor/Department Head must support the request for the applicant to be given administrative access to campus systems.

Supervisor name (print)	Signature of Supervisor	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
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Information Technology Approval Section

AVP/CIO name (print)	Signature of AVP/CIO	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
Authorized Systems:			

Administrative Access Policy

Purpose

To insure the security of San Francisco State enterprise data, administrative users must adhere to established procedures to safeguard that data.

Policy Statement

All persons with administrative access to enterprise business systems must be authorized to access the data. He or She must then comply with San Francisco State Security standards for access control and review <https://drupal.sfsu.edu/policyreview/node/121>.

Applies to

All employees and other users who need administrative access to campus servers

Responsibilities

Users will complete the [Administrative Access Authorization Form](#)

Administrative users must use second level authentication tokens (VPN) when accessing servers from off-campus.