



Remote Access Request Form

(Complete form only if requesting access for university sponsored non-employee such as a contractor, consultant, or auditor)

Remote Computing Access Policy:

All individuals accessing CSULB confidential or internal use data from a non-campus location, or transporting such data off-campus on electronic devices must do so using the campus' Virtual Private Network (VPN). VPNs provide secure communications through the public internet. ITS provides VPN service to secure remote access to campus network using public internet to carry the traffic.

Requestors are required to read and agree to the campus [Remote Computing Access Policy](#) and [Remote Computing Access Procedures](#) online.

I have read and understand the Remote Computing Access Policy and Procedures

Part I: Request

Requestor / User

Last Name _____ First Name _____ Date _____

Department or Company Name _____ Phone/Extension _____

Describe Purpose of Remote Access

Describe resources needed (Network Drives, Printers, etc.)

Access Period* Begin Date: _____ End Date: _____

Signature _____ Title _____

*Unless specified, end date will default to four weeks from the begin date. Date extensions must be submitted to Desktop Support by submitting a new Remote Access Request Form and following the same instructions in Part III.

Management Sponsor

Management Sponsor can be an ASM or Director of the department requiring the non-employee remote access.

Last Name _____ First Name _____ Date _____

Department or Company Name _____ Phone/Extension _____

Authorizing Signature _____ Title _____

Technical Sponsor

Technical Sponsor is the IT Coordinator for the department requiring the non-employee remote access.

Last Name _____ First Name _____ Date _____

Authorizing _____ Title _____



Part II: Authorization (Internal ITS Use Only)

ITS Approval to Create Account

Approved Denied Date Created _____

Last Name _____ First Name _____ Date _____

Signature _____ Title _____

Assigned Credentials _____

Part III: Process for Submitting Request

Please complete this form electronically by completing all relevant fields in Part I. Print out the completed form and obtain signatures. The form, with original signatures, can then be submitted to ITS using the following methods:

- Scan and email the form to its.dsg@csulb.edu using the subject line "Remote Access Request" (while request is being reviewed, please submit the original via campus mail to ITS Desktop Support at mailstop 0101, or in person at Brotman Hall 188)
- Fax the form to the attention of ITS Desktop Support to 985-8855 using the subject line "Remote Access Request" (while request is being reviewed please submit the original via campus mail to ITS Desktop Support at mailstop 0101, or in person at Brotman Hall 188)
- Hand deliver to ITS Desktop Support located in Brotman Hall 188

Your request will be reviewed and passed on to ITS Network Services for approval. Requests are expected to be fulfilled within 5 business days upon receipt of a completed Remote Access Request Form. Notification and instructions for obtaining remote access will be provided to the requestor at that time.

Original of this form is retained by ITS. A copy may be returned to the requestor sponsor upon request.