




**LOURDES A. LEON GUERRERO**  
Governor, Maga'håga'

**JOSHUA F. TENORIO**  
Lt. Governor, Sigundo Maga'låhi

# REMOTE ACCESS REQUEST

<b>1. Date:</b>		<b>2. Requested Service Date:</b>			<b>3. Agency #:</b>		
 <p><b>FRANCISCO L.G. LUJAN, Jr.</b> Chief Technology Officer</p> <p><b>OFFICE OF TECHNOLOGY</b> <i>GovGuam Data Center</i> 211 Aspinall Avenue Hagatña, Guam 96910</p>	<b>4. Requestor:</b>						
	Name:						
	Job Title:						
	Phone:		Mobile:		Fax:		
Email:							
<b>5. User Agency Information:</b>				<b>6. Access Request Type &amp; Access Period:</b>			
Department/ Agency:			New	Update	Renew	Request Effective Date:	Request Expiration Date:
Division:							
Branch/Bureau/Section:		VPN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Strategi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>7. Access Request Information:</b>							
AD User ID:			iSeries (DOA) UserID:				
Agency/Division:							
Application(s):							
IP Address(es), Workstation or Server Name(s):							
<b>8. Purpose/Justification:</b> <i>(must have valid business need)</i>							
<b>For third-party vendors ONLY: (Attach contract, PO, support documents, etc.)</b>							
Government PO Number:			Contract Start Date:				
Funded by Agency/Project:			Contract End Date:				
Notes/special requests:							
<b>9. USER DISCLAIMER:</b> I understand that all VPN accounts are to be used for Government purposes only, and will not be shared or transferred. I understand that this account will be created and permissioned based on the project, purpose and justification aforementioned above. Misuse of this account will be cause for disciplinary actions. I acknowledge that all accounts are subject to audits. <b>I certify by my signature that I have read, understand and agree to abide by the OTECH Remote Access Policy and all applicable IT policies, protocols and regulations.</b> ( <a href="https://otech.guam.gov/policies/">https://otech.guam.gov/policies/</a> )							
<b>User Signature:</b>				<b>Date:</b>			
<b>10. Agency Sponsor Statement of Acceptance &amp; Approval:</b> I understand that providing access to remote users and devices exposes the GovGuam network to certain security risks. I agree to immediately notify OTECH when the account is no longer needed so that the remote access can be disabled. I also agree to notify OTECH if I become aware of any security problems or threats to this remote user. I certify that this remote access request supports the official role and functions of the requestor.							
<b>Division Administration Signature:</b>				<b>Contact#:</b>		<b>Date:</b>	
<b>Agency Director Signature:</b>				<b>Contact#:</b>		<b>Date:</b>	
<b>11. OTECH Approvals: To be completed by OTECH personnel</b>							
<b>Received and Reviewed by (print name):</b>				<b>Signature:</b>		<b>Date:</b>	
<b>CTO Review:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RETURNED				<b>Signature:</b>		<b>Date:</b>	
<b>12. ACCOUNT Processing: To be completed by OTECH</b>							
VPN Username:			Temporary Password:				
Agency/Organization:			VPN Access Type:				
VPN Effective Date:			VPN Expiration Date:				
VPN Access Network List:							
Created By:				Signature:		Date:	
Additional Notes/Comments:							