



REQUEST FOR REMOTE / VPN ACCESS TO UNIVERSITY IT SYSTEMS

Instructions: the manager or head of dept. fills in this form requesting VPN access for a subordinate. Print it out and sign it, then save it as a scanned document and return it to the Technology Service Desk in reply to the service request notice. A scanned copy of the Remote Access (VPN) Policy, signed by the subordinate, should also be returned to the Technology Service desk to complete this request.

1. Manager's Info (Requester):

Name:	Shortname:	SHUID:
Title:	Department:	Banner Index No:

2. Requestee Info (Person to get VPN access):

Name:	Shortname:	SHUID:
Title:	Department:	

3. System / Applications to be accessed:

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4. Business Purpose:

5. Authorization:

By authorizing this request I understand that I take managerial responsibility for the requestee's actions and obligations as outlined in the SHU Appropriate Use and the Remote Access (VPN) Policy.

Manager's signature: _____ Date: _____

Please print name: _____
