VPN ACCESS REQUEST FORM

VPN. F-1

Ref. No. WPF.NO/…………………..……*(MUST be filled appropriately)*

Part 1: Client Information (To be filled by User)

Full Name:- ………………………………………………………………………….
Mobile:- …………………………………….. Email:- …………………………………….……
Type of employment (Full time, Part time, Contract):- …………………………………………
Reason for VPN Access:- ……………………………………………………………………
……………………………………………………………………………………………..

System(s) to be accessed: *Please tick appropriately*:
 [ ] MUSE, [ ] Dfund, [ ] eOffice, [ ] Digital Signature, [   ] PKI, others (specify):-
……………………………………………………………………………………………..

Part 2: *VPN Access Binding Agreement*

1. The VPN access shall be granted only to Top *Management, Deans, Directors* and *Head of Department* and *Units* and any Action officer(s) or PIs as may be approved by the Accounting Officer.
2. *The VPN connection shall be used only for the intended purpose, therefore will be accountable and responsible in case of any mis-use or abuse assosciated with my user ID activities.*
3. *The VPN connection will be terminated and disabled if any suspicious activity is observed.*

For Movement order, please indicate your *Department, School or Institute*:
   Dept/Unit ………………………… School/Directorate/Institute……………………………

Part 3: Declaration

I do hereby agree that, I have read and understood the VPN Access Binding Agreement.

Signature:- …………………………………..   Date:- …………………………………

Part 4: Approval Movement Order (For Official Use Only)

Movement Order Instructions:
1. Your Supervisor (Head of Dept/Unit) should be aware and grant permission to access VPN connection through e-office *Minutes sheet*.
2. The Application should be Approved appropriately by *Dean/Director → Accounting Officer* through e-office Minutes sheet.
3. The Director of ICT shall **Authorize** the creation of VPN connection and certificate for the applicant and the certificate and pass code shall be shared through MUHAS e-mail only.The Security Officer Incharge (Officer created the VPN connection) shall indicate in the *e-office Minutes sheet* the VPN Login names created and must send the VPN **certificate** and **pass code** to the applicant only.