MOUNT ROYAL
UNIVERSITY
1910

<u>VPN Access Request Form – External Clients</u>

Freedom of Information and Protection of Privacy

The information that you provide on this form is collected under the authority of the University Act and Freedom of Information and Protection of Privacy Act Section 32(c). It will be used to process the request for a computer account and for contact purposes. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact the IT Service Desk (E251) at 403.440.6000 or via email at itservicedesk@mtroyal.ca.

By signing this form you have agreed to the Acceptable Use of Computing and Communication Resources Policy

 A MRU Account is needed before requesting VPN access. Please follow this link to do so.

Client Information (required)

First Name: Middle Initial: Last Name: MRU Account Name:

Company: Manager Name: Phone: Cell:

EMail: Sponsoring MRU Employee: Sponsoring Department:

Sponsor Phone: External Requestor Signature: Date:

MRU Sponsor Signature: Date:

By signing this form, you have agreed to the Acceptable Use of Computing and Communication Resources Policy. **Note:** The owner of this account is **SOLELY** responsible for its use and activity. Keep your password and account information confidential.

Vendor access to IT resources will be granted for a defined duration required to address a specific support incident. The active period of the access will be set to expire automatically. Also, on completion of the task before the predefined access expiration, MRU Sponsor is required to inform MRU ITS user administrator to disable the access as soon as possible. MRU Sponsor is required to request access activation on behalf of the vendor by opening a MRU service ticket or contacting the IT Service Desk.

Computer Information

1. For MRU PC

PC Operating System: Asset #:

2. For Other PC

  Owner/Organization: PC Operating System:

  Anti-Virus Software Used: Firewall Used:

Type II: Special Remote Access requests

Note: Type I is not applicable to external request

  Server Remote Access:

                (Specify server name, ports and protocol required to access specified server)

  Network File Access: Other Special Remote Access Required:

     Remote Desktop Access required:

Please complete form then scan and email as an attachment to itservicedesk@mtroyal.ca.