



ASUB Standard Operating Procedure – 8202

Standard Operating Procedure Synopsis

Title: **VPN REMOTE ACCESS**

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Revision Date, if applicable: May 10, 2023

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Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of Infrastructure

A. Purpose and Scope

The purpose is to provide a secure network connection for Arkansas State University-Beebe faculty and staff while off-campus. This connection is necessary for accessing Banner, WebXtender and departmental shared drives.

B. Definitions

VPN – Virtual Private Network - Computer protocol that allows remote users secure access to the campus network as if they were physically connected.

C. Procedures

1. The VPN remote access request form will be completed by the requestor and signed by their supervisor.
2. The completed form is emailed as an attachment to helpdesk@asub.edu requesting access.
3. Once access is granted, the requestor will be notified.

D. Related Information

[VPN REMOTE ACCESS FORM](#)