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

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### **Standard Operating Procedure Synopsis**

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Title: **VPN REMOTE ACCESS**

Approval Date: April 27, 2022

Revision Date, if applicable: May 10, 2023; April 17, 2025

Review Date(s): April 26, 2023; April 18, 2024; April 17, 2025

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 Admin 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 remote access request form is found on the Intranet under Documents > IT Services > Forms.
2. It is a docusign request that will be completed by the requestor and signed by their supervisor and Vice Chancellor
3. The completed form is automatically routed to the ITS department.
4. Once access is granted, the requestor will be notified.

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**D. Related Information**

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[VPN REMOTE ACCESS FORM](#)