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**Restricted VPN Account Application Form**

**Application Procedures**

The applicant must be a CUHK staff who is either the project leader or department LAN administrator.

**Rules to Note**

1. All ITSC computing resources must be used in accordance with the policies and guidelines stated in *Computer Network Policies and Guidelines on Access and Usage* (<http://www.itsc.cuhk.edu.hk/en-gb/it-policies/net-guide-use>).
2. The computing resources must be used in connection with CUHK activities only.
3. The password granted to you must be kept **CONFIDENTIAL**.
4. The applicant shall be responsible for management of the computing resources granted and should work closely with ITSC on implementing relevant policies.
5. Any user who violates the Centre’s rules and regulations will have his/her computing account and privileges revoked.

**Personal Data Collection**

1. The personal data provided on this form will be used by
* ITSC to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by ITSC
* ITSC to contact you
1. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
2. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
3. You have the right to check whether ITSC holds personal data on you. You can submit your request through Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/) or in writing to “*User Support Division, Information Technology Services Centre*”.
4. Details on the use of personal data by ITSC can be found at <https://www.itsc.cuhk.edu.hk/en-gb/it-policies/pps>.

**Form Submission**

1. To expedite the process of your application, the information/documents must be supplied/produced/completed.
2. You can scan and email the form to aims@cuhk.edu.hk with a photocopy of the applicant’s CU Link Card for identity verification.
3. The applicant will receive a reply through email, internal mail or phone in THREE working days. .
4. For any enquiries, please write to ITSC through Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/).

**Part I – To be Completed by the Project Leader/LAN Administrator**

* I would like to apply for a Restricted VPN account for our collaborating partner who is not a CUHK staff or student to provide remote support and maintenance to a dedicated server(s) or machine(s) in our department during a specific period of time. The account is not applied for visiting guests or visitors use. Below are information and justification for ITSC consideration.

**Section A: General Information of the Project**

|  |  |
| --- | --- |
| Department: |  |
| Project Name: |  |

**Section B: Contact Information of the Applicant**

|  |  |
| --- | --- |
| Staff ID No.: |  |
| Name: |  | Title: | Prof / Dr / Mr / Mrs / Ms |
| Contact E-mail Address: |  | Contact Phone No.: |  |
| Department:(if different in Section A) |  |

**Section C: Contact Information of the non-CUHK party that will be using the Restricted VPN Account**

|  |  |
| --- | --- |
| Name of the Company: |  |
| Name of the person: |  |
| Contact E-mail Address: |  | Contact Phone No.: |  |

**Section D: Restricted VPN Account Required**

The Restricted VPN account will be used during the following period and is for accessing the server(s) and application/system(s) below.

|  |  |  |  |
| --- | --- | --- | --- |
| Starting Date:  |  | Ending Date:  |  |
| Server(s) Hostname:  |  |
| IP Address(es) |  |
| Application(s)/System(s) Name: |  |
| Purpose of Using the Restricted VPN Account: |  |

**Section E: Declaration of the non-CUHK party that specified in Section C**

* I agree to use the Chinese University of Hong Kong’s resources for the sole purposes described above and in the best interest of the institution. I agree to abide by the policies and guidelines that specified at Computer Network Policies and Guidelines on Access and Usage(<http://www.itsc.cuhk.edu.hk/en-gb/it-policies/net-guide-use>).
* I acknowledge that the granted access is solely for providing remote support and maintenance to a dedicated server(s) or machine(s) during a specific period of time listed in this application.
* I acknowledge that access to, and authorization to use, this service, may be terminated by Information Technology Services Centre (ITSC) of the Chinese University of Hong Kong at any time at its sole discretion or poses a lot of network traffic during access.
* Any and all computers on which the VPN client software will be used are managed with standard best security practices including but not limited to regular application of operating system and application software patches, anti-virus software installed and running with current virus definition files. It is ITSC’s policy to terminate immediately connection to any system believed to be infected with a virus or worm.
* I agree to inform ITSC if the account is no longer needed before the ending date specified in this application.
* I acknowledge that I am the responsible person for any network activity that results from the use of this Restricted VPN account.

🞏 I have observed the terms and conditions above and agree to be abided by them.

Signature

Name in Print ( )

Company Name in Print ( )

**Section F: Declaration of the Applicant**

I have authority to pass the granted Restricted VPN account to the non-CUHK party stated in (Section C) and acknowledged that this party has well been informed to follow the terms and conditions (Section E) on the use of the Restricted VPN account access during the authorized period. And I understand that it is not the ITSC’s obligation to fulfill my request.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

**Endorsed by Department/Unit Head**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department/Unit Head’s Signature with Department/Unit Chop |  | Date |
| ( ) |  |  |
| Name in Print |  |  |

**Part II - Office Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Received by |  |  | Date  |  |
| Authorized by  |  |  | Date |  |
| Processed by |  |  | Date |  |
| Remarks  |  |  |  |  |