

Instructions for VPN Form

VPN Account Request Form

1. Requesting Department – name of the department the vendor works with
2. CSU Contact Person – name of the person the vendor works with
3. Title-Organizational title of CSU Contact Person
4. Extension-extension of CSU Contact Person
5. Detail description of how the VPN account will be used –name of the server, what type of maintenance/service will be performed on the server/purpose of the vpn account
6. onsite system name-name of the computer
7. onsite system IP address –IP address of the computer
8. Remote Support User's Full Name-name of the vendor's representative
9. Remote Support User's Company name-actual vendor's name
10. Remote Support User's Telephone Number-vendor's landline number/with extension included
11. Cellular Phone Number-cellular phone number of person in item 8.
12. Remote support user's IP address-IP address of person in item 8.
13. Remote Support User's Company eMail address-email address of person in item 8.
14. Remote Support User's Signature-signature of person in item 8.
15. Requesting Contact's Signature-signature of person in item 2
16. Requesting Department Chair/VP/Pres-Manager of person in item 2
17. ITD Approval-completed by ITD-Network Infrastructure
18. Account Activation Begin/End-complete by ITD-Network Infrastructure