

WV LEGISLATURE INTERNAL VPN ACCESS REQUEST

PLEASE PRINT LEGIBLY - ALL PARTS MUST BE COMPLETED

If access needs to be removed for any reason other than Separation from the Company resubmit the Form and check Removal Option.

Please Submit Completed Printed Form to LASD in MB49

REQUESTOR'S INFORMATION

Requestor's Name: _____

Requestor's Division: _____

Requestor's .GOV Email: _____

Requestor's Telephone Number: _____

State-Owned Computer Name: _____

Detailed description of what internal resources need to be accessed using the VPN:

Remove Access:

APPROVER'S INFORMATION

Approver's Name: _____

Approver's Division: _____

Approver's Title: _____

Requestor's Signature: _____ **Date:** _____

Approver's Signature: _____ **Date:** _____

*VPN can only be installed on State-Owned Computers.

*The Acceptable Use Policy from Chapter 5 of Employee Policy & Procedures Handbook is still applicable to use of the machine while Out of Office.

LASD USE

Completed By: _____ **Date:** _____