



NYSPI IT Web Access Request Procedures

NYSPI Internet Access is restricted to limit access to high-risk Internet services and sites. Those with business need for extended access, may submit a support ticket to psyIT to request enhanced.

All request for enhanced access must include:

- 1) The name of the user(s) or IP address of the device(s) needing the enhanced access
- 2) A brief description of the business need
- 3) Technical details about the access required. For web-based access, this should include the URL / domain AND the category under which the site is blocked. For non-web-based access this should include the well-known service (e.g. SSH) or protocol and port (e.g. TCP port 22)
- 4) The anticipated duration or expiration date of the need

psyIT management will perform a basic risk assessment of the request, solicit approval from appropriate management or human resource staff if necessary, and approve or deny the ticket and notify the requestor. Exceptions should minimize risk to the overall NYSPI network infrastructure and support business functions. Proprietary systems may especially require exceptions to standard access controls. Please include those details in your request.

Questions regarding this procedure should be directed to psyIT@nyspi.columbia.edu. Exceptions to these procedures may be requested via a service desk ticket or by e-mail to psyIT-Admin@nyspi.columbia.edu.

Review Schedule and Version History

Date	Description of Change
02/06/16	Initial release