**Remote Access VPN Account Request form**

This form is to request a remote access account using Virtual Private Network (VPN) software over a public internet connection. This is only for Accounts for HSE/TUSLA/NIMIS Employees and cannot be provided to 3rd Party, Agency or Temporary Staff. The VPN account will only work over a private broadband connection. It will not work over HSE/TUSLA network or HSE MiFi device. You must ensure you have your security questions updated in your NSD Ivanti Self Service facility (listed on your desktop) in order to request VPN Access.

**\*Denotes mandatory fields or sections. Incomplete forms will be returned to sender. All sections can be completed by typing the required information in Microsoft Word and using the *TAB* key to move from field to field. The form must be completed by the requesting user and their Senior Manager (Grade VIII or above).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **\*User Details** | **HSE [ ]  TUSLA [ ]  NIMIS [ ]**  | **\*HSE Personnel or Agency Number:**       | **HSE Funded Agency [ ]** **Please specify**       |
| **\*First Name:**       | **Middle Name:**       | **\*Last Name:**       |
| **\*1HSE Personnel or Agency Number:**       |
| **\*Phone / Ext. No/ Mobile:**      **Please provide a direct number in order for us to contact the employee, preferably a HSE mobile number to accelerate application process** |
| **\*Grade / Job Title:**       | **Computer Asset Tag:**       |
| **\*Department, full Location / work address:**       |
| **\*Network Username:**       |
| **\*If you previously worked in the HSE, please state where:**       |
| **\*HSE or TUSLA Email Address:**       **NIMIS Email Address:**      **VPN account requests cannot be submitted if you have not yet received your HSE/TUSLA email details. NIMIS users should enter their work email address.** |
| **\*Business case for VPN request:**       |
| **Ivanti Self Service security questions recorded: Yes: [ ]  1No: [ ]**  | **1If No, your application will not be processed so please do not submit until this action has been completed.**  |
| **\*Does your device have VPN software installed? Yes: [ ]  No: [ ]**  |
| **Do you require shared folder access? Yes: [ ]  No: [ ]  If Yes, please specify Server and share name**       |
| **Do you require shared mailbox access? Yes: [ ]  No: [ ]  If Yes, please specify shared mailbox details**       |
| **Do you require application access? Yes: [ ]  No: [ ]  If Yes, please specify application details e.g. NIMIS, SAP etc.**       |
| **2** | **\*Line Manager responsibilities – HSE National IT Security Policy Declaration** |
| **[ ]**  **I confirm that the HSE National IT Security Policies will be provided to the specified account holder.**  | **[ ]**  **I confirm that I will get the specified account holder to sign the** [**User Declaration**](#User_Declaration) **form (page 2 of this document). I will retain a copy of the signed declaration for audit purposes.** **The User Declaration form is not required to be sent to ICT.**  |
| **HSE National IT Security Policies link**[HSE ICT Policies](http://hsenet.hse.ie/Intranet/OoCIO/Service_Management/PoliciesProcedures/Policies/Policies.html) | **These policies cover the correct and appropriate use of the Health Service Executive’s information Technology (I.T.) resources.** |
| **\*Line Manager Name:**      **Must be Grade VIII or above as per IT Access control policy –** [**Link**](https://www.hse.ie/eng/services/publications/pp/ict/) | **\*Grade / Job Title:**       |
| **\*Telephone or Mobile:**       | **\*Email Address:**       | **\*Date:**       |
| **Once completed, please log and attach this form to a new ticket request using the** **National Service Desk Self Service facility -** [**Link**](https://nsdselfservice.healthirl.net/SelfService.BridgeIT#dashboard) |



This form (page 2) is not required to be sent to ICT. The following relates to Line Manager’s responsibilities when new or amended access is requested and should be completed, signed and filed by your department.

User Declaration

I have read and understood the Health Service Executive’s policies governing the use of its ICT resources.

I agree to be bound by the terms therein.

I understand that I may be subject to the HSE’s disciplinary procedures should I fail to comply with said policies.

http://hsenet.hse.ie/Intranet/OoCIO/Service\_Management/PoliciesProcedures/Policies/Policies.html

Tick to denote agreement: [ ]

**Name:**

**Date:**

**Note: This form must be retained by the user’s account Manager for audit and control purposes**