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## **ASUB Standard Operating Procedure – 8202**

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### **Standard Operating Procedure Synopsis**

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Title: VPN ACCESS

Approval Date: April 27, 2022

Revision Date, if applicable: May 10, 2023

Review Date(s): April 26, 2023

Annual Review Month: April

Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of Infrastructure

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### **A. Purpose and Scope**

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The purpose is to provide a secure network connection for Arkansas State University-Beebe faculty and staff while off-campus. This connection is necessary for accessing Banner, WebXtender, and departmental shared drives.

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### **B. Definitions**

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*VPN* – Virtual Private Network - Computer protocol that allows remote users secure access to the campus network as if they were physically connected.

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### **C. Procedures**

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1. The VPN access request form will be completed by the requestor and signed by their supervisor.
2. The completed form is emailed as an attachment to [helpdesk@asub.edu](mailto:helpdesk@asub.edu) requesting access.
3. Once access is granted, the requestor will be notified.

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**D. Related Information**

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[Remote Access Request Form](#)