

Application for access permission User Manual

2022. 07

Information Security Team



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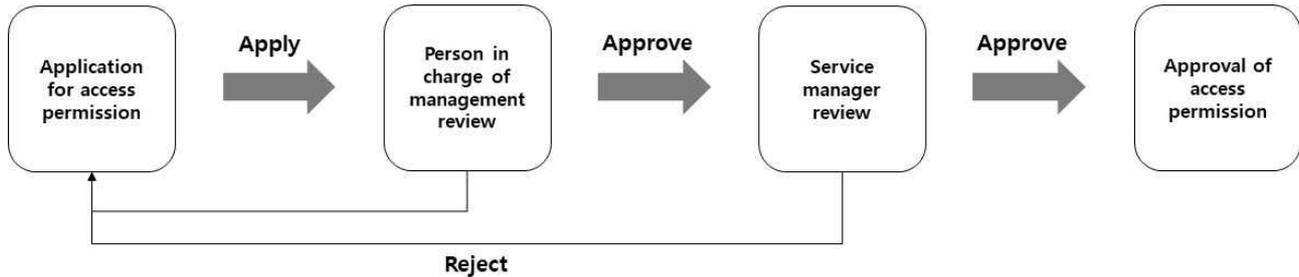
a. Summary

In order to prevent network misuse and abuse and to prevent security accidents, The KAIST blocks unauthorized services when accessing the internal network from the external network.

The application for access permission service is a service that allows access from the external network to the internal network under the approval of the person in charge of management and service manager.

Only internal members of the KAIST can apply for access permission, and if external access is required, they can apply and use the service under the management and responsibility of internal members.

b. Application for access permission process



1. Application for access permission

The applicant applies after entering information about the person in charge of management and the service that requires access permission.

※ The person in charge of the management is as follows

- Student : Adviser, Staff : Head of department, Professor : Self

2. Person in charge of management review

The person in charge of management can approve or reject the application after reviewing the application information.

3. Service manager review

The Service manager can approve or reject the application after reviewing the application information and whether the person in charge of management has approved it.

4. Approval of access permission

When the approval of the service manager is completed, the application for access permission is finally approved and the requested service can be used.

