**NOTES:** [See instruction page](#_Instructions). Fill this form out as completely as possible.

#### Contact Information

|  |  |  |
| --- | --- | --- |
|  | VPN User | Appropriate Administrator |
| Name |  |  |
| Department |  |  |
| Title |  |  |
| Office Phone |  |  |
| E-mail Address |  |  |

#### Time during which access is required

If no end date is desired, enter “indefinitely.”

|  |  |
| --- | --- |
| Start Date | End Date |
|  |  |

#### Resources Required

|  |  |
| --- | --- |
| Resource | Access required |
| G: DriveKey Server (for University-issued computers only) |  |
| Other – Enter servers or services required |  |

#### Computer Identification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University-owned? | Computer Name | Asset Tag or Serial No | Make and Model | Operating System |
|  |  |  |  |  |
|  |  |  |  |  |

If you will use a personal (non-University) computer to access the VPN, you must receive the approval of the Information Security Officer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Signature of User Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Appropriate Administrator Date

**FOR T&C INFRASTRUCTURE USE ONLY**

|  |  |
| --- | --- |
| AD Activation/Deactivation Date | Technician Name |
|  |  |

#### Instructions

Fill this form out as completely as possible, and submit it to the T&C Technician you normally work with. Incomplete forms may result in delays. If you have questions about this form, please contact the Manager, User Services or the T&C Help Desk for consultation.

**If you are a contractor**: The signature of the contracting CI MPP is required to process this form. You must have a Dolphin Name and Dolphin ID to access the VPN.

**If you will be working with Level 1 or Level 2 data with the VPN, you must also complete a Telecommuter Information Security Review and Approval Form.** Access to and storage of Level 1 or Level 2 data from off-campus requires written justification from your supervisor and the written approval of the Information Security Officer and Chief Information Officer.

**If you will be using a non-University-owned computer to access the VPN, you must also complete a Telecommuter Information Security Review and Approval Form**.

VPN access is no longer required to use the full functionality of H: drives and Outlook from off-campus. For access to these services, use Dolphin Files and OWA through myCI.

VPN access is required for the remote use of:

* Group Shares (G: drives)
* Key Server (for University issued computers only)
* Certain other business systems that do not have other means of remote access

When you use the CI VPN, your computer is using the University’s network infrastructure for all traffic. As such, the VPN is for official use only. Unauthorized or inappropriate use of the VPN is equivalent to unauthorized or inappropriate use of the University’s network.

Consult T&C Business Practice BP-02-004, available at www.csuci.edu/it/policy.htm, for further details about authorized and appropriate uses of remote access and for additional referenced forms. Consult University Policy IT.01.001, available at policy.csuci.edu, for definitions of Level 1 and Level 2 data.