

**University of Massachusetts - Boston**  
**VPN – Remote Access to UMB Network Service Resources**  
**REQUEST FOR ACCESS FORM**

**(Please note: if you do not receive an email from IT within 5 working days upon submitting the form; please call the IT service desk at 7-5220)**

The University of Massachusetts – Boston (UMB) provides VPN access, as approved by departmental supervisors, to full-time permanent faculty and staff as a business tool. This access is limited and must be carefully monitored for the safety of the UMB network. The use of this connection is for University-related business. UMB personnel that request VPN access are responsible for the security and maintenance of their personal computer upon which VPN is installed. It is mandatory that all anti-virus, anti-spam and other protection software be installed, current and operational on the home PC or laptop being utilized for this connectivity. VPN access poses a potential security risk for UMB data and the user will need to use diligent caution, always logging off even when leaving the computer for short periods of time. Lapsed protection or repeated failures to log off will result in termination of VPN rights.

**REQUEST FOR VPN SERVICE**

I am requesting VPN remote access to materials located on the University of Massachusetts – Boston (UMB) network. My signature below confirms that all my anti-virus, anti-spam and firewall software are current and operational on my home or laptop PC and will remain that way throughout the timeline of this agreement. I also agree to log out of VPN access if I am leaving this computer unattended for more than five minutes.

Print Name (last, first)	Title
Work Email	Department
Work Phone	Home Phone
UMB Employee ID #	Reason(s) for Access
Signature	Date

**APPROVED BY (Signature Required):**

**I understand that by signing this VPN Access Request, I have confirmed that the workstation that my employee will be using is fully protected by current anti-virus software and other utilities and they have been counseled that this needs to remain in place throughout the duration of using VPN. I am also aware that this service will give my employee after hours and weekend access to their desktop system at University of Massachusetts – Boston (UMB) and other UMB servers/network resources from their home location.**

Print department head name (last, first)	Title
Department head signature	Date

**RETURN ORIGINAL, SIGNED FORM TO THE IT SERVICE DESK, 3rd Floor, Healey Library**  
**You will have two months to initially sign in and you must log on once every 6 months to keep the account active. If you need further assistance please email to [ITServiceDesk@umb.edu](mailto:ITServiceDesk@umb.edu) or call 617-287-5220**

(1) Service Desk Ticket # (            )	Initial & Date
(2) Network Setup Complete	Initial & Date
(3) Email and instructions sent	Initial & Date
(4) Ticket closed	Initial & Date