

CONFIDENTIAL

Employee ITS VPN Access to Restricted Data Request Form

PLEASE FILL OUT ALL AREAS – SIGN & RETURN TO THE DIRECTOR OF ITS

Direct Supervisor Name _____ Job Title _____ Phone _____

I hereby request and authorize the employee described below to have VPN access.

Supervisor Signature _____ Date _____

HR Approval _____ Date _____
(note all requests must be approved by HR before they are submitted to ITS)

Employee Information:

Employee Full Name: _____ Effective Date: _____

Employee ID Number _____ Position: _____

Department: _____ Building: _____ Room Number: _____

Duration of VPN Access _____

Purpose of VPN Access (Please be as detailed as possible)

What type of information will you be accessing via VPN? (Please check all that applies.)

Office Computer Network Folders

Encore - Restricted Sensitive Data (outlined in the Protection of Sensitive Data form)

General Rules

- Each VPN user is assigned their own user name and password and shall use this login for all VPN transactions.
- The use of remote access services (e.g. LogMein, GoToMyPC, peer-to-peer networking etc.) is prohibited.
- It is critical that your computer has the most recent security patches for your operating systems (visit: <http://update.microsoft.com> for Windows OS or <http://www.apple.com/ssupport/downloads/> for MAC OS).
- Anti-virus software installed and the latest definition file and updates (i.e. McAfee virus scan, Norton anti-virus etc.
- Your computer has been checked for spyware (i.e. McAfee anti-spyware, spybot search and destroy, adaware etc.)

If you need help insuring that your computer meets these requirements please contact the ITS Service Desk 419-755-4734. Remember, each member of NC State College plays an important role in maintaining the security and confidentiality of NC State College records.

I certify that the computer I use to connect via VPN has the most recent operating system updates, has been checked for spyware, and has a regularly updated anti-virus package installed and I will continue to keep these things maintained. I understand that the same NC State College Computer and Network Use policy and the Protection of Sensitive Data nondisclosure form apply to this service.

Employee Signature

Date

Director of ITS Approval

Date

VPN Access Issued By

Date

VPN Access Removed on _____
Date

Cc: Employee File HR, ITS Department