

Remote Access Approval Form

Applicant Section

In order to obtain authorization to access enterprise data from a remote location all sections must be complete. The Remote Access Authorization process documentation is located on the Web at <http://its.syr.edu/security/remotearchive/authprocess.html>.

- For specific information on Policy 004.001, Secure Remote Access, see http://its.syr.edu/security/policies/004001_secure_remote_access.html
- For specific information on Standard for Secure Remote Access to Enterprise Applications see <http://its.syr.edu/security/remotearchive/standards.html>

Download and print this page. Complete this section and ask the Remote Access Authorizer to sign the next section. A list of department authorizers can be found at: <http://its.syr.edu/security/remotearchive/authorizers.html>.

Remote Access Applicant Name:	Applicant Signature:	SUID #
Machine Name	Date Requested	Training Date

By signing this form, you agree to abide by all of the appropriate policies and comply with the required standards.

Authorizer Section

Some departments require more than one authorization signature such as a Dean or VP. The Authorizer(s) will determine whether or not the applicant should be given permission to access enterprise data from a remote location. When approved the authorizer will determine which type of training is required for the employee.

Authorizer name (print)	Authorizer signature	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date
Authorizer name (print)	Authorizer signature	Authorization status Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date

Type of Access Requested

Terminal Server- Access to administration applications such as FAST & PeopleSoft. No VPN or special configuration needed	
Standard VPN – access to desktop, clear text services (pop,imap,etc) REQUIRES VPN. Preferred method of Access	
Secure VPN – Transport Enterprise Data off campus or have direct access. Specific guidelines for securing (build) machine. Elite group of users	

When approved, the Authorizer(s) will sign the form and have the employee return it to the Information Coordinator for further processing.

If denied, the Authorizer will inform the applicant that the request has been denied.

Information Coordinator Section

Once the applicant and authorizer signatures have been obtained, the Information Coordinator will sign and file this form locally. The IC will process this request by creating an entry in FAST using Prod Remote Access form.

Information Coordinator name (print)	Department	Date
Information Coordinator signature	Title	