

**Firewall Change Request**

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| **Requester's Name:** | **<Enter Name>** | **Date Change is Needed:** | **<Enter Date>** |

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| --- | --- | --- | --- |
| \_\_\_ | **Add a new rule** | If temporary change: |  |
| \_\_\_ | **Delete existing rule** | **Start Date:** | **<Enter Date>** |
| \_\_\_ | **Modify existing rule** | **End Date:** | **<Enter Date>** |

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| --- | --- | --- | --- |
| **Source: (Put an 'X' in all that apply)** | | | |
| \_\_\_ | From Anywhere on the Internet | \_\_\_ | From SCS/SA Subnets |
| \_\_\_ | From NevadaNet Only | \_\_\_ | From VPN Access |
| \_\_\_ | From Specific Campus | **<Type Campus Name Here>** | |
| \_\_\_ | From Specific Subnet | **<Type Subnet Here>** | |
| \_\_\_ | From Specific Public IP Address | **<Enter Hostname>** | **<Enter IP Address>** |

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| --- | --- | --- | --- | --- |
| **Destination (Protected Machine / Network)** | | | | |
| \_\_\_ | Permit | \_\_\_ | Deny | |
| **Name:** | **Public IP Address** | **TCP** | **UDP** | **Ports Needed:** |
| **<Enter Name>** | **<Enter IP Address>** | \_\_\_ | \_\_\_ | **<Enter Ports or Ranges>** |
| **<Enter Name>** | **<Enter IP Address>** | \_\_\_ | \_\_\_ | **<Enter Ports or Ranges>** |
| **<Enter Name>** | **<Enter IP Address>** | \_\_\_ | \_\_\_ | **<Enter Ports or Ranges>** |
| **<Enter Name>** | **<Enter IP Address>** | \_\_\_ | \_\_\_ | **<Enter Ports or Ranges>** |

**Description of what you are trying to accomplish, business need and additional instructions (MANDATORY):**

**<Type Mandatory Description Here>**

**Firewall Change Request Instructions**

**Add, Delete or Modify:** Please select the corresponding box. If this is a new rule that select "**Add New Rule**". If you have removed servers from service select "**Delete Existing Rule**". If a rule is currently in place and you need to add a new port # OR the IP address has changed, selected "**Modify Existing Rule**" and in the description section state the old IP addresses or server names that need to be changed.

**Temporary Change:** If the rule is going in place for temporary testing purposes or other temporary need, select this box and indicate the start and end date for the particular rule.

**Source:** This describes who will need to communicate with your server. If this is an internet facing device that someone will need to access regardless of where they are located in the world, you will select "From Anywhere on the Internet". If you only want campus networks to communicate with your server, select "From NevadaNet Only". If access is from a specific campus, indicate the campus. If access is required only from a specific subnet (e.g. from one server network to another, or from the desktop network to your server) select "From Specific Subnet" and indicate the appropriate information. If this is a host-to-host connection (between one server and another), indicate this by selecting "From Specific IP Address) and identify the hostname and IP address of the server that will be communicating TO your server.

If you don't know the name, IP address or subnet you can describe it in the description section (e.g. "the same network that has xyz server on it".

**Destination:** This is the information about your server. Please indicate the hostname, IP address and the port numbers/services or port range that are needed. If this request is for your server to communicate somewhere else, select specific IP in the Source then indicate where in the Destination (Internet, NevadaNet, specific address or subnet).

**Description:** Please indicate what your server does and the business need to communicate. This helps in making sure we are providing the correct level of protection. Example: "This is our grid control server and it communicates over the selected ports to manage the databases described." Or "This is an outside facing web portal that students will log into from any location to access student information". Be as descriptive as possible.