

REMOTE ACCESS REQUEST FORM (VPN)

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

End User's Last Name

First Name

Sponsor Agency/Division*

EIN # (If ADOA Employee)

Phone Number

Email

Address to ship to (Required only for hard token):

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

Sponsor Agency Address: _____

ADD VPN Account

Token Type:

Soft Token: (User must select a soft token to be delivered electronically)

Hard Token (User must select a hard token/FOB)

A soft token would utilize your smart phone to generate a secure code. If you select hard token, you will be issued a FOB to generate your secure code.

DELETE VPN Account

For hard token users, please provide the serial # of the token:

This form must be completely filled out and signed before submitting a ticket requesting your Remote Access Request.

You may mail the token to Centurylink/AZNet II, 20 East Thomas, 6th Floor, Phoenix, AZ 85012, or ask an AZNet II Technician to return them for you.

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). 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.