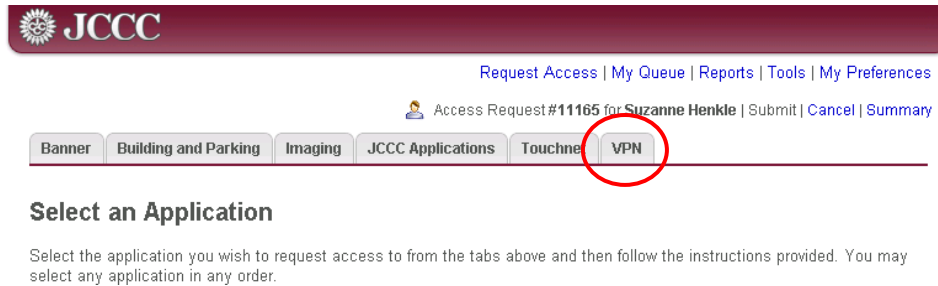


VPN Access Requests in OARS

1/29/09

You can request access to VPN by going through OARS in **MyJCCC>JCCC Applications tab>General menu>Online Access Requests**.

Select the VPN tab within OARS



You will then be presented with the following screen:

Virtual Private Network Access Request

The **VPN Remote Desktop** provides a secure connection to JCCC network resources allowing the operation of applications such as Microsoft Outlook and Banner as if they were locally connected to the JCCC network.

System Requirements

- Windows XP or higher or Mac OS X installed on the dedicated (employee is the only person who logs onto the machine) JCCC campus computer.
- Windows XP or higher installed on the remote computer.
- Cable modem or DSL internet connection.

Reason for VPN access

Internet Service Provider

Connection Type

JCCC Remote Equipment (laptop or checked out equipment) Tag #

Anti virus software installed on remote computer

Windows XP or higher or Mac OS X on remote computer

I have read and understand the [Virtual Private Network \(VPN\) Information Services Policy](#)

Are you finished?
Click Save to store your work thus far. Click Cancel if you made a mistake or would like to start over.

Provide the following information:

- Reason for VPN Access
- Internet Service Provider
- Connection Type (a drop down allows them to select cable model or DSL)
- An optional field to enter the JCCC Asset tag number
- A required checkbox for anti-virus on the remote computer
- A required checkbox for appropriate OS on the remote computer
- A required checkbox for reading and understanding the VPN policy

Click the “save” icon and the request will proceed to your Budget Administrator for approval, and then final approval by the CIO.

Once VPN access has been granted, you will receive an email notification from IS informing you that access has been granted.