



College of the Atlantic  
Information Technology

## Request for COA VPN Access

Use this form to request access to College computing and network resources from remote locations. This remote access form is not necessary for access to email. It is only needed to gain access to resources not normally available from off campus. Be sure to sign and date the request, then scan and email the request to [helpdesk@coa.edu](mailto:helpdesk@coa.edu). You will be notified by e-mail once your application is approved and your access is activated.

Requestor			
Full Name:			
COA Computer Asset ID #			
E-Mail:			
Department:			
Office Phone:			
Cell Phone:			
Employee Type :	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Reason Needed:

Only College owned computers are permitted. Any computer or electronic devices connected to the College's internal network via the VPN must use a properly configured and up-to-date operating system with current anti-virus software and anti-malware. Accounts of noncompliant machines may be disabled or suspended. Initial connection will install an application that will facilitate future connections.

**APPLICANT AGREEMENT:** Remote Access to the College of the Atlantic computer systems is a privilege and is for College business, research, and learning purposes only. Users accessing College of the Atlantic resources through remote access technologies must abide by all College policies and all relevant local, state, and federal laws. I hereby acknowledge that remote access is authorized for my use only and is not to be shared with anyone. Any willful misuse of this remote access may subject users to the disciplinary processes and procedures of the College for faculty and staff or appropriate legal action, including involvement in appropriate law enforcement agencies. I understand that my remote access needs will be reviewed annually, when I change departments and if there is any change in my employment status.

**REQUESTOR'S SIGNATURE**

**DATE**

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