



VPN ACCESS REQUEST FORM

To be completed by the user requesting

To request authorized access, this document must be fully completed and signed by you, your manager and IT Deanship approval authority.

Access (Please check one)

New Access Terminate Access Change Access – Reason

Access Type (Please check all that apply)

Permanent Temporary From To

Employee Access (Please check one)

Faculty Guest Staff Student Other

SPECIFY WHY DO YOU NEED VPN ACCESS

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Please be informed that your VPN Access is only valid until 31st December of every year. You are required to resubmit the application form to us if you want to continue using the VPN Access.

Requester Information

Full Name		Job Title / Position	
Department/ Organization		Location	
Employee ID		ID Number	
Mobile Number		Office Phone/ Ext.	
Email			

Administration Information

Full Name			
Job Title / Position		Office Phone/ Ext.	
Email			

I have read and understand the Umm Al-Qura university – Information Technology Deanship Security Policy and Procedures and I agree to fully comply with these policies. I understand the failure to adhere to these policies can result in revocation of access privileges .

Requestor’s Signature:

Requestor’s Manger’s Signature:

IT Dean Approval:

Dr. Majed Algethami / Dr. Saud Alotaibi:

Dated :

The information Security Office will review your Access Request. You will be contacted if additional information is required. Once the review is complete, you will be notified by email. Information Security Office reserves the right to change access policies, privileges and to revoke access to the area(s) at any time for any reason, without prior notification to ensure the safe and secure operation of the University’s Information Technology Deanship.

For Office Use Only

Processed By:

Date:

Reviewed By:

Date: