Okaloosa County VPN Remote Access Request for
Personal Computer or Laptop

Only updated and supported operating systems may be approved.
Windows 7 is no longer approved.

Is this request for a Windows 7 computer? ☐ **Yes** ☐ **No** **(Circle/Select answer)**

If **Yes**. You cannot use this form. Contact your supervisor about obtaining a county device.
If **No.** continue with this form below:

User Name: _____ Dept.: _____ Exempt or Hourly? _____

IT requires an **essential work function** to connect remotely to BCC networks

Essential work function:

Users must:
- Only connect to WPA2 secure Wi-Fi connections (requires a complex password of at least 8 characters).
- If printing secure documents, printer must be WPA2 for Wi-Fi or connected directly to your machine.
- Abide by the Okaloosa County Information Technology Policy.
- Not share passwords or setup automatic VPN connections by saving/remembering username and password.
- Log off the system when you are done. No VPN connections for periods of inactivity greater than 1 hour or for continuous periods exceeding 24 hours.
- Run up-to-date operating system and real-time virus protection.
- Renew form every two years (unless directed otherwise by IT) and notify IT when changing machines.

Name of computer the user is connecting from: _____ Operating system: _____

Anti-Virus software installed: _____ Last updated: _____

What county machine(s)/servers/ or resources do you need to access? _____

_____

I certify by signing this request form, that:
(1) The system I use to VPN into the Okaloosa County BCC network has a supported operating system and passed a full file scan as seen in the screen shot,
(2) I will keep operating system and anti-virus software up-to-date,
(3) I will only use this VPN access for work purposes, and for the named device on this form,
(4) I will abide by the County IT policy and requirements on this form.

Employee Signature: _____ Date: _____

Dept. Director Name: _____ Signature: _____ Date: _____

Approved by IT: Name: _____ Signature: _____ Date: _____

For electronic submissions, submit a help desk ticket at IT Support Central Help Desk (https://bcchelpdesk.myokaloosa.com/service_requests/37). For hard copies, send through the courier to IT-SAN-N or fax to 850-651-7576 Call the help desk at 850-689-5099 for further assistance with the VPN process and forms.