## Kent State University

### Request for Remote Access to Administrative Systems

**Instructions:** Return the completed form to the Access Management Group via FAX (330-672-3253) or campus mail (246 Stewart). For assistance, call 330-672-1366

(A) **User information**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Department</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flashline ID</th>
<th>Campus phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>@kent.edu</td>
<td></td>
</tr>
</tbody>
</table>

(B) **User acknowledgement**

*I acknowledge that:*

1. Remote access to administrative systems is authorized only from a university-owned computer, and the computer must adhere at all times to security standards established by Information Services for the protection of sensitive data.

2. Use of remote access from a personally owned computer or publicly accessible computer such as those found in airports, hotels and public libraries is prohibited.

3. Inappropriate use of the VPN or administrative systems may result in loss of remote access rights and disciplinary action as set forth in University policy.

4. I will contact the helpdesk immediately if I suspect that my account has been accessed by a third party or that my password has been learned by someone else.

**User's signature** ___________________________ **Date** ___________

(C) **Departmental authorization**

*I acknowledge that:*

1. The user has a business need to access the university’s administrative systems from off-campus locations.

2. The user has been provided a university-owned computer on which to conduct university business from remote locations.

3. I will notify Information Services promptly upon any change in the user's responsibilities that affect the user's need for remote access.

**Department security admin** ___________________________ **Date** ___________

(D) **Information services use**

**Request completed** ___________________________ **Date** ___________

Version 1.0, Last Revised: 3/22/2011