

- NEW USER
- EDIT INFO
- DELETE



Broward College VPN Security Access Request

A User Information

❶ Full Name: _____
 ❷ Title: _____ ❸ Department: _____
 ❹ Company: _____
 ❺ Location: (building #) _____ (room #) _____ ❻ Phone: _____ ❼ Fax: _____
 ❽ Job Title/Position : _____

B Access Information: List Desired Purpose, Requested Server, Utility, Port etc.

C Remote Desktop Access

Yes, add Remote Desktop access (not needed to access AD/Outlook/CID)

X Authorization

User Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

Please print name: _____

Vice President Information Technology _____

Date: _____

(Please sign, date and return to the Help Desk, WHC)

Active Directory Administrator Use Only!

Directories:

Login ID: _____

Directory/Schema: _____ Other: _____

AD Administrator: _____ Date: _____

VPN Access Requestor _____ Date: _____

Keep a copy of this form for your records!
Send the completed and signed form to: Help Desk, DTC.



Broward College VPN Security Access Request

User Rules

General rules:

A. Each VPN Group is assigned their own group name and unique user passwords. In all transactions VPN users shall **use their assigned group and individual AD User Name and password.** When authority to access or enter on additional screens or systems is needed, departmental supervisors will be responsible for having such access added to an employee's password via a request to the Broward College's VPN requestor.

B. Users assigned passwords **shall not give their password to anyone, not even a supervisor, a subordinate or a friend.** A user shall not use another VPN user's password, nor shall an VPN user assigned a password permit the use of their password by another employee. Each VPN user assigned a password is held responsible for all data which are input or retrieved under their password. That means, if someone knows another VPN user 's password and uses it incorrectly or improperly, that transaction will be traced back to the VPN user whose password was utilized. This could be a **very** serious problem as unauthorized input of data, manipulation of computer data and/or release of certain computer information are all offenses which could result in immediate termination or suspension of VPN access.

C. If an VPN user feels, for any reason, that someone has access to their password, it is their responsibility to immediately request a new password by contacting the BCC Helpdesk, 954-201-7521.

Rules pertaining to student records and employee records:

No VPN user, regular, temporary or part-time, including student assistants, will look up the student record or employee record of any employee or former employee, including themselves. This includes, but is not limited to admissions input, registration input, transcript updates, transcript request, employee appointment or salary information, etc. **Under no circumstance should a VPN user give any information about students or employee to other students, to other employees or to any other person who has not been authorized to receive such data. If you are in doubt about an individual's authority to receive student/employee data, consult your VPN Requestor at Broward College.**

Disciplinary actions for violations of these College rules are published in the Broward College Policy Manual and Procedures Manual.

Questions regarding the Computer Network On-line Security rules, related College disciplinary actions or other office procedures **should be directed to your VPN Requestor at Broward College.**

VPN User Acceptance

I have read and clearly understand my responsibility to respect and maintain the confidentiality of all records and information which I have access to through the computer. I acknowledge receipt this date of a written copy of the Computer Network Security Rules and Affidavit, and I further understand that the violation of these rules and related confidentiality could result in disciplinary action.

VPN User's Signature

Date

Please Print Name

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