



VPN Access Request Form

*Per ITS Business Practice BP.03.004 – Business Practice for Telecommuting Computer Use, any employee who telecommutes and requires VPN access to CSU Channel Islands information technology resources (including information assets), must use University owned and managed equipment in order to protect the integrity of campus information assets and the university network. **Instructions are available on the last page of the form.***

Contact Information

VPN Requestor		Supervisor/Dept. Chair
Name:		
Department:		
Title:		
Office Phone:		
E-Mail Address:		

Duration of VPN Access (*Approval is granted for a period of no longer than 1 year per request*)

Start Date	End Date

Resources Required

Resource Description	Access Required (Y/N)
Key Server (for University Issues Computers Only)	
Remote Access to University Servers (please list fully qualified server path - ie. \\crate.csuci.edu\groupshares\...)	
Other Services:	



VPN Access Request Form

Computer Identification

University Owned Y/N	Computer Name	Asset Tag or Serial Nbr.	Make and Model	Operating System

Signature of User

Date

Supervisor/Department Chair

Date



Instructions

Complete this form to the best of your ability, and submit it to the ITS Help Desk at <http://go.csuci.edu/vpnrequest> for assignment, approval, and processing. Incomplete forms will result in delays. If you have questions about this form, please contact the Manager, User Services or the ITS Help Desk for consultation.

If you are a contractor: The signature of the contracting CSUCI manager (MPP) is required to process this form. In order to access VPN at Channel Islands, a Dolphin Name and Dolphin ID are required.

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, written approval of the Information Security Officer and AVP for Information Technology Services. A definition of Level 1 and 2 data may be found in University Policy IT.01.001 available at <http://policy.csuci.edu/>.

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 CSUCI 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.

For further details about authorized and appropriate uses of remote access and for additional referenced forms, consult ITS Business Practice BP-03-004, available at <http://www.csuci.edu/its/policy.htm>,

For definitions of Level 1 and Level 2 data, consult CSU Information Security Policy ICSUAM 8605.S02, available at <https://www.csuci.edu/its/security/is-policy/8065-s02.pdf>,