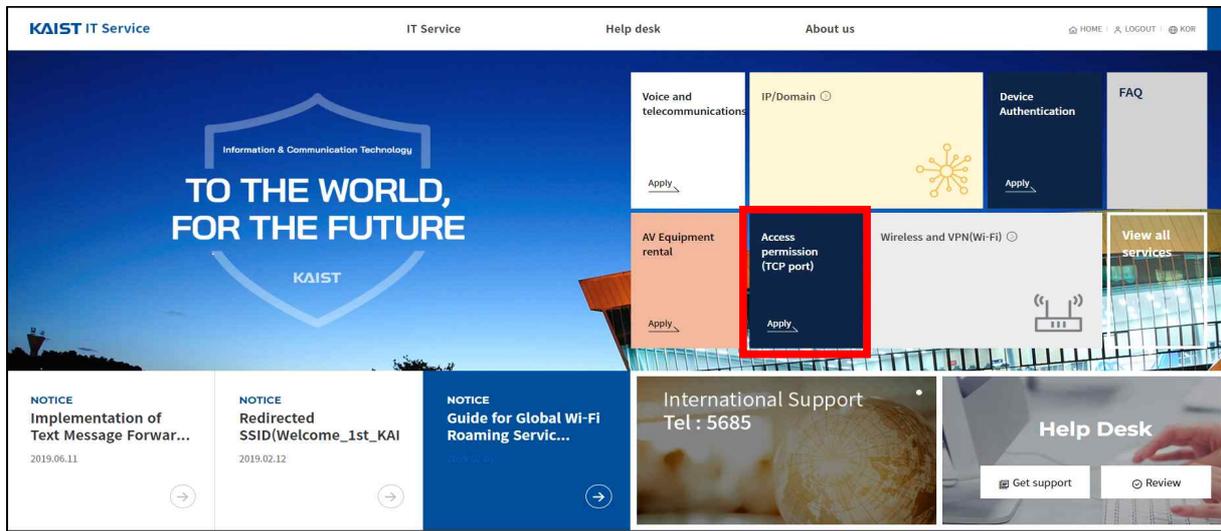
c. Application manual

1. Application for access permission

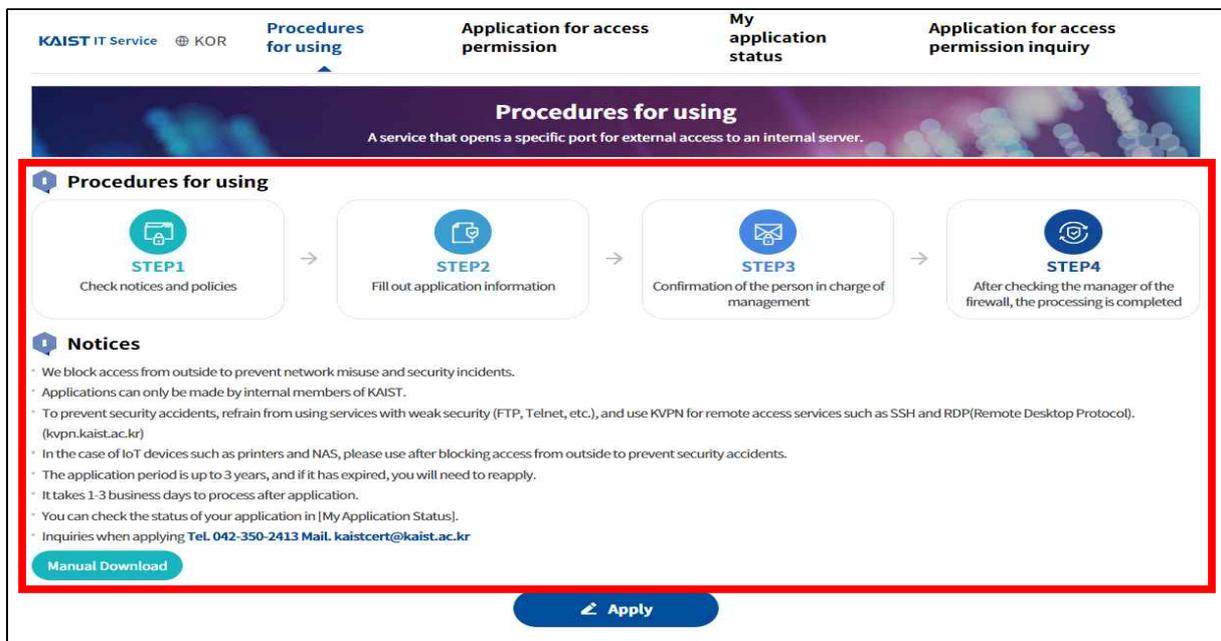
1-1. Access to the IT Service website

- Website : <https://ict.kaist.ac.kr>

1-2. Click [Access permission] menu and log in



1-3. After checking the procedures for using and notices, click apply



1-4. Check the privacy policy

개인정보 취급방침

개인정보 수집 및 이용동의 (Consent to collect and use personal information)

1. 개인정보의 수집·이용 목적 (The object to collect and use personal information)
 가. 신청접수 (Application)
 신청서 접수를 통한 서비스 제공에 관련한 목적으로 개인정보를 처리(수집·이용)합니다.
 (Personal information will be collected through application and used to provide our service.)

2. 수집·이용하려는 개인정보의 항목 (The list of personal information to be collected)
 신청서 접수에 필요한 개인정보 항목

위의 개인정보 수집 및 이용에 동의합니다.

1-5. Fill out applicant information

- Applicant information is automatically entered

Applicant information

Name	<i>Name</i>		Department	<i>Department</i>
<hr/>				
E-mail	<i>Email</i>		Mobile	<i>000-000-000</i>
<hr/>				

1-6. Fill out the purpose of access

- Fill out the purpose or purpose of using the service.

(Ex: OO Lab website, license authentication, etc.)

Purpose

Purpose

1-7. Fill out external users(optional)

External user

If there are no external users who need external access, you do not need to create one.

Organization	User
<hr/>	<hr/>

1-8. Period

- The period is limited to a maximum of 3 years for service management.

