



Application for Virtual Private Network Services (VPN)

Please complete this form on-line, print, obtain the required signatures and fax to 7-2924 or mail to VP of Info Tech/CCIO, Kendall L136.

VPN is a “user managed” service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software and paying associated fees. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to the College Network. All network activity during VPN session is subject to MDC policy and may be monitored for compliance. In addition, virus protection software, a personal firewall and other requirements as become necessary must be used at all times to protect the College Network.

Users must install and run subscription-supported anti-virus software on their computer before accessing the network and must be protected by a personal firewall to safeguard the integrity of the College Network. Users must submit proof of the above along with this application. At its discretion, the College may disallow remote access for any user that is a risk to the College Network or that violates [College Policy VII-1](#) or [College Procedure 7900](#).

I agree to all of the above.

User Information	
Name: _____	Title: _____
Email Address: _____	Telephone #: _____
Campus: _____	Office Location: _____
Signature: _____	Date: _____

Approved by Supervisor: _____

(Please print name)

Signature: _____ Date: _____

Campus CIO Approval: _____ Date: _____

Campus President,

Provost, or Vice Provost Approval: _____ Date: _____



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Campus CIO Checklist for VPN Access:

1. The user should discuss the viability and need for remote access with their supervisor.
2. If the supervisor approves, the user must complete this application and submit it to their supervisor with proof of anti-virus and firewall compliance.
3. The completed form and required documents must be submitted to the Campus CIO for review and forwarded to the appropriate Provost, Campus President or Vice Provost for final approval.
4. IT will provide setup instructions and access to the users with a copy to the appropriate Campus CIO or designee.
5. The user must install the VPN software on their personal computer with support provided by the Campus CIO or designee.