

## Remote Network Access Request Form Instructions

The following questions must be answered accurately in order to process your request. Please be sure you know the answers *before* filling out the online form.

### Page 1 – Applicant Information

Input Box	Description
Name	Your first and last name
Title	Your job title or function
Company	The company you work for or your company name (if sub-contractor)
Telephone number	Your telephone number where you can be reached
Remote Location	The location(s) you will be accessing the NJCU network from (city, state, and nation - if international)
Internet Service Provider	The ISP you will be connecting through to access the NJCU network
Computer Make and Model	The name and model of <i>all</i> computers you will use for access
AV Software	Name of anti-virus software installed on your computer(s)
AV Software version	The current version number of the software
AV Datafile version	The current virus signature file version

### Page 1 – NJCU Liaison Information

Input Box	Description
NJCU Liaison Name	Name of NJCU employee supervising the project
Liaison Title	The NJCU employee title
Liaison Department	The department responsible for issuing the contract
Liaison Telephone Number	The email address of the NJCU liaison/supervisor
Project	The contract or project name, and contract number (if known)
Anticipated Expiration Date	The anticipated contract/project ending date. The access account will automatically be disabled on this date. It is the responsibility of the contractor to notify the Helpdesk prior to expiration if this date needs to be extended.

### Page 1 – Email Addresses

Input Box	Description
Applicant Email Address	The email address of the applicant (you)
NJCU Liaison Email	The email address of the NJCU employee noted above as liaison

### Page 1 – Are You a Sub-Contractor?

(Radio button)	If you are hired as a sub-contractor, click "Yes". Otherwise click "No"
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*Page 2- Sub-contractor Information*

This page will be presented if you answered "Yes" to the sub-contractor question on page 1. If you have been hired as a sub-contractor through a primary contractor you must provide this information.

<b>Input Box</b>	<b>Description</b>
Primary Company	The name of the primary company that hired your services
Company Location	Enter city, state, and nation (if international)
Primary Contact	Name of the primary liaison between you and the primary company
Contact Telephone	Telephone number where primary contact can be reached
Contact Email	Email of the primary contact

*Page 3 - Policy Agreements*

You must read through the following policy documents that pertain to the use of NJCU network resources and agree to comply with the rules and regulations as set forth within them by providing your initials in the appropriate input fields of the form:

- Remote Network Access Policy and Procedures
- Peer-to-Peer Networking Policy and Procedures
- Information Privacy Policy
- Responsible Use of Computer Resources Guidelines

These documents can be found on the [IT website Documents page](#) and linked directly within the request form.

*Page 3 - Additional Comments (optional)*

Space is provided for special instructions and additional information. Form Processing

*Form Confirmation Page*

An acknowledgement page that the form has been submitted. You will receive a copy of the form via email after clicking the Submit button. A copy of the form will also be sent to the NJCU employee designated as your liaison and to the NJCU Helpdesk unit. Once Helpdesk receives authorization, the request will be forwarded to NJCU network administrators for implementation. You will be contacted via email when the account is ready. Typical response time is five business days for this request.