1-9. Application information

No	External IP address	Internal IP address	Service name	Service Port	Note
1			ex) TCP,UDP	ex) 8080	

- 1) External IP address : IP address being used externally
 - 2) Internal IP address : IP address of the system that you want to access from the outside to the inside
 - 3) Service name : Protocol information(Ex: TCP, UDP, etc.)
 - 4) Service Port : Port information(Ex: 80, 443, etc.)
 - 5) Note : Other necessary information
 - 6) Application information rules
 - If there are multiple IPs and service ports, separate them with comma(.)
Ex) IP – 1.1.1.1, 2.2.2.2, PORT – 8080, 8181
 - If IP and service port are consecutive, write using a hyphen(-)
Ex) IP – 1.1.1.1-1.1.1.10, PORT – 8080-9000
 - If IP is a subnet band, use a forward slash(/) to create a subnet mask
Ex) C Class – 192.168.1.0/24, B Class – 10.1.0.0/16
- * If the external IP address or internal IP address is not specified (Any), there is a risk of a security accident, so it may be difficult to approve the access permission.

1-10. 결재자 선택

- Search for the person in charge of management and select the approver

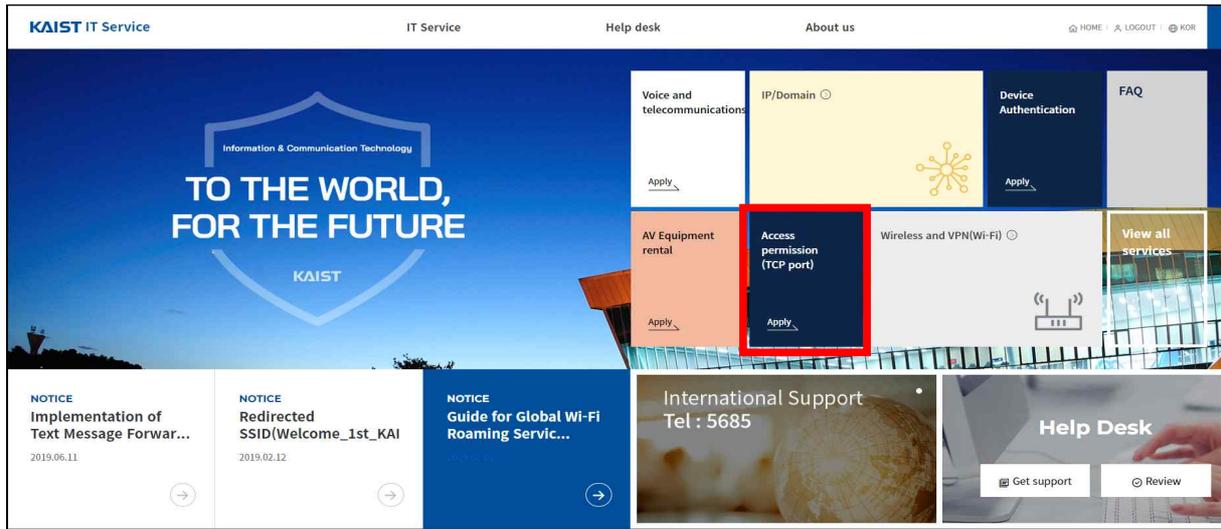
1-11. Check information security guidelines

1-12. Application completed

- When the application is completed, an email related to approval is sent to the person in charge of management.

2. Application status

1-2. Click [Access permission] menu and log in



2-2. Click [Application Status]

- If the status is [Completed], access permission processing is complete and you can use the requested service.

NO	Classification	Status	Applicant	Period	Application date	Management
51	Application	Approval	ER테스트_개발용	2022-07-18~2022-07-19	2022-07-15	Detail
50	Application	Deny permission	ER테스트_개발용	2022-07-25~2022-07-27	2022-07-15	Detail
49	Application	Reject	ER테스트_개발용	2022-07-18~2022-07-22	2022-07-15	Detail
48	Application	Approval	ER테스트_개발용	2022-07-18~2022-07-22	2022-07-15	Detail
47	Application	Completed	ER테스트_개발용	2022-07-14~2022-07-14	2022-07-14	Detail Print
46	Application	Reject	Security Park	2022-07-14~2022-07-14	2022-07-14	Detail
45	Application	Proceeding	Security Park	2022-07-14~2022-07-14	2022-07-14	Detail

- 1) Proceeding : Only the application for access permission has been completed
- 2) Approval : Status approved by the person in charge of management
- 3) Reject : Status rejected by the manager
- 4) Completed : Status approved by the service manager(final approval)
- 5) Deny permission : Status denied by the service manager

2-3. Detail

- You can check the detail of the application for access permission.
- You can modify or cancel the requested content until the person in charge of management approves it.
- If he person in charge of management requests the e-mail for the access permission again, the e-mail can be re-sent through [Application Notice].

