![SMU SINGAPORE MANAGEMENT UNIVERSITY]	**VPN Access Request Form**	Version: 1.7
Last Updated: 21-Mar-2019	Author: IITS-Douglas	Form No.: **A**

Details of VPN Request

Request Date: _____

Start date: _____   End date: _____

For IITS Evaluation only:	
Type of Change:	☐ Normal ☐ Emergency
Risk Impact:	☐ Insignificant ☐ Minor ☐ Moderate ☐ Major ☐ Catastrophic
Describe the Risk Impact of the request / change:	

Description / justification of VPN Access. (Please indicate the purpose of the request)	

Application	Hostname / Destination IP	Type (TCP/UDP)	Service Port	Remark
e.g. Matlab	e.g appsxx01 / 1.1.1.1	TCP	123	Remote VPN access to Matlab Server

List of user name:

No	Name of Student / User	Email address	School
1			
2			
3			
4			
5			

Description:

Destination IP	IP address of the machine sending data/information. Normally the machine initiating the connection and where the VPN is coming from. Note: Please specify the source IP or IP segment e.g. Source IP (10.118.1.2), IP Segment (Student LAN, Student WLAN, Postgrad Student, Staff WLAN, Staff LAN, Faculty LAN, Faculty WLAN)
How to get IP address of the machine?	For Windows Server 1. Go to "Start" menu and type "CMD" in the "Search" field. Select on the "Command Prompt" shortcut in the search results. 2. Type "ipconfig" without the quotes and press "Enter." This displays the basic information for your main network adapter. The IP address is clearly marked. Linux Operating System (e.g. Ubuntu, Kubuntu, Debian, Fedora, Linux Mint)

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	1. Run /sbin/ifconfig from command line. Unix Operating System (e.g. Sun Solaris, IBM AIX, HP-UX) 1. On the terminal just type: ifconfig –a Apple Operating System (e.g. Mac OS X) 1. Click the "Apple" menu button. 2. Click "System Preferences." 3. Click "Network." IP address details will be display.
TCP: (Transmission Control Protocol)	Network protocol majority used for Internet applications such as the World Wide Web, email, remote administration and file transfer.
UDP: (User Datagram Protocol)	Network protocol used for latency connection; UDP is commonly used for streaming audio and video.
Service Port	The port number used by TCP/UDP e.g. tcp 80 (http), tcp 443 (https), tcp 22 (SSH), tcp 21 (ftp) If you are not sure with the port please check with the vendor or system owner.
Remarks	Indicate the reason and description for all service port required.

Note: Please allow up to 3-5 working days to activate the VPN request with all information correctly filled. For urgent request please refer to helpdesk, complex request we require more time for assessment.

Request and Endorsement (To be completed by Requestor and endorsed by Division Manager) (*Cannot be completed by Approver)

Requested by		Signature & Date	
Endorsed by		Signature & Date	

Verification and Acceptance (To be completed by Systems Manager and Infrastructure Head) (*Cannot be completed by Requestor)

Verified by		Signature & Date	
Approved by		Signature & Date	

Implementation (To be completed by Implementer) (*Cannot be completed by Approver)

Completed by		Signature & Date	
Comments (if any)			

Review (To be completed by Reviewer) (*Cannot be completed by Implementer)

Reviewed by		Signature & Date	

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Comments (if any)	