



WWW.ASA.EDU

## ASA COLLEGE REMOTE ACCESS REQUEST FORM AND POLICY

### EMPLOYEE'S INFORMATION

NAME: _____ <small>Last, First</small>	EMPLOYEE ID# _____
LOCATION: _____	DEPARTMENT: _____
TITLE: _____	REPORTS TO: _____
<input type="checkbox"/> FT <input type="checkbox"/> FTE <input type="checkbox"/> PT <input type="checkbox"/> FT INSTRUCTOR <input type="checkbox"/> FT-N <input type="checkbox"/> ADJUNCT <input type="checkbox"/> ADJUNCT-FTE	

### 1. PURPOSE

The purpose of this policy is to provide explanations of Remote Access connections to ASA College (ASA) and its subsidiaries corporate network.

### 2. DEFINITION

Remote Access is defined as access by ASA employees to the corporate network from an external source. This is accomplished by Virtual Private Network (VPN) client software provided by IT Department of the ASA College.

### 3. SCOPE

This policy applies to all ASA employees utilizing Remote Access Connection to access the ASA network. This policy applies to current and future implementations of Remote Access Connection that allow direct access to the ASA secured network. It is an employee responsibility to install and configure the VPN client software. Both "Installation" and "Configuration" guides will be provided upon request.

### 4. POLICY

Approved ASA employees may utilize the benefits of the Remote Access Connection, which is a "user managed" service. When actively connected to the ASA network, dual (split) tunneling is not permitted. In a VPN context, "split tunneling" is the term used to describe a multiple-branch networking path. A tunnel is split when some network traffic is sent to the VPN server and other traffic is directed elsewhere on the Internet. The remote P. C. must have an approved Antivirus and Firewall running when connected to the ASA WAN. The Antivirus must also have a current version of the virus signature installed.

### 5. ENFORCEMENT

This policy regulates the use of all Remote Access Connections to the ASA secured network. Remote Access Connections will be disabled immediately if any suspicious activity is found. Service will remain disabled until the issue has been resolved. Any ASA employee found to have intentionally violated this policy may be subject to disciplinary action. Non-ASA users are directly responsible for damage caused as a direct result of policy violation.

### 6. AGREEMENT

**I confirm that I have read, understand and agree with the ASA Remote Access Policy.**

Employee Full Legal Name (*Last, First, Middle Initial*): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Request for remote access approved by:

Name of the Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete, sign and email copy of this page to: [asa\\_oit@asa.edu](mailto:asa_oit@asa.edu) CC: [asa\\_hr@asa.edu](mailto:asa_hr@asa.edu)  
with the Subject Line: "Last Name, First Name – Request for Remote Access"**

**A separate email will be sent to your ASA email address as a confirmation of either approval or rejection.**

**DOWNTOWN BROOKLYN**  
81 Willoughby Street  
Brooklyn, NY 11201  
Tel: 718 - 522-9073

**MIDTOWN MANHATTAN**  
1293 Broadway/One Herald Center  
New York, NY 10001  
Tel: 212-672-6450

**NORTH MIAMI BEACH**  
3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel: 786-279-1740

**HIALEAH**  
530 West 49th Street  
Hialeah, FL 33012  
Tel: 786-279-2643