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

<table>
<thead>
<tr>
<th>Administrative Access Applicant (print)</th>
<th>Department</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Signature of Administrative Access Applicant</th>
<th>Date</th>
<th>Email Address</th>
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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.

<table>
<thead>
<tr>
<th>Supervisor name (print)</th>
<th>Signature of Supervisor</th>
<th>Authorization status</th>
<th>Date</th>
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<tbody>
<tr>
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<td>Approved □</td>
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Information Technology Approval Section

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<th>AVP/CIO name (print)</th>
<th>Signature of AVP/CIO</th>
<th>Authorization status</th>
<th>Date</th>
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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.