

**Remote Access via the Web (VPN)**

**Remote Access via the Web** provides convenient and secure access to home directories and shared network devices using a web page interface. The end user will be able to access their files from anywhere utilizing a standard web browser while utilizing the same login ID and password that is used to sign in when in the school district. This can be done without any special client software or equipment. This is recommended for district non-instructional staff and not for instructional purposes.

Complete the necessary information on this form and email completed PDF form to [ServiceDesk@e1b.org](mailto:ServiceDesk@e1b.org) to authorize creation of a new VPN account, changes to or removal of an existing account. If you are looking for additional VPN accounts, please contact your WNYRIC Customer Service Representative (CSR) to discuss the **Remote Access via the Web Service**.

New       Existing

Requested by: \_\_\_\_\_ Requested for: \_\_\_\_\_

District Name: \_\_\_\_\_ Date: \_\_\_\_\_

AD User Name or AD Group Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Destination IP Address(es) that the VPN User needs access to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application(s) the VPN User needs to access and the location (District or RIC Hosted):  
\_\_\_\_\_  
\_\_\_\_\_

Duration the VPN account should be in effect for (indicate if temporary):  
\_\_\_\_\_

Authorized district signature: \_\_\_\_\_  
(District Superintendent, Business Official or Technology Coordinator)

Title: \_\_\_\_\_

**Administration use only:**  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_