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| **Confidentiality**  Distribution of this document is limited to the *UTEP Information Security Office*. Access should only be granted to those with a business related need-to-know. If you have any questions pertaining to the distribution of this document, please contact UTEP Chief Information Security Officer, Gerard D Cochrane ([gdcochrane@utep.edu](mailto:gdcochrane@utep.edu)). |

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| **1. Point of Contact:** |  | |  | |  | | |
| **Device/Data Owner:** |  | | **System Administrator:** | |  | | |
| **Department:** |  | | **Email:** | |  | | |
| **Email:** |  | | **Phone:** | |  | | |
| **Phone:** |  | | **Emergency Phone:** | |  | | |
| **2. Device Information:** | | | | | | |  |
| **Device/Host Name and IP** | **MAC Address** | **UTEP Tag#**  (if applicable) | **Serial Number** | **Location**  **Building/Room** | | | **Is Device Being Backed-up?** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | | Yes  No |
| 1. **Is this a single-purpose server (application or website hosting), or are other services being provided (File Sharing, etc.); if so please specify all that apply:**   File Share(s)  Web Services/Server  Application(s)  Email  FTP  SFTP  SSH  Scanner/Printer  Other (Specify below) | | | | | | | |
| Specify: | | | | | | | |
| 1. **Is the device going to be accessed externally via internet?**  Yes (Specify)  No | | | | | | | |
| Specify: | | | | | | | |
| 1. **If a website is being hosted, please provide URL(s).** | | | | | | | |
| Specify: | | | | | | | |
| **3. Data Classification and System Requirements:** | | | | | | | |
| 1. **Does device contain Confidential, Research, or Other Sensitive Information?**   Yes  No  See: [The UTEP Data Classification Standard](http://admin.utep.edu/Portals/1805/PDF/Policies/DataClassificationStandards.pdf) | | | **If “Yes”; state level of highest classification?**  Confidential  Controlled  Public  Other (Specify Below) | | | | |
| Specify: | | | | | | | |
| 1. **Does the system conform to the minimum security standards?**  Yes  No   (e.g., antivirus, access controls, change management, system hardening, monitoring, etc.)  See: [UTEP Minimum Security Standards for Systems](http://admin.utep.edu/Portals/1805/PDF/Policies/UTEP_Min_Sec_Stnd_Sys.pdf) | | | | | | | |
|  | | | | | | | |
| 1. **Description of Project.** | | | | | | | |
|  | | | | | | | |
| 1. **Is the project being funded by a Grant/Contract; if so, what if any stipulations are there? Are there require-ments for adhering to FISMA, NIST, or other standards?** | | | | | | | |
|  | | | | | | | |
| 1. **If Vendor/Contractor, has a Non-Disclosure Agreement been executed and approved?**  Yes  No | | | | | | | |
| **4. Submitted By (Signature):** | | | | | | **Date:** | |
|  | | | | | |  | |
| **ISO USE ONLY** | | | | | | | |
| **Scanned By:** | | | **Service Desk Request**  (if applicable): | | | **Date:** | |
|  | | |  | | | Click here to enter a date. | |
| **Initial System San Results:** | | | | | | **Date Scanned:** | |
|  | | | | | | Click here to enter a date. | |
| **Approval to Designate as Mission Critical:** | | | | | |  | |
| **Gerard D. Cochrane, CISO:** | | | **Date:**  Click here to enter a date. | | | Approved  Denied | |
| **System Scan Schedule:** | | | | | |  | |
| Approved  Denied | | Interval:  Once  Weekly  Monthly  Yearly | | | | Other: | |
| For more information on applicable policies, procedures, and guidelines please visit the following websites:   * [UTEP Information Security Policies](http://www.admin.utep.edu/Portals/1424/Security%20Policies.pdf) * [UTEP Polices, Standards and Guidelines Website](http://admin.utep.edu/Default.aspx?tabid=63604) * [UT System Information Resources Use and Security Policy (UTS165)](http://www.utsystem.edu/board-of-regents/policy-library) | | | | | | | |