

Black Hills State University

Remote Access Application

VPN Access is granted to employees who require remote access for work. All applications are carefully reviewed by the Network and Computer Services team to ensure that access is granted only to authorized personnel and to maintain the security of our network.

A State issued computer is required to gain access to BHSU resources, no personal devices allowed.

Requestor's Information

Full Name: _____

Employment Status: ☐ Faculty ☐ Staff ☐ Adjunct or Rapid City Area ☐ Other: _____

Email Address: _____ Phone Number: _____

Department: _____ Office: _____

Please describe the type of access you are requesting and list applications you will need to access remotely: _____

Supervisor's Information

Full Name: _____

Email Address: _____ Phone Number: _____

Sign Here

By signing this document, I confirm that I have read, understand, and agree to SDBOR's Information Technology Appropriate Use Policy (AUP) and BHSU's Telecommuting Policy. This AUP is located in the employee handbook and can be viewed at <https://www.sdbor.edu/policy/documents/7-1.pdf>.

Please see https://www.BHSU.edu/President/Policies-and-Procedures/_doc/4.13-Telecommuting.pdf to view BHSU's Telecommuting Policy.

Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Human Resources' Signature: _____ Date: _____

NCS Staff Only

Application Status: ☐ Approved ☐ Denied Notes: _____

NCS Staff Signature: _____ Date: _____

Please return this form to the BHSU Help Desk



Incomplete forms will be denied access. Please allow a few business days for the application to be reviewed. If you have any questions, please contact the BHSU Help Desk. Return the completed form to the Help Desk located on the first floor of the E.Y. Berry Library, NCS Unit 9665, or fax to 642-6660