LOS RIOS
COMMUNITY
COLLEGE
DISTRICT

American River College
Cosumnes River College
District Office
Folsom Lake College
Sacramento City College

Instructions
Remote Access Connection Request

All employees requiring the use of remote access connection to LRCCD private network and/or secure network applications for business purposes must complete the following:

1. The employee must read the Remote Access Connection Procedure & Agreement.
2. The Remote Access Connection Procedure & Agreement must be signed by the employee, the employee's supervisor, the Vice President of Administration, and the college/DO Information Security Officer (ISO) to acknowledge that the employee is approved for remote access and has read and understands the Remote Access Procedure and Agreement. In addition, clearly state the **BUSINESS** requirement of the employee's need to connect into LRCCD private network and/or secure network applications from an off-site location (i.e. home)
3. The employee' supervisor completes the Remote Access Information (page 5) from the Remote Access Connection Procedure & Agreement.
   - **Remote Access User Information:** If user is not a district employee, please explain in the other field (i.e. contractor, emeriti, vendor, etc.)
   - **Section 1:** State if the remote access connection will be made from district issued and/or non-district issued devices (for example: VPN will be used on district issued laptop, or employee's home computer, or both).
   - **Section 2:** State the type of access needed via remote connection: to work desktop, network, servers, share drives, applications, websites, or etc.
   - **Section 3:** Contact your local IT department to obtain the necessary IP address or DNS name.
4. Submit the completed Remote Access Connection Procedure & Agreement declaration (page 4) and the Remote Access Information (page 5) to DO HelpDesk via Intra-District mail, or scan and email to helpdesk@losrios.edu.
5. Remote access will expire on June 30th of each year, unless the college/DO ISO confirms continuity access is necessary. DOIT will send a spreadsheet of remote access users to the college/DO ISO each May for confirmation.

Note:

- Improperly authorized forms will be returned for correction.
- Request for access will not be granted until the Remote Access Connection Procedure & Agreement declaration is signed by all required parties.

Information Security R-8871, Access Control Policy:
Section 6.1 Data shall be captured and stored in a manner that supports employees accessing the data necessary to the job function without permitting access to sensitive or confidential data unnecessary to the job function. There is a delicate balance between protecting the data and permitting access to those who need to use the data for authorized purposes. This balance should be recognized and maintained.

Section 6.16 Users who are authorized to have remote access to the network, servers, and Systems must review and adhere to the Los Rios Information Technology Remote Access Procedures.

Information Security R-8871, Section 7.0: All individuals employed by the District are held responsible for adhering to District procedures for system access, use and security.

Last Revised: 3/26/15