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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). |

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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 [ ]  NoSee: [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.**
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|  |
| 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)
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