KAIST IT Service @ KOR
Procedures for using
Application for access permission
My application status
Application for access permission inquiry

Application status

A service that opens a specific port for external access to an Internal server.

Approval information

NO	Name	Approval	Confirm (View)	Approval	
Application	1	██████	Proceeding	✓	2022-07-25 13:50:21

Applicant information

Name	██████████	Department	██████
E-mail	██████████	Mobile	██████
Purpose	정보보안팀 홈페이지		

External user

Organization	User
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Period

Period	2022-07-25~2025-07-25
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Application information

NO	External IP address	Internal IP address	Service name	Service Port	Note
1	0.0.0.0	143.248.123.123	TCP	80, 443	

Result

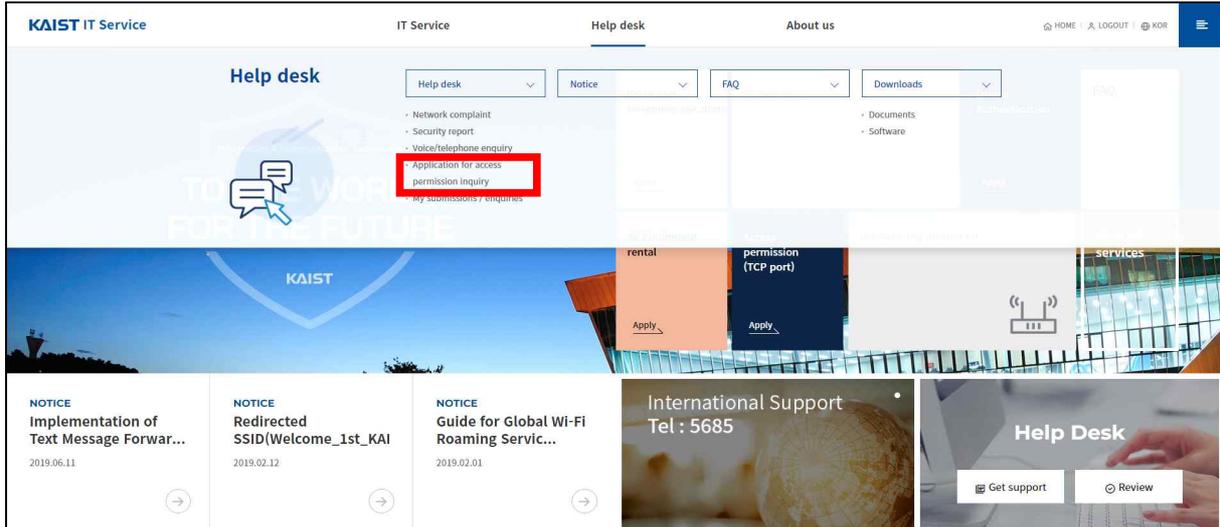
Progress	Proceeding
Result	Proceeding
Answer	No replies from admins yet.

