Humboldt State University
Controlled IT Spaces Access Authorization Form
Rev. 2/1/12

Section 1 - Type of Request

☐ Data Center Access:
- ☐ Data Center Level 1 Access
  - ☐ ITS Sys Admin
  - ☐ ITS Net Analyst
  - ☐ PO Infrastructure
  - ☐ Other _____

☐ Data Center Level 2 Access
- ☐ Co-Location
- ☐ Support
- ☐ Other _____

Start Date _____/_____/_____

☐ Telecom & Core Distribution Room Access:
- ☐ Core Dist Room Level 1 Access
  - ☐ ITS Sys Admin
  - ☐ ITS Net Analyst
  - ☐ PO Infrastructure
  - ☐ Other _____

☐ Telecom Room Level 2 Access
- ☐ Co-Location
- ☐ Support
- ☐ Other _____

Start Date _____/_____/_____

Section 2 - Employee Information

Name: Last First MI	Campus ID Number:
Department:	Office Address and Room:

Section 3 - Supervisory Approval - MUST BE SIGNED FOR ALL REQUESTS

Supervisor's Signature: Date:

Supervisor Name (please print):

Section 4 - Specific Information (*This section is optional. FP&M Computer Support will call the supervisor to obtain and/or*

☐ Signed Confidentiality Agreement on file
☐ Live Scan background check completed (New Employees)
☐ Completed Data Center Physical Access Training

Section 5 – Authorizer's Approval (*This section to be completed by CIO or designee)*

Authorizer's Signature: Date:

Authorizer's Name & Title (please print):

SECTION 6 - USER AGREEMENT TO ACCEPT RESPONSIBILITY

- Access to the HSU Data Center, Core Distribution Rooms, and Telecommunications Spaces is limited to authorized personnel only. Unauthorized access to the HSU Data Center, Core Distribution Rooms, or Telecommunications spaces must be reported to University Police and the Information Security Office.
- Violators are subject to disciplinary action up to and including dismissal from employment, expulsion from the University, and civil or criminal prosecution, as appropriate. Disciplinary action shall be conducted in accordance with applicable collective bargaining agreements or other appropriate University policies.
- **By signing below, I certify that I have read, understand, and agree to the above terms.**

User's Signature: Date:

Key Access Granted by: Date:

Alarm Access Granted by: Date: