502 VPN Eligibility And Requests

502 VPN ELIGIBILITY AND REQUESTS

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.