Request for Remote Access

In the event that we need to institute an employee working from home, we have created a request for remote access form to identify what you would need remote access to in order to complete your work. Once you have filled out the form below, please return it to your manager.

Employee Information

Question	Answer
Name of Staff Member	
Program	
Position	

If at all possible *we would like to limit giving access directly to the VPN*. We have many confidential documents on our VPN, including ones containing sensitive and personal information. We have a duty to our staff members and students to take al necessary precautions to protect this information, including limiting access.

Request Specifics

Request Remote Access to (Particular file, folder, etc.)	Notes on why needed / File Location *Please specify why this is needed for your work, AND the drive and path to locate the file (filled out by employee)	Type of Access Requested (File loaded onto USB, Access from the cloud, etc.)	Manager Notes (Filled out by manager)	Request Accepted (Y) or Denied (N) (Filled out by manager)

Additional Request Considerations

Question	Employee Response	Manager Response
Do you require access to the student registration system?		
Could the files needed from the registration system be loaded onto a USB and accessed at home?		
Could the files needed from the registration system be accessed via the cloud?		

Security Questions

Question	Answer
Please describe the current set up of the computer you have access to at home. Including: • **Is it in an open space where others can see the information on the screen?** • **Whom else has access to the computer?** • **Is the computer password protected? If so, who has access to this password?**	
Will work files be accessed on a secure wifi network (password protected)?	
What security system(s) are installed on your computer?	

Please note, the college *may* consider setting up some employees with a College provided lap top. At this stage this is still being explored and *nothing has been finalized*.

Instructions for Employee:

Once this form has been completed, please hand it in to your manager.

Instructions for Managers:

Please review the form above, in the second table “Request Specifics” please fill out the last two sections. Notes should be any notes for IT or if the area of request is a “nice to have” vs being “essential” to the employees remote job function. In the last column note if you would suggest the request to that particular area be accepted (y) or denied (n).

Once this has been completed please forward the form to patricks@columbia.ab.ca