



Okaloosa County Staff Remote Access Request (Personal Device Win10/11)

This form allows county staff to connect to their county computer with their personal device to work remotely.

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

Name of county machine you will remote desktop into: _____

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

Name of Personal Computer Name: _____ Operating System: _____

Anti-virus software must be up to date and recently scanned. Send screenshot of successful scan.

Users must:

- Abide by the [Okaloosa County Information Technology Policy](#).
- Install County Remote Access Client
- Turn off remote access client when not in use.
- Use county multi-factor authentication (MFA) to secure connection.
- Use assigned individual account and do not share password.
- 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.