# 8.4.P.2 Sponsoring VPN Access for Third Party Vendor/Independent Contractors

## 1.0 Purpose

To document the procedure for a Third Party Vendor and its EMU sponsor to obtain Virtual Private Network (VPN) access to Eastern Michigan University’s (EMU) computing resources.

## 2.0 Governing Policy

<table>
<thead>
<tr>
<th>Number/Document Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Third Party Policy</td>
<td>June 1, 2005</td>
</tr>
<tr>
<td>8.4 VPN Connections Policy</td>
<td>September 1, 2005</td>
</tr>
</tbody>
</table>

## 3.0 Procedure

**Requirements:**

- Business need to work from a remote location or work via wireless connection while at EMU
- Active my.emich ID/password
- May require NT-Domain account depending on the access being requested
- Completion of Confidential Non Disclosure Agreement
- Completion of Third Party Vendor Sponsor Agreement
- Completion of VPN training

**Procedure:**

**EMU Sponsor:**

1. Fill out and sign [Third Party Vendor Sponsor Agreement](#) (8.1.F.2)
2. Have Third Party Vendor fill out and sign the [Confidential Non Disclosure Agreement](#) (8.1.F.2)
3. Fax (734.481.9290) both forms to the attention of Director of IT Security
4. Request an Independent Contractor account for each person being sponsored using procedure 4.8.P.2 Independent Contractor Email Accounts
5. Determine if the Independent Contractor will need an email account. EMU pays license fees for email accounts so if it will not be used, request that it not be created
6. IT Help Desk staff will distribute the my.emich ID/Password to the sponsor
7. The sponsor will distribute the information to the third party vendor they are sponsoring
8. Request VPN access
   a. URL – [https://it.emich.edu/security/services/](https://it.emich.edu/security/services/)
   b. Log in using your my.emich.ID/Password
      i. Select option: Request VPN Access for another user
      ii. A form with some information pre populated will appear. Enter any information that is blank or does not correspond to the information below.
         1) **Supervisor**: EMU Sponsor’s name
         2) **Name**: Third Party Vendor’s name
         3) **Department**: EMU Sponsor’s Department
         4) **Title**: Third Party Vendor’s title
         5) **Office Location**: Third Party Vendor’s Office location
         6) **Office Phone**: Third Party Vendor’s office phone number
         7) **Cell Phone**: Third Party Vendor’s cell phone
8) **Primary Email:** Third Party business email address
9) **Other:** Provide IP address for equipment being supported
   
c. Request VPN access for **only** those functions that are required to be performed off site

d. Submit the request

9. Continue with step 3 of **8.4.P.1 Requesting VPN Access - EMU Employees**

*Technical Support of VPN installation:* Technical support is not provided to Third Party Vendor regarding this process except for assistance regarding the process.

### 4.0 Responsibility for Implementation

IT Information Security Team and IT Network Engineering Team are responsible for the implementation of this procedure.

### 5.0 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Third Party Vendor</td>
<td>Any person that is contracted by EMU to provide a service and is paid through Accounts Payable instead of Payroll.</td>
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<tr>
<td>VPN</td>
<td>Virtual Private Network: an encrypted, private network connection</td>
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### 6.0 Revision History

<table>
<thead>
<tr>
<th>Description</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>Original</td>
<td>November 11, 2010</td>
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