USNH System Access Policy

Request for Exception ¹

The University System of New Hampshire (USNH) System Access policy requires that the University of New Hampshire (UNH) meet certain requirements to protect computer systems and resources used for the transaction of USNH business from theft, malicious destruction, unauthorized alteration or exposure, or other potential compromise resulting from inappropriate or negligent acts or omissions. The Chief Information Officer at each USNH institution is charged with establishing standards and interpreting this policy to assure that it is implemented in a manner consistent with the technologies at each institution. The expectation at UNH is that service providers and users of the university’s information technology systems and services will comply fully with this policy and that exceptions to compliance with this policy will be rare. Exceptions will be approved only if the requesting party can demonstrate that no reasonable means of compliance is possible at this time, if the exception does not create unacceptable risks, and if the requesting party documents what is the clear plan for when and how they compliance will be achieved.

In the following form, please answer the questions in generic terms; do not provide usernames, do not list specific server(s), application(s) or database names, and do not include any TCP/IP or other sensitive network information that would allow unauthorized persons to figure out what specific server, application or username you are describing.

Upon completing this form, submit it to it.security@unh.edu. The UNH IT Security Officer will review the information, contact you if necessary to discuss or clarify the situation, and then, if appropriate, will submit the information to the UNH Chief Information Officer for consideration. When submitting this form, please use the subject line “USNH System Access Policy – RFE”.

What is the business need or situation that requires this exception?

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1 This is a two-page document, please continue on the next page
What alternatives were considered to meet this business need while being compliant with the policy, and why are those alternatives not appropriate?

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If this request is about sharing of passwords and/or a deviation from the required minimum frequency of changing the password, and if this exception is approved, all persons included in this exception will be required to sign a confidentiality agreement.

Do all the persons covered in this request have a signed confidentiality agreement on file?
__________________________________________________________________
__________________________________________________________________

Do you have a policy for, and do you enforce the policy, which requires that when any one or more of those persons changes responsibilities or leaves, all the passwords they know are changed?
__________________________________________________________________

Name: ____________________________________

Contact information: ____________________________________________

Signature (traditional signature if on paper, UNH e-mail address if electronic submission)  
___________________________________________      Date:_______________