

Request for Virtual Private Network (VPN) Access

Section I: Account Information - To be completed by Department Supervisor

This VPN account is requested for:

Request Date: _____ Department: _____
Print name and position/title

Department Supervisor: _____
Print name and position/title

Action Requested:

- New VPN Account Holder
- Modify Existing VPN Account
- Revoke VPN Account Privileges

Section II: VPN requirements - To be completed by Department Supervisor

VPN User Approval) Elevated VPN User (Requires CISIO and RBC ISO

Justification / Comments: Please document justification / requirement for VPN access. List network resources to which the user will require access.

Required Accessibility of the VPN:

- Limited duration for a specified time period only: _____
- Continued 24/7 access until revocation – to be audited annually.
- Other: _____

Section III: Signatures to be completed by Supervisor and Account User:

Signature implies acceptance and compliance with all Richard Bland College, State, and Local Policies.

Supervisor: _____ / _____

Print Name

Signature

Account: User _____ / _____

Print Name

Signature

Information Security Officer (or designee) Approval:

Section IV: VPN Account Management - To be completed by Firewall Administrator

Date: _____ Technician: _____

Action Taken / Notes / Comments:

Account Information provided to Account Holder:

Account Holder completed mandatory in-

service: _____

Account

Tested: _____

Renewal DATE: _____