**Virtual** **Private** **Network** (VPN) **Access Request Form**

Name: Department\Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Full Name)

Date: \_\_\_\_\_\_\_\_\_ **ACES ID:**

Select: Employee x Non-Employee  Site:

Expiration Date *(non-employees only): \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_* (**Required**)

Justification: (**Required**)

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Required**)

Authorized Manager’s Approval:\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Required**)

Print Manager’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Required**)

Manager's Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Required**)

**\* If you are a District employee requesting access. Please open a footprint ticket and attach this approved form to a footprint ticket and assigned to “Security”.**

**\*\*If you are a College site employee, submit your request to your respective site’s IT department.**

For more information regarding VPN or Administrative Equivalent Access please contact your College or District IT Department Helpdesk. The numbers are listed below:

|  |  |
| --- | --- |
| **SAC (210) 486‐0777** | **NVC (210) 486‐4777** |
| **SPC (210) 486‐2616** | **PAC (210) 486‐3777** |
| **NLC (210) 486‐5777** | **District (210)485‐0555** |

**Note \*\***Signature of this form does not ensure Virtual Private Network Access; research will be done to determine if Virtual Private Network Access is appropriate.

**IT Use Only**

**Date Implemented:**

**By:**