

# Who needs to use the VPN?

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To get a VPN account to allow access to the corporate system from an offsite location, please contact technical support. Below are the requirements for VPN access.

1. Must have sufficient business justification
2. Must be a salaried employee
3. Must have high speed Internet access (DSL or cable)
4. Must have current anti-virus software on laptop
5. Approval by department head
6. Password and setup information is confidential. Any unauthorized disclosure will result in termination of the VPN account and possible disciplinary action