

**Requester Information**

Name:

Location:

E-mail:

Ticket No:

Phone Number:

Date of Request:

Duration of the access:

VPN Access Approved by :

Purpose of Access (Please be as detailed as possible):

Remote access to Desktop/Server IP address and Port details:

Computer Name:

MAC Address:

Make and Model:

Operating System/Version:

**General Rules**

It is critical that your computer has the most recent security patches for your operating system  
(Visit <https://portal.msrm.microsoft.com/en-us/security-guidance> for windows OS)

Anti-virus software installed and the latest definition file and updates. (i.e. SEQRITE)

Your computer has been checked for spyware (i.e. SEQRITE)

I certify that the computer I use to connect via VPN has the most recent operating system updates, has been checked for spyware, and has a regularly updated anti-virus package installed and I will continue to keep these things maintained.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IT Team Staff

**IT Team Use only**

Laptop Validated by:

Date of validation:

Antivirus Installed:

Operating System / Version: