Technology & Information Systems Services Division

Technical Resources **VPN Access Request**

Before filling out and submitting this form, you must understand the following:

- Use of the VPN system is for official use only. Continued use implies acceptance of the CCSD Acceptable Use Agreement and consent for monitoring.
- It is the responsibility of all parties with VPN privileges to ensure unauthorized users do not have access to CCSD computing resources.
- It is highly recommended that up-to-date anti-virus software be installed on any computer connecting to CCSD computing resources.
- VPN users must understand their computers are, in effect, an extension of CCSD and should abide by the same rules and regulations.
- Do not share your VPN password with anyone or allow someone other than yourself to use your password.
- Person wanting the VPN account needs to have a functioning AD account first.

INSTRUCTIONS

Print completed form, have an administrator sign it, and have the person that will be **using** the requested VPN account, email the form from your CCSD G-mail address (xxxx@nv.ccsd.net) to VPN ACCESS REQUEST (0068-sdm-vpnaccessrequest@nv.ccsd.net). It is VERY important that the email be sent by the person that will be using the VPN account [not the Administrator, Office Mgr., etc.]. Failure to follow these instructions may result in no ticket creation and will delay the request for access.

USER INFORMATION

Last Name: First Name: Middle Initial:

Title: AD User Name:

Email address:

Telephone Number:

ACCESS REQUIREMENTS

Renewal: New: Cancelation:

Duration of Request

Indefinite (Must be renewed annually)

Disconnect on:

SCHOOL AND DEPARTMENT INFORMATION

School or Department Name:

Supervising Administrator Approval

Print:

Signature:

COMMENTS