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.
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