VPN registration – staff only

This form is to request VPN (Virtual Private Networking) access. The VPN service will allow you to connect to the University network through the Internet as if connecting on campus.

PLEASE NOTE that connecting from off campus using the VPN by-passes various security measures that protect the University’s systems from Internet threats and so must be used with caution. Please read the information overleaf.

Your usual password will still be needed when accessing other ITS facilities or services such as accessing your email and the Internet.

Please complete using CAPITAL LETTERS and return to ITS Help.

Section A  Account details

A1 Username

A2 Name
Family Name
All Forenames

A3 Department
Department (in full)
Daytime tel.

Section B  Signature

I require access to these facilities for my University duties
I have seen and agree to abide by the Rules for the Use of University Computers and Data networks
See www.reading.ac.uk/ITS
I have read and agree to follow the advice and recommendations made on this form

B1 Your signature

HoD/HoS Signature
VPN accounts require endorsement by the Head of Department or equivalent (eg Students Union President). I confirm that this member of staff requires a VPN account in order to carry out their duties from off-campus.

B2 HoD/HoS signature

B3 Print name

B4 Date

Continued overleaf
Information Security and Remote access to University Systems

There are several security risks that staff need to consider when working on University systems from off-campus, from home, conference hotels, Wi-Fi zones, cybercafés, etc. Viruses can disable a PC and spyware can lurk undetected within a PC but on our campuses a combination of email filtering, network firewalls and anti-virus protection mean that most of the time we don’t need to worry too much about these threats. One of the most insidious threats is ‘keylogging’ – which potentially records every key you press, every username and every password. Such intercepted data threatens not only you and your PC, it could be misused to access University servers and the data they contain, threatening its confidentiality, its integrity and its availability. Keylogging viruses are installed surreptitiously onto unprotected PCs, downloaded within spam emails, screensavers, ringtones, music files, video clips or other tempting online bait.

So, how can you protect yourself, your PC and the University’s systems?

- Never share your passwords with anyone and never tick any ‘Remember my password’ box.
- The more privileges you have been granted on a University system, the more harm could be caused by others masquerading as you, so the more discerning you must be about the systems you log in from.
- If your campus PC has been granted access to sensitive University Information Systems it should not be accessed from less secure systems off campus, eg by Windows Remote Desktop.

If you have administrative control over the computer you are working from:

- Ensure it has up-to-date anti-virus software installed - you are licensed to use Sophos anti-virus software on privately owned PCs whilst a student/member of staff.
- Ensure it has up-to-date security patches installed - use the Microsoft Update service or equivalents to install updates automatically.

If neither you nor the University have administrative control over the computer you are working from:

- Do not connect to the University using the VPN - Restrict yourself to accessing services we make globally available via the web, such as the University’s websites and OWAmail.
- Never access any confidential University information from a public computer (eg PC lab, cybercafe, or via unencrypted Wi-Fi).

Guidelines on securing PCs can be found on the ITS website at: www.reading.ac.uk/internal/its/help/its-help-pcsecurity/its-morehelp-pcsecurity.asp

All personal information will be processed by the University of Reading in accordance with the Data Protection Act 1998 and with the University’s Data Protection Policy and Guidelines.

For further information, please contact

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University of Reading
Whiteknights
P.O. Box 220
Reading
RG6 6AF
Tel: 0118 378 6262
Fax: 0118 931 4404
Email: its-help@reading.ac.uk

Office use only

1. Please check, date and initial the following items:

Form checked/ID

Added to VPN Server