

Kent State University
Request for Remote Access to Administrative Systems

Section 1 – To be completed by Security Administrator

(A) User information

Full Name_____

Department_____ Position_____

Flashline ID_____@kent.edu Campus Phone_____

(B) User acknowledgement

I acknowledge that:

- 1. Remote access to administrative systems is authorized only from a secure 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_____

Section 2 – To be completed by Department Security Administrator

(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 a secure 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 Technology use

Request completed _____ Date_____

Instructions: Collect signatures and submit via TeamDynamix Ticket:

<https://kent.teamdynamix.com/TDClient/2005/Portal/Requests/ServiceDet?ID=51151>