



Departmental Service Access Request Form for Remote Access Server (VPN)

This form concerns the remote access system – Virtual Private Network (VPN) that is operated and controlled by OIT. It is to be completed when a faculty / Staff requires OIT to make specific device(s) available for its users to access via the VPN.

Authority for such access (by way of signature) can only be provided by the respective dean of faculty or head of school or service.

Complete the attached form and submit it to OIT Help Desk, SSB-171 (mail code 4-12) or fax it to 582-5593.

NOTES:

1. On making this application the requester is certifying that the device(s) to which they are authorizing access are fully compliant with the College's Information Security Policy and applicable Supporting Policies which can be viewed at <http://valenciacc.edu/oit/about/policiesProcedures.cfm>
2. On making this application the requester is certifying that accessing the application(s) or services from off-campus through the specified device(s) does not breach any license requirements for said application(s) or service.
3. VPN access to any VPN enabled systems / devices will be suspended / terminated in the event of any security weakness associated with them coming to light, or where such systems / devices are adversely affecting the network, the VPN service or other subscribers.

To be completed by requesting Faculty/Staff

Submitting Faculty/Staff: _____

Server(s)/Systems to which access is required: _____

Reason access required: _____

Signed: _____

Name: _____ Date: _____

Position: _____ email: _____

For use by Network Operations Department Staff

This form has been checked for completeness and the authority has been verified.

The specific device(s) has / have been added to the permit list for VPN users.

Signed: _____ Name: _____ Date: _____

Position: _____

Completed forms are to be retained by OIT Network Delivery for a period of five years. A copy of the completed form is to be sent to the submitting dean or head of school / service.