

 EASTERN MICHIGAN UNIVERSITY DIVISION of INFORMATION TECHNOLOGY	Procedure	
	Effective Date	Date of Last Revision
	June 17, 2014	May 27, 2016

Chapter Name	
Security	
Chapter Number	Title
8.4.P.1	Requesting VPN Access

1.0 Purpose

To specify the process Eastern Michigan University (EMU) employees use to obtain Virtual Private Network (VPN) access.

2.0 Governing Policy	
Number/Document Name	Effective Date
8.4 VPN Connection Policy	September 1, 2005

3.0 Procedure

Requirements

- Valid business case for requesting VPN access
- Active NetID and password
- An initial request submitted using the application specified below
- Annual renewal request submitted
- Student access, including student employee access, is not typically permitted. Some exceptions may be permitted by the Director of Network and Systems to accommodate specific business requirements.

Procedure

1. Navigate to the VPN access request page.
 - <https://itservices.emich.edu/netsecurity/>
2. Login with your NetID and password.
3. Fill out the form to request VPN access
4. Upon DoIT processing these requests, the requestor will receive an email notification either granting the request or providing reason for the denial.
5. Access expires after one year. Prior to expiration, DoIT will send out renewal reminders to existing VPN users.
6. To avoid interruption of service, renewal requests must be submitted before the expiration date.

4.0 Responsibility for Implementation

The director in charge of IT Security is responsible for the implementation of this procedure.

5.0 Definitions	
Term	Definition
VPN	Virtual Private Network: an encrypted, private network connection allowing users to securely access EMU computing systems remotely.
NetID	The EMU username and password used by most EMU information systems for authentication. These credentials can be retrieved at https://account.emich.edu

6.0 Revision History	
Description	Approval Date
Initial Draft – Stephen Edwards	December 3, 2013
Policy Committee	June 12, 2014
Approved by CIO	June 17, 2014
Revised by R. Jenkins	May 24, 2016
Approved by CIO	May 27, 2016