Virtual Private Network (VPN) Remote Access Security User Request

FORM 22-361-ENT-3

NM DEPARTMENT OF INFORMATION TECHNOLOGY

DATE:

AGENCY CODE: AGENCY NAME:

Security Request

Please check the appropriate box for your security request:

☐ **VPN** (*If checked, please complete the VPN section below*)

☐ **VPN Modification** (*If checked, please advance to VPN Modification on page 3*)

1. What application/Service do you wish to access?
2. VPN Justification:
3. Are you a New Mexico State employee?
   ☐ **Yes** (*If yes, advance to VPN User Contact Information on page 2*)
   ☐ **No**

VPN Section

_____ (Contractor), with permission from _____

(Agency), the State of New Mexico (Sponsor), has been given authorization by the Department of

of Information Technology (DoIT) to remotely access _____, System

by means of VPN connection. The connection has been authorized by _____,

your agency's Chief Information Officer. (*Submitting authorization by an employee with equal or greater*

authority than the CIO is acceptable as well.) The _____ will assume full liability for

ensuring the contractor staff who have VPN access approved by the _____

(Sponsor). The project director and approved contractors understand the state of New Mexico

has no current mechanism in place to validate and maintain the security level of the remote

host (workstation) the _____

computer uses to initiate a VPN tunnel.

As a result, there is an elevated risk of virus attack to network and server resources. The State of New Mexico is also unable to monitor and control untrusted user compliance with the State of New Mexico computer usage policies and procedures.

The Department of Information Technology (DoIT) policies are in accordance with the following State of New Mexico Architectural Configuration requirements.

1. Authentication and Directory Services

2. Account Management

3. Personal Security

4. Internet, Intranet, E-mail and Digital Network Usage

The following policies shall be adhered to by the contractor and their sponsor:

1. The duration of these accounts will be set for a limited period. The requested Contractor accounts will be set to expire ninety days from the time of initialization.
2. Clients will be disconnected from the network after 30 minutes of inactivity.
3. A VPN connection will be immediately disconnected and disabled if any suspicious activity is observed within that connection.
4. Strong passwords will be used.

If you have any questions, you may email DoIT's Enterprise Support Desk at enterprisesupportdesk@doit.nm.gov or call (505) 827-2121.

VPN User Contact Information

DoIT requires the requestor to provide the following contact information:

Name: Email Address:

Phone (Office or Cell):

Supervisor: Title:

Phone (Office or Cell):

Sponsoring Agency: Contact Person:

Phone (Office or Cell):   Agency Code:

CIO/TECH Lead at Sponsoring Agency Phone (Office or Cell):

Once the account is created, a DoIT security representative will contact the user with a login name and password.

VPN User Contact Information

Please provide the following information:

Sever Name	IP Address	Service Port # or Name	Application Name

VPN Modification

VPN Username:

Description of Change: Effective Date:

Approved Signature: Date: