

# Acceptable Use of Information Systems Exception Request

Public Employees Retirement System  
 ISD/Technical Operations  
 11410 SW 68<sup>th</sup> Parkway  
 Tigard, OR 97223  
 (503)603-7700  
[pers.helpdesk@state.or.us](mailto:pers.helpdesk@state.or.us)

FOR INTERNAL HELPDESK USE ONLY			
Ticket #:		IP:	
Time:	hh:mm	Date:	mm/dd/yyyy
Asset #:		Serial#:	
Tech Assigned:			

Questions? Requests? Contact the Helpdesk.

## PART 1: User Information *(If submitting for entire work unit, attach list of all users to this form.)*

Employee Name: \_\_\_\_\_  
 (Last) (First) (MI)

Division: \_\_\_\_\_ Section: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor?  Yes  No Vendor Name: \_\_\_\_\_

## PART 2: Exception(s) *(Select all that apply)* Policy: [Acceptable Use of Information Systems](#)

Needed:	Business Reason <i>(submit attachments, as needed)</i>	TOS Action completed <i>(mm/dd/yyyy)</i>
<input type="checkbox"/> Use personally owned device <i>(list all)</i> <input type="checkbox"/> PDA <input type="checkbox"/> Portable storage device <input type="checkbox"/> Other:		
<input type="checkbox"/> Administrative Rights on PC		
<input type="checkbox"/> Access to blocked internet sites		
<input type="checkbox"/> Use Instant Messenger application		
<input type="checkbox"/> Use encryption hardware/software		
<input type="checkbox"/> Use non-standard software. <i>(Software that does not automatically come pre-installed)</i> <b>Specify:</b>		
<input type="checkbox"/> Other <b>Specify:</b>		

## PART 3: Approvals

Section Manager:	_____	Signature	_____	Date	Approved or Denied	<input type="checkbox"/>	<input type="checkbox"/>
Division Administrator:	_____	Signature	_____	Date	Approved or Denied	<input type="checkbox"/>	<input type="checkbox"/>
Technical Operations Manager:	_____	Signature	_____	Date	Approved or Denied	<input type="checkbox"/>	<input type="checkbox"/>
Information Security Officer (as needed):	_____	Signature	_____	Date	Approved or Denied	<input type="checkbox"/>	<input type="checkbox"/>

### Additional Notes: