Memorial University
Virtual Private Network (VPN) Application and Renewal Form

This form is required to apply for a VPN account to allow secure communications to Memorial University. Applications will be reviewed on a case-by-case basis at the time of request and renewal. By submitting this form you are agreeing to adhere to the Memorial University VPN acceptable use policy, attached.

Please print, complete and return this form to Memorial University Information Technology Services Service Desk

Applicant: _____
Last Name First Name Title

Department: _____ Telephone: (____)_____
Office

E-mail address: _____ Telephone: (____)_____
Mobile Number[1]

MUN Employee ID:_____ Remote Access Username[2]:_____

Nature of Memorial affiliation: _____

Reason for VPN access: _____

_____

_____

_____

_____
Signature Date

_____
Head/Dean/Director's Printed Name Phone Number

_____
Head/Dean/Director's Signature of Approval Date

[1] A mobile number is required, due to the use of two factor challenge token
[2] This is the same username used for MUN Login.

The information requested in this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed to process your application for remote access VPN. Information so collected will solely be used to administer the VPN service. If you have any questions about the collection or use of this information, please contact the Information Technology Services (ITS) Service Desk at (709)-864-4595.

To be completed by Information Technology Services:

Authorized by: _____

Date received: _____ Restricted VPN username: _____

Date activated: _____ Static VPN address: _____

Memorial University
Virtual Private Network (VPN) Acceptable Use Policy

1.0 Purpose
The purpose of this policy is to provide guidelines for Remote Access IPSec Virtual Private Network (VPN) connections to the Memorial University corporate network.

2.0 Scope
This policy applies to all Memorial University faculty, staff, employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPN to access the Memorial University network.

3.1 Policy

1. Installation and use is permitted only on Memorial University owned computers. Installation or use on personally owned and other non-University owned computers is prohibited.
2. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Memorial University internal networks.
3. VPN use is to be controlled using a username and password authentication. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
4. VPN gateways will be set up and managed by Memorial University department of Information Technology Services.
5. All computers connected to Memorial University internal networks via VPN must use the most up-to-date anti-virus software (available at CPC); and must have all current service patches and security updates installed.
6. VPN users will be automatically disconnected from Memorial University's network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
7. The VPN concentrator is limited to an absolute connection time of 24 hours
8. Only approved VPN clients may be used.
9. While Memorial University's network administration desires to provide a reasonable level of privacy, users should be aware that for security and network maintenance purposes, authorized individuals within Information Technology Services may monitor equipment, systems and network traffic at any time.
10. All Memorial University policies and procedures apply in addition to those stated above. For more information or to view these policies please contact Information Technology Services (ITS) Service Desk at (709) 864-4595

4.0 Enforcement
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.