

## VPN Registration Form

Only current employees of Mercer University may request a Virtual Private Network account for access to restricted computer resources from off-campus. VPN connections are only to be used from Mercer owned and managed computer systems. Complete the following form to request a VPN account and allow at least 5 business days for setup. All fields must be completed for the account request to be processed.

Business reason for requesting VPN access: \_\_\_\_\_

\_\_\_\_\_

Full Name (Print): \_\_\_\_\_

Mercer ID#: \_\_\_\_\_

Mercer Email Address: \_\_\_\_\_

Mercer Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Department: \_\_\_\_\_

Dean or Department Director: \_\_\_\_\_

Please check one:

Faculty

Staff - Exempt

Staff - Non-exempt (Must also complete pg. 2)

Once your request has been approved, the IT Help Desk will provide you with instructions for accessing our network remotely. Only current employees of Mercer are authorized to access the University's VPN connection and only with the approval of his/her dean or department director. I certify by my signature below that I am currently employed by Mercer University. Complete, sign, scan and submit this form via the IT Self-Service Portal: <https://ithelp.mercer.edu>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Director Signature

\_\_\_\_\_  
Date

## VPN Access Approval Form for Non-Exempt Employees

I, \_\_\_\_\_ will abide by the policies of the University regarding Time Keeping as required by the Department of Labor, Wage and Hours Laws. Any time worked by me outside of my normal scheduled hours will be approved in advance by my supervisor and will be so recorded on my time report sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