List
Application Notice
Modification
Cancel

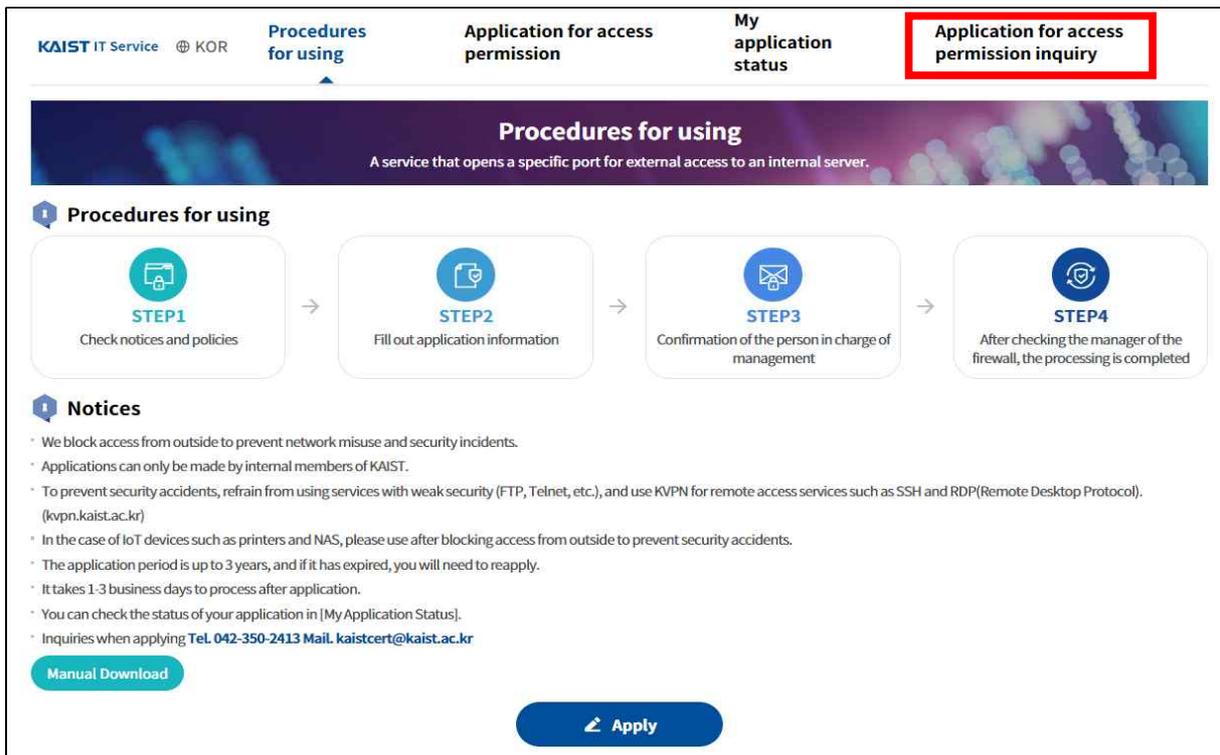
3. Inquiries and status of application for access permission

3-1. Inquiry for Application for access permission

- [Help desk] -> Click [Inquiry for Application for access permission]



- Click [Inquiry for Application for access permission] in application for access permission menu



- If you fill out an inquiry related to the application for access permission, the service manager will check it and write an answer.

Application for access permission inquiry

Privacy policy

· 개인정보 수집 및 이용동의 (Consent to collect and use personal information)

1. 개인정보의 수집·이용 목적 (The object to collect and use personal information)
 가. 신청접수 (Application)
 · 신청서 접수를 통한 서비스 제공에 관련한 목적으로 개인정보를 처리(수집·이용)합니다.
 (Personal information will be collected through application and used to provide our service.)

I agree with the privacy policy.

Your information

Name	Security Park
Department/Division	Information Security Team
Personal ID	0000000000000000
Contact	010-0000-0000
Email	kaistcert@kaist.ac.kr

Report / enquiry information

Contents	
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List
Submit

3-2. Check the status of inquiries for application for access permission

The screenshot shows the KAIST IT Service Help desk interface. At the top, there are navigation tabs for 'IT Service', 'Help desk', and 'About us'. The 'Help desk' section includes a search bar and a list of categories: Network complaint, Security report, Voice/telephone enquiry, Application for access permission inquiry, and My submissions / enquiries (highlighted with a red box and a '1'). Below this, there are several notices and an 'International Support' section. The main content area is titled 'My submissions / enquiries' and features a banner with instructions: 'Click on a button to check your submissions and responses from the manager. Your submissions will not be public to other users.' Below the banner are four categories: Network complaints, Security reports, Voice/telephone enquiries, and Application for access permission enquiries (highlighted with a red box and a '2'). At the bottom, there is a section titled 'Application for access permission inquiry' containing a table of inquiries. The table has columns for 'No', 'Report', 'Writer', 'Created', and 'Status'. The first row (No. 3) is highlighted with a red box and a '3', showing a report titled 'I need your help' by Security Park, created on 2022-07-15, with a status of 'Answered'. The second row (No. 2) shows a report titled 'I need your help' by Security Park, created on 2022-07-15, with a status of 'Pending'.

