**Employee VPN Request Sheet**

**(To be filled out and signed by Manager, and sent to the HelpDesk)**

**Employee Information**

Last Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone type (Android or iPhone):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone type and number are needed for the Duo Authentication app that is required for access to VPN. If you would like to get ahead of the curve, Download the app from your respective play store.

Building Number:

\_\_\_\_\_\_\_\_\_

**What Bennett Systems will they need access to?**

AS400:

[ ] Datamagine:

[ ]

Shared Drives:

[ ] Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_