Firewall Change Request

Instructions:

Please complete all fields. Incomplete forms will be returned. If you have questions, please contact the Information Security Office, nshe_iso@nshe.nevada.edu.

1. Requestor Information:

Requestor' name	**Title**	**Email**	**Phone**
Supervisor's name	**Title**	**Email**	**Phone**

2. Type of system/service the request is for:

	Type of System	**Prod**	**Dev**	**Test**	
	Workday	☐	☐	☐	
	PeopleSoft (iNtegrate)	☐	☐	☐	
	OnBase	☐	☐	☐	
	Web	☐	☐	☐	System Name:
					Purpose:
	Other	☐	☐	☐	System Name:
					Purpose:

3. Describe the purpose or business need for the system/service.

4. Please check the type of firewall exception you are requesting.
   Note: Only one request per form is allowed.

	Type of Rule/Exception Request	**Projected Date to Activate Rule**
☐	A new rule (for new services and systems only)	
☐	Modify existing rule (for adding/removing IP addresses and ports)	
☐	Replace existing rule (When replacing or upgrading service/system but need to keep the old system active for a specific time.)	See Item #5 below
☐	Delete an existing rule (When decommissioning a service or system.)	
☐	Create a temporary rule (For development and test systems that will not be permanent.	See Item #6 below.

5. If replacing an existing rule, please include:

Host Name	**Previous Source IPs**	
Host Name (if applicable)	**Destination IPs**	**Destination Port(s)**
Projected Date to remove previous rule:		

6. For a temporary rule request, please include the:

   Start Date: **End Date:**

7. What is the Source? Please check all that apply.

	Source		
☐	From anywhere on the Internet		
☐	From NevadaNet		
☐	From a Specific Campus	Campus Name:	
☐	From a Specific Subnet	Subnet Range:	
☐	From Specific Public IP	Hostname:	IP Address:
☐	From SCS/SA Subnets		
☐	From VPN Access		

8. Destination (Protected Machine/Network): ☐ Permit Access ☐ Deny Access

9. Destination: Please complete the required information below.

Host Name	**Public IP Address**	**TCP**	**UDP**	**Ports or Ranges**

10. Please select the classification of the data that will be accessed.
    - ☐ Restricted
    - ☐ Internal
    - ☐ Public

11. What type of data will be accessed?
    - ☐ PII (Personally Identifiable Information)
    - ☐ HIPAA (Health Insurance Portability Accountability Act

☐ FERPA (Family Education Rights Privacy Act)
☐ GLBA (Gramm Leach Bliley Act
☐ Other protected information, please describe.
☐ No classified data

12. Other comments:

Firewall Change Request Instructions

Add, Delete, Modify, or Replace: Please select the corresponding box. If this is a new rule, 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, select "**Modify Existing Rule**" and provide the old IP addresses or server names that need to be changed. If you are upgrading or replacing a system, select "Replacing existing rule," and provide the source and destination IP address(es) along with the destination ports of previous rules and projected date of removing the previous rule.

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 rule.

Source: This describes what 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, you will select "From Anywhere on the Internet". If you only want campus networks to communicate with your server, select "From NevadaNet". 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 provide 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 do not know the name, IP address or subnet please describe it in Section 12, "other comments," e.g., "The same network that has xyz server on it".

Destination: This is 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).

Data Classification: Please provide data classification based on "NSHE Information Security Operational Procedures and Guidelines Manual" (https://security.nevada.edu/download/857/)

For Section #4: Please indicate the purpose of the server/system 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.