



Information Technology
Internal Operating Procedure

Virtual Private Network Account Request

Requestor Name:

Date:

Department:

Phone:

MAC Address (Your Computer's NIC):

A/D Username:

Internet Service Provider:

Broadband Connection:

I have the following software installed: Anti-Virus Personal Firewall Anti-Spyware

Start Date:

End Date:

Purpose/Justification:

I understand that no files containing confidential or sensitive El Paso Community College information can be downloaded to off-campus computers. Enter Initials

Requestor Signature:

Date:

Supervisor Signature:

Date:

FOR INFORMATION TECHNOLOGY USE ONLY

| | |
|----------------------------------|-----------------|
| Date Request Received: | |
| Approved By: | Date Approved: |
| Completed By: | Date Completed: |
| Date VPN Account Access Removed: | |
| Comments: | |