Orange Coast College VPN Request Form

Background: The Orange Coast College VPN is only available to Faculty and Classified Staff of Orange Coast College that have managerial approval to work from home. Users that qualify must complete this form and agree to the terms of this agreement before they are given access. All access to the VPN is monitored and logged.

Software Requirements & Supported Software: Users are limited to accessing the VPN from a district owned computer or their own private computer that meet a minimum number of requirements. Computers must have up to date anti-virus software, anti-spyware software, and stay up to date with the latest security patches relevant to their operating system and applications. Recommended software includes Windows XP—Internet Explorer 6, 7; Firefox 3; OS X—Safari 3; Anti-Virus—Sophos (available free http://occdownload.orangecoastcollege.net/); Anti-Spyware—CounterSpy, Lavasoft Ad-Aware.

_____
Name of Employee Requesting VPN Access

_____   _____
OCCNET E-mail of Employee   **Department**

Business Justification: Why do you need access to the VPN?

Resources Needed: Check only the resources you need. If you need access to resources not listed here, explain what you need in the "Other" section. Please be as specific as possible!

Web Applications	**Browse Networks**	**Other**
Banner INB	☑ U Drive	
Other_____	☑ O Drive	
	Other_____	

I hereby request access to Orange Coast College's VPN. I agree to take reasonable and appropriate precautions to safeguard this access. I agree to keep my VPN account username and password private. I agree to protect any and all non-public private information including, but not limited to, student information, social security information, financial information, driver license information, and cardholder (credit card) information that I may have access to on the Orange Coast College or Coast Community College District network. I have read and agree to The Coast Community College District's Computer Use and FERPA policies. If accessing Banner, I have read and signed The Coast Community College District's Security and Confidentiality Agreement for Banner Systems Information. My computer is compliant with the software requirements as detailed in this document.

_____   _____
Employee Signature   **Division Dean/Dept. Supervisor Signature**