

# 502 VPN Eligibility And Requests

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### 502.1 Approval for VPN Request:

An employee must obtain approval from the employee's supervisor and Executive Director before submitting a request for VPN Access

### 502.2 VPN Request Form:

All VPN requests must be made through a VPN Access Request Form, available [here](#) .

### 502.3 Eligibility for VPN:

VPN access will only be granted to exempt employees with an assigned Archdiocesan laptop and whose job functions require VPN access, because:

A) The employee must perform job functions away from the Catholic Center.

B) While performing job functions away from the Catholic Center, the employee requires extensive use of Archdiocesan network applications or of a significant quantity of large network files and/or the need to share such files with other Archdiocesan users.