

## Appendix A – Remote Access Request Form

\*Upon completion of each section of this form, save as a Microsoft Word Document and the Director/Consultant should email to Administrative Services ([rherken@archkck.org](mailto:rherken@archkck.org) or [sotoole@archkck.org](mailto:sotoole@archkck.org))

\*Requests may take 10-15 working days for review

### STEP 1 – NAME/REASON – To be completed by requesting staff

(complete this column)

<b>Name of staff requesting access:</b>	
<b>Date:</b>	
<b>Office:</b>	
<b>Reason for request (please provide detail):</b>	
<b>What equipment will be used for remote access (Archdiocesan equipment or personal equipment)?</b>	<input type="checkbox"/> Archdiocesan equipment <input type="checkbox"/> Personal equipment
<b>If personal equipment will be used, please complete the following:</b>	
Make/model of equipment	
Operating System	
Anti-virus software (program & version)	
Internet service (provider & bandwidth)	
<b>Cell phone number</b>	

### STEP 2 – DIRECTOR/CONSULTANT REVIEW

- Yes, I have reviewed the request for remote access and I support and approve the request
- No, I have reviewed the request for remote access and I do not recommend granting approval at this time

--	--

**Director/Consultant Signature**

**Date**

### STEP 3 – IT REVIEW

- Acceptable, I have reviewed the request for remote access, the equipment meets or exceeds expectations, should be able to connect remotely, no apparent security risks
- Deficiencies noted, I have reviewed the request for remote access and do not recommend granting approval at this time for the following reasons:

--	--

**Signature**

**Date**

### STEP 4 – CHANCELLOR REVIEW

- Yes, request granted
- No, request deferred at this time due to concerns or deficiencies noted above

--	--

**Signature**

**Date**