Web Filtering Request Form

Information

Employee Name: _____

Employee Email: _____ Department: _____

Manager: _____

Type of Requested:

☐ Unblock a Website

☐ Block a Website

List Requested Website: _____ _____

How will this website be used in your classroom or job? :

The website you are trying to access is blocked. The reason for this is the website contains sexually explicit and/or pornographic content, Spam, Malware or is a Malicious website and not authorized by City Colleges of Chicago. Is the site miscategorized or you need access?

If you feel that the site is miscategorized or should be unblocked, please contact IT Security Operations and provide a business justification for allowing access to the block website. Requests will be handled in the order they are filed. Administrators handling requests may request additional information to help in making the decision.

_____ _____

Employee Signature   *Date*

Manager Approval

☐ Approved

☐ Rejected

_____ _____

Manager Signature   *Date*

OIT Security Team Approval

☐ Approved

☐ Rejected

_____

OIT Secuirty Signature   *Date*

Please provide your CCC username and IP of the computer.
Example:

Username: johndoe@ccc.edu

Computer IP: (10.22.99.1) example IP number

To get the computers IP follow the following steps:

Click on the start button
Type in the dialog box: **cmd**
This will open another window in this window type: **ipconfig**
You will see **IPv4 Address. **10.22.99.1
Note your IP will be different from the above state that's just an example IP.