

KISO SOFTWARE RESEARCH REQUEST

For questions regarding software requests, please contact:

- Installation - ebitsm@ks.gov
- Security\Research - kiso@ks.gov

Requestor Information

Requestor:

Date:

Requestor Email:

Phone:

Agency/Board/Office:

Division/Dept.:

Is this a research or software installation request?

Research

Install

Software Information

COMPLETE THIS FORM **FOR EACH TITLE** PRODUCT/SERVICE INFORMATION REQUESTED.

In order to ensure the best use of limited resources and to confirm integration, support, and compliance requirements, we ask you to complete the following prior to engaging in any agreement to use any software, hardware, electronic content, or support documentation and services. Once you have completed the checklist, please submit this form as a ServiceNow Software Request.

Software Title:

Publisher (if known):

Please identify the priority:

Priority Timeframe:

8hrs. (Critical)

1 week

2 weeks

1 month+

In the space below, please provide an explanation for this request and the priority. Include the use case, reasons why current or approved software does not adequately fulfill your needs, and alternatives or workarounds attempted.

Will this software be used to store, process, transmit Restricted-Use or Private Information in a cloud environment? Yes No

If yes, please indicate the data types that would be stored/collected. If other, please describe what information will be store, processed, or transmitted by the software.

Names

Address

Phone #'s

Email Address

Driver's License

Passport

Health Information (Medical/Immunization Records/Forms)

Social Security Numbers

Bank Account Numbers

Credit Card Numbers

Other:

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If you will be routinely collecting, storing, or sharing information via this service, do you have a defined retention period for this information?	Yes No
If yes, how will the information be securely deleted after the retention period concludes?	
If integration support will be required from the Information Technology department, have you consulted with IT on resource availability and allocation?	Yes No
Is this a free version of software intended for trial use before purchasing?	Yes No
If this is free trial version, how many additional licenses do you intend to purchase?	
User Acknowledgement By submitting this form, users understand, acknowledge, and accept that in the event of any problems that occur as a result of this installation 1. EBIT Professional Services may re-image my PC to the standard Windows desktop and software. 2. Re-imaging the hard drive will result in a loss of all locally stored information on the C drive.	
REQUIRED Signatures	
Date	Requestor Name:
Electronic Signature:	
Date	Supervisor/Manager Name:
Electronic Signature:	
Approved Unapproved	

KISO SOFTWARE RESEARCH REQUEST

For Professional Services Use Only

EBIT Technician:

Ticket No.

Work with the customer to determine the download URL, hash of the software to be researched. Check the box to right of the hashing algorithm used.

Web address or URL download site:

Hash Results:

MD5 SHA-256 SHA-512 Other:

What device type is this software intended for:

Workstation Mobile Server Other:

Is the software based in the United States

Does this software store data in the cloud?

Are the datacenters housing the data in the U.S.?

Is the software developed and/or supported by a foreign resource?

List the device name and IP address on which software is to be installed.

<u>Device Name</u>	<u>IP Address</u>	<u>Device Name</u>	<u>IP Address</u>

For KISO Use Only

A representative from the KISO will review the requested and research for any potential security concerns or limitations.

Pass designations

Indicates the KISO was not able to determine any critical security issues. It does not mean the software is completely bug free or completely secure. Only that no obvious security concerns were noted.

Procedures

The KISO representative will attach the completed software request to the ticket and reassign the ticket to the EBIT Support Services for software installation.

Fail designations

Indicates the KISO found security concerns that could greatly jeopardize the confidentiality, integrity, or availability of the data it interacts with or the State's network.

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Procedures

The KISO representative will attach the completed software request to the ticket, change the status of the ticket to "On Hold," and schedule a meeting with the requestor and their supervisor to explain the results.

Security Assessment Performed by:

Review Date:

Sophos software category:

Software Version Reviewed:

Hash Reviewed:

Research Results Pass Fail Explain failed results below:

KISO save a copy of all requests to the office SharePoint site and notate/update any site lists with the results of your research.