# Okaloosa County VPN Remote Access Request for County Device (Laptop)

### This does not authorize personal computer use

Employee Name (print): _____   Machine Name:_____

Exempt or Hourly? _____

IT requires an **essential work function** to connect remotely to BCC networks

Essential work function:

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Users must:
- Only connect to WPA2 secure Wi-Fi connections (requires a complex password of at least 8 characters).
- If printing secure documents, printer must be WPA2 for Wi-Fi or connected directly to your machine.
- Abide by the [Okaloosa County Information Technology Policy](#).
- Not share passwords or setup automatic VPN connections by saving/remembering username and password.
- Log off the system when you are done. No VPN connections for periods of inactivity greater than 1 hour or for continuous periods exceeding 24 hours.
- Run up-to-date operating system and real-time virus protection.
- Renew form every two years (unless directed otherwise by IT) and notify IT when changing machines.

By signing this request form, I agree to connect to the county network for work purposes only and will abide by all applicable county policies, including the IT policy, and requirements on this form.

Employee Signature: _____   Date: _____

Recommended by:

Dept. Director Name: _____   Signature: _____   Date: _____

Authorized by IT:

Name: _____   Signature: _____   Date: _____

For electronic submissions, submit a help desk ticket at [IT Support Central Help Desk](https://bcchelpdesk.myokaloosa.com/service_requests/37) (https://bcchelpdesk.myokaloosa.com/service_requests/37). For hard copies, send through the courier to IT-SAN-N or fax to 850-651-7576. Call the help desk at 850-689-5099 for further assistance with the VPN process and forms.