



VPN Required Access Agreement

Terms of usage:

I understand and agree that my use of the Virtual Private Network (VPN) software is being required as part of my employment at The George Washington University (the "University") and is permitted to connect to internal information technology services in support of the University's activities only.

During my use of the VPN, I will act in accordance with the computing guidelines and restrictions as stated in the University's *Code of Conduct for Users of Computing Systems and Services*, which can be found on the ISS Helpdesk website at <http://helpdesk.gwu.edu>. I am familiar with and understand the laws associated with the confidentiality of student records, which is regulated by the provisions of The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. 1232g) and the regulations issued there under by the U.S. Department of Education (34 CFR Part 99). A summary of these rights can be found on the University's website at <http://www.gwu.edu/~regweb/ferpa.html>.

I will safeguard my VPN access as well as its components (software/security token if any) from any unauthorized use. I will only use the VPN on a computer that is protected by a personal firewall and that has up-to-date virus protection. I understand that my VPN usage is tied to my University position and that my VPN access will be re-evaluated if my position changes.

I understand that any computer that I use to connect to the VPN may be subject to scanning from the University to check compliance with the contents of this Agreement.

My signature below certifies that I have read and understand the above conditions under which I may be provided access to University computer/information systems and further that I understand and agree to abide by them. I further understand that limitations on disclosure of any information covered under this Agreement shall survive the modification or elimination of my access to University computer/information systems.

Employee's Signature:

Manager's Signature:

Employment Status:

*GW Employee:

*NON-GW Employee(contracto

*What applications do you need to access using VPN? (List the application, If you need to access your files/folder only, type "network files".)

Submit completed form to DIT: sysuid@gwu.edu

*required information.

Last revised: 9/9/15 by SAIG/kp