Remote Access VPN Request Form

The New School operates a virtual private network (VPN) to enable faculty, staff, and other authorized individuals to access internal computer systems from off campus. Because granting remote access to sensitive information resources entails increased risk, such access must be approved by an Information Trustee as defined in The New School Information Security Policy.

From a practical standpoint, this means that an individual’s request for remote access must be approved by the executive officer (Senior Vice President, Vice President, Dean, or equivalent) of the individual’s main office or department. Each executive officer may designate one or more directly-reporting subordinates (Assistant Vice President, Associate or Assistant Dean, etc.) who may grant approvals on his or her behalf.

To request remote access, complete this form, have it signed by the appropriate approver as described above, and email the scanned form to itservicedesk@newschool.edu. You will be notified by email when your access is ready.

Requesting User Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>NetID (e-mail address):</th>
<th>Banner ID (Nxxxxxxxx):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Department:</td>
<td>Office Address:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

Business Reason for Request:

☑ By default, traffic destined to New School systems will go over the VPN, and everything else will go over your regular Internet connection. If you will be travelling in countries where the Internet is heavily censored (e.g., China, Cuba, North Korea, Saudi Arabia, etc.), we offer a special “full tunnel” option that sends everything over the VPN (bypassing the censorship) instead of just traffic destined for New School systems. Check this box only if you really need this (it’s slower and makes it difficult to use devices on your local network like printers).

Signature: ____________________ Date: ___________

Executive Officer Authorization and Approval

<table>
<thead>
<tr>
<th>Officer’s Name:</th>
<th>Title:</th>
<th>Telephone:</th>
</tr>
</thead>
</table>
| Officer’s Signature: | | Date: ___________

For IT Use Only

☐ User added to SSLVPNUsers group
☐ User added to SwivelUsers group
☐ User added to SSLVPNFullIT group (if applicable)
☐ User notified and sent instructions
☐ Approver notified

Date completed: ___________

Revision 2.1 – July 3, 2014