



Pittsburgh Public Schools

Standard Operating Procedure

Virtual Private Network Procedures

Office of Information and Technology

OIT-015

VPN Access Form

Date _____

The following form is required by Pittsburgh Public Schools (PPS) to maintain a high level of data integrity/security and insure a proper accounting method for remote access into the PPS network and the district's managed services.

All requests for VPN access must be made by the administrator responsible for either the project at hand or the employee for which access is being requested.

Complete this form and email/fax to the Call Center at 412-529-HELP or support@pghboe.net

Last Name _____ First Name _____

Firm / Company / School _____

Phone Number _____ Email _____

Start Date of Access _____ End date of access _____

Reason for VPN Access: (Why is VPN being requested):

Resources requested: (Servers being accessed, method of access, required level of access):

I _____ (please print name), hereby verify that all above information is up-to-date and accurate to the best of my knowledge. Should the individual receiving VPN access leave early or be terminated before the contract end date I will inform the Office of Information & Technology via a support request that the account be deactivated at the appropriate time and date.

Last Name _____ First Name _____

District / Department / School _____

Signature (Written or Digital) _____

As a requesting employee, I understand that by requesting this account, I accept responsibility for any actions this person performs on the PPS network.

**THIS FORM MUST INCLUDE AN ASSOCIATED CONFIDENTIALITY AGREEMENT
AND BOTH FILES EMAILED TO support@pghschools.org FOR PROCESSING**