



## APPLICATION TO ACQUIRE VPN REMOTE ACCESS

This completed application form including required signatures will be required to add, update, or remove a user account from Remote Access to LACOE network. In signing this form, you are authorizing the creation, update, or removal of user account from Remote Access. All requests for Remote Access must be approved by Manager or above, Principal, or District Security Administrator (DSA). Accounts with sustained inactivity will be deactivated.

Once this form is complete, please email it to [helpdesk@laoe.edu](mailto:helpdesk@laoe.edu). Any questions please contact the LACOE Help Desk at 562-922-6948

### SECTION I

**Please select:** ☐ New User ☐ Deactivate ☐ Reactivate

USER NAME (FIRST NAME LAST NAME)		POSITION TITLE
DIVISION/DEPARTMENT/COMPANY/DISTRICT/COLLEGE/CHARTER SCHOOL	LOCATION	
WORK EMAIL ADDRESS		WORK PHONE NUMBER
IF APPLICABLE, USER BEING REPLACED/DEACTIVATED (FIRST NAME LAST NAME)		DATE TO BE DEACTIVATED

### REMOTE ACCESS REQUESTED

- ☐ LACOE Employee ☐ District/College/Charter School Access
- ☐ Contractor/Consultant - Dates of Assignments: From \_\_\_\_\_ To \_\_\_\_\_
- ☐ Other (please specify): \_\_\_\_\_

### LIMITED INTERNATIONAL VPN ACCESS (LACOE STAFF ONLY)

**International VPN Requests MUST be approved by Director or Above**

- ☐ Email/Office 365 Start Date: \_\_\_\_\_ Return Date: \_\_\_\_\_
- ☐ LACOE Websites List Travel Country: \_\_\_\_\_
- ☐ Justification for Request: \_\_\_\_\_

### SECTION II

APPROVED BY DIVISION MANAGER/PRINCIPAL/DSA (PRINT NAME)		POSITION TITLE
SIGNATURE OF ABOVE APPROVER		DATE SIGNED
EMAIL ADDRESS OF ABOVE APPROVER		PHONE NUMBER