

- NEW USER
- EDIT INFO
- DELETE

**Information Technology  
 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 RDP access (not needed to access Novell/Groupwise/CID)
- Yes, add VNC access (not needed to access Novell/Groupwise/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)*

**NDS Administrator Use Only!**

**Directories:**

Login ID: \_\_\_\_\_

Container: \_\_\_\_\_ Other: \_\_\_\_\_

**NDS 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.**

## 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 Novell 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 Community 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 an 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 Community College.**

Disciplinary actions for violations of these College rules are published in the Broward Community 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 Community 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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