

## Procedures to obtain VPN access

1. Review VPN Policy statement [\[Click here\]](#)
2. Discuss need for VPN access with supervisor or dean
3. Review the VPN Access Request Form [\[Click here\]](#)
4. Obtain requested information from your remote system (anti virus version, OS version, PC model, etc.)
5. Complete the Request Form on-line [\[Click here\]](#), then Print the form.
6. Sign the form and obtain supervisor or dean approval signature
7. Deliver or fax request to Main 101, ATTN: Net Engineer (fax # 210-431-4020)
8. NTS staff will contact when software is ready (usually within 2 days). Instructions for using the VPN will be included at that time.