



REMOTE ACCESS REQUEST FORM (VPN)

Section 1 End User Information: State Employee Non-State Employee Contractor

End User's Last Name First Name

Sponsor Agency/Division*

Phone Number: _____ Email _____

I acknowledge the applicable State of Arizona policies, including: <https://aset.az.gov/resources/policies-standards-and-procedures>, sections 8280 Acceptable Use, 8320 Access Controls, and 8340 Identification and Authentication.

End User's Signature Date

Section 2 Agency Sponsor Section - Remote Access Request(s) and Authorization

Please make your selection(s):

VPN Account TACACS (For technical staff only, must also be approved by EIC staff)

PON: (Required) _____ SubPON: _____ Please talk to your agencies financial department if you don't know your PON and SubPON (some agencies do not have a SubPon)

Sponsor Agency Address: _____

ADD VPN Account

Token Type: Soft Token Using OKTA (SMS, OKTA Verify APP)

The Okta soft token would utilize your smart phone to receive an SMS Code or the Okta Verify App to generate a secure code.

DELETE VPN Account

I acknowledge that I am responsible for notifying the AZNET Support Desk if the end user listed above transfers to another agency, terminates employment, or no longer requires the Remote Access account(s).s to another agency, terminates employment, or no longer requires the Remote Access account(s). I also acknowledge that, in the event of a VPN account being deleted, I am responsible for retrieving the Hard Token from the User, or validating that this User did not have a Hard Token to retrieve.

Authorizing Agency Sponsor Name Authorizing Agency Sponsor Signature Date

Sponsor Agency Address: _____

Sponsor Agency - E-mail the completed form to AZNET Support Desk at AZNetSupportDesk@AZDOA.gov.

*If your agency is not listed, contact the AZNet Support Desk at 602-364-4444 option 1 or AZNetSupportDesk@azdoa.gov.