



Okaloosa County Staff Remote Access Request (County Laptop / Tablet)

This does not authorize personal device use!

Dept/Division: _____ If temporary request, for how long? _____

County Machine Name (Write "Temp" for IT loaner laptops): _____

Describe **essential work function** requiring remote connection to BCC networks:

This is my primary (daily use) device.

Daily Use Computer Name

This is a secondary device used to remotely connect to my daily use computer.

Users must:

- Abide by the [Okaloosa County Information Technology Policy](#).
- Use assigned individual account and do not share password.
- Use county multi-factor authentication (MFA) to secure connection.
- Turn off remote access client when not in use.
- Ensure machine has recently been on county network so applications and virus protection are up to date.
- Renew form when changing machines and for annual renewal (unless directed otherwise by County IT).
- Only use cell phone as a hot spot providing Internet access to a device, no cell phones directly on network.

By signing this request form, I agree to connect to the county network for work purposes only and will abide by all applicable County IT policies and requirements on this form.

Employee Name: _____ Signature/Date: _____

Director Name: _____ Signature/Date: _____

IT Authorization: _____ Signature/Date: _____

For electronic submissions, submit a help desk ticket at:

https://bcchelpdesk.myokaloosa.com/service_requests/125

Call the help desk at 689-5099 for further assistance with the remote log in process and forms.