

**Cleveland State University**  
**REQUEST FOR ACCESS TO SECURE STORAGE**  
**Incomplete forms will take longer to process.**

Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

**SECTION A – ACCESS REQUESTED**

Supervisor, describe the information that you will store on this drive and why you need to store this information:

Supervisor, describe your employees' job functions as they relate to the information stored:

List all people, their CSU ID#, and their computer's IP address and MAC address who will need access to the data (use the back of this form if more space is needed and to see how IP and MAC addresses are discovered):

I acknowledge the right granted by the University to access University records. I understand that this information is protected by various state and federal laws (FERPA, HIPAA, etc.) and access is governed by the Cleveland State University's *Technology Resources General Policy* and the *Technology Policies*. I will insure that all provisions of the laws are obeyed by the listed employees. Access will be limited to a 'need-to-know' basis and under no circumstances will information be released to a third party.

As Supervisor, I further understand that violations of confidentiality, security, or breaches of security access codes by any listed person will be subject to disciplinary and/or legal sanctions as set forth in University policy, including dismissal from my position at the University.

**I agree to accept responsibility for compliance with all institutional policies regarding the security and proper use of the information requested and I hereby acknowledge that I have received and read the *University Information and Technology Resources General Policy*.**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** A new form must be completed any time information changes including the list of authorized persons, the name of the supervisor, and/or the supervisory/subordinate relationship, or upon any updates request by IS&T Security.

**Security Use Only:**

Date Assigned: \_\_\_\_\_ Date Removed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To find your computer's IP and MAC address:

Click on 'Start'  
Click on 'Run'  
Type 'cmd' and click 'OK'

A DOS window appears

Type 'ipconfig', hit Enter and read the IP address

Example

```
C:\>ipconfig

Windows 2000 IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : csuohio.edu.
    IP Address . . . . . : 137.148.17.222
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 137.148.17.1
    DHCP Class ID . . . . . : csunet

C:\>
```

In the same DOS window type 'nbtstat -a 137.148.17.222', where '137.148.17.222' is replaced by your computer's IP address that you found in the previous step. Hit Enter to read the MAC address.

Example

```
C:\>nbtstat -a 137.148.17.222

Local Area Connection:
Node IpAddress: [137.148.59.122] Scope Id: []

    NetBIOS Remote Machine Name Table

    Name                Type           Status
    -----
    JKUSER001           <00>  UNIQUE       Registered
    CSUNET               <00>  GROUP        Registered
    JKUSER001           <20>  UNIQUE       Registered
    CSUNET               <1E>  GROUP        Registered

MAC Address = 00-0E-E9-F4-74-0C

C:\>
```