



Request for VPN Access

Date of Request \_\_\_\_\_

**Employee Information**

Employee Signature: \_\_\_\_\_ Office Phone # \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(Please Print) Last First M.I.

Employee Email address: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_ Room # \_\_\_\_\_

**VPN required for:**

- Colleague
- Remote Desktop
- Network Drives
- Other Please describe:

**VPN to be installed on: (Check all that Apply)**

- Work Laptop
- Home PC
- PC(Windows)
- Mac

**Must be signed by Department Head:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Department Head Signature Date

**\*\* Please send this form to Information Technology for approval by email [vpnit@rwu.edu](mailto:vpnit@rwu.edu), by Interoffice mail, or direct drop-off. Once approved you will be contacted to schedule installation of the VPN client**

**Information Technology Approval**

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- RWU
  - Academics
  - \_coll
  - \_vpn
- SysAdmin Initials \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* For issues regarding VPN use please contact MediaTech by emailing [mediatech@rwu.edu](mailto:mediatech@rwu.edu) or by calling 401-254-6363**