

### **VPN Connection Request**

Dear VPN User:

The SMA Virtual Private Network (VPN) will allow access to all SMA corporate drives from remote locations in a manner similar to that you experience within an SMA office. However, just like work, please be aware that:

- Any file changes that are made remotely to network files will impact everyone.
- If a file is deleted, it is deleted just like it is at work.
- If your computer contracts spyware or a virus, it can be transmitted onto the corporate system just like at work.

To reduce the potential exposure to viruses and spyware, the VPN will only be configured on company computers (not home stations). Configuration will be done by your local IT support person using your discrete logon password and user name.

Abuse or misuse of the VPN may result in temporary or permanent revocation of VPN privileges. Financial losses (time) to SMA resulting from such abuse or misuse may also be the responsibility of the user, depending on the specific nature of the issue(s).

By signing below, the requester acknowledges that they have read and understand the above paragraphs and will abide by all appropriate company policies governing use of SMA-owned IT equipment.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Requestor's Name (Printed)

\_\_\_\_\_  
Date

#### **Supervisor's Acknowledgement (if requestor is not a senior employee)**

I understand that the above-referenced employee has requested access to the SMA network via a VPN connection. I agree that the employee and the company will benefit from the establishment of the VPN account and that, as the requester's supervisor, it is my responsibility to ensure that time spent remotely accessing the network is used positively and that any abuses that are noted will be reported as soon as they are identified to the appropriate local IT staff.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Supervisor's Name (Printed)

\_\_\_\_\_  
Date

*Please return the completed form to the local IT staff for your office so the VPN account can be established.*