No	Report	Writer	Created	Status
3	I need your help	Security Park	2022-07-15	Answered
2	I need your help	Security Park	2022-07-15	Pending

d. Approval manual

1. Confirmation of application for access permission

1-1. Confirmation through application for access permission e-mail

- If the application is accepted, you will receive an e-mail. If you click the [KAIST ICT website] button, you will be directed to the page where you can approve or reject it.

☆ KAIST IT Service 접근허가 신청 접수 안내 Information on KAIST IT Service access permission application reception

보낸 사람 정보보안팀 Information security (07.23 11:33) [143.248.7.3, Korea, Republic of]
받는 사람 [REDACTED]

접근허가 신청 접수 안내 Information on KAIST IT Service access permission application reception

귀하의 학과/부서 소속원의 [방화벽 접근허가 신청]이 접수 되었습니다.
[Firewall application for access permission] has been received by a member of your department.
자세한 정보는 [IT 서비스 홈페이지]에서 확인하실 수 있습니다.
For more information, please visit [IT Service Homepage].

신청자 정보 Applicant information

성명Name	[REDACTED]
소속Department	정보보안팀
이메일E-mail	[REDACTED]
연락처Mobile	[REDACTED]

접근목적 Purpose

접근목적Purpose	정보보안팀 홈페이지 서비스
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외부 사용자 External user

소속Organization	
사용자User	

사용기간 Period

사용기간Period	2022-07-23~2025-07-23
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[KAIST ICT website](#)

문의 : kaistcert@kaist.ac.kr, 042-350-2413
Inquiry : kaistcert@kaist.ac.kr, 042-350-2413

1-2. Confirmation of Application status

- You can confirm the received application status in the application status of the access permission, and click the [Detail] button to check the application information.

The screenshot shows the KAIST IT Service portal. The top navigation bar includes 'KAIST IT Service', 'IT Service', 'Help desk', and 'About us'. The main content area features a large banner with the text 'TO THE WORLD, FOR THE Future' and 'KAIST'. Below the banner, there are several service tiles: 'Voice and telecommunications', 'IP/Domain', 'Device Authentication', 'FAQ', 'AV Equipment rental', 'Access permission (TCP port)', 'Wireless and VPN(Wi-Fi)', and 'View all services'. The 'Access permission (TCP port)' tile is highlighted with a red box. Below the banner, there are three notice cards and a 'Help Desk' section. The 'Application status' section is prominently displayed, featuring a title 'Application status' and a description: 'A service that opens a specific port for external access to an internal server.' Below this, there is a search bar and a table of application records. The table has columns for 'NO', 'Classification', 'Status', 'Applicant', 'Period', 'Application date', and 'Management'. Two rows are visible, both with 'Reception' classification and 'Proceeding' status. The 'Detail' buttons in the 'Management' column for both rows are highlighted with red boxes.

NO	Classification	Status	Applicant	Period	Application date	Management
61	Reception	Proceeding	Security Park	2022-07-15~2022-07-15	2022-07-15	Detail
60	Reception	Proceeding	Security Park	2022-07-15~2022-07-15	2022-07-15	Detail

2. Approval and rejection of access permission

2-1. Approval and rejection of access permission

- If you click the [Application Confirmation] button in the reception guide email or click the [Detail] button in the application status, you can check the application information, and you can approve or reject the application.

* An e-mail is sent to the applicant for the results of approval and rejection.

Application status
A service that opens a specific port for external access to an internal server.

Approval information

	NO	Name	Approval	Confirm (View)	Approval
Application	1	██████	Proceeding	✓	2022-07-15 15:21:33

Applicant information

Name	Security Park	Department	Information Security Team
E-mail	kaistcert@kaist.ac.kr	Mobile	010-0000-0000
Purpose	Test		

External user

Organization	User
---------------------	-------------

Period

Period: 2022-07-15~2022-07-15

NO	External IP address	Internal IP address	Service name	Service Port	Note
1	123.123.123.123	143.248.123.123	TCP	80	

Result

Progress	Proceeding
Result	Proceeding
Progress	No replies from admins yet.