NM STATE UNIVERSITY

New Mexico State University
Information Technology
Account Privilege Management

Use this form to request NMSU Central account management privileges (e.g. reset password, enable and disable accounts for NMSU Help Desk and technical support personnel.) Instructions: Complete sections 1-4. I**n accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted**. **The online training can be found by logging on to** trainingcentral.nmsu.edu. Submit the signed and completed form through a TeamDynamix Ticket.

SECTION 1: REQUESTOR INFORMATION

Approval Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____ Phone: _____

E-mail Address: _____ Aggie ID: _____ Employee Department: _____

SECTION 2: REQUEST DETAILS

Justification and type of access needed:

SECTION 3: REQUESTOR APPROVAL

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.

Print Name: _____ Signature: _____ Date: _____
Employee

Title/Print Name: _____ Signature: _____ Date: _____
Department Head

SECTION 4: OFFICIAL APPROVAL

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 IT personnel)

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

__ 2FA Manager: Can manage end user 2FA settings

Print Name: _____ Signature: _____ Date: _____
Chief Information Security Officer

IT-Account-Privilege-Management.pdf, 1/2025

Reset