

VPN Client Agreement – v.092419 **See the end of page 3 for proper instructions.**

Cisco strong encryption images are subject to U.S. and local country export, import and use laws (U.S. Export Administration Act and its associated regulations). Prior to receiving or installing this software you shall sign this document acknowledging that you will comply with the following conditions:

1. Cisco's unrestricted strong encryption solutions may be exported or re-exported to most government end users located in all territories except the embargoed destinations and countries designated as supporting terrorist activities. Countries listed in Part 746 of the EAR as embargoed destinations requiring a license are Cuba, Iran, North Korea, Sudan, and Syria.
2. I agree to read and abide by all applicable Nevada State Security Standards.
3. I will not provide network services to anyone or anything through my DOA EITS VPN connection.
4. I have read and will comply with the statutes pertaining to unlawful acts regarding computers and information services, [NRS 205.473 through NRS 205.513 inclusive](#).
5. I will not allow any other individual, entity, or group to use my DOA EITS VPN account. **Shared accounts are not permitted!**
6. I will notify the EITS Helpdesk when my e-mail address changes.
7. In accordance with NRS 205.4765, I agree to delete all State of Nevada VPN configuration settings, and VPN software, upon termination of my account.
8. I understand that unauthorized use of the VPN system or software, to include using my account or the VPN software to exceed my authorized task(s) or violation of the conditions of this agreement, may be a violation of state and federal, civil and criminal laws (e.g., NRS 205.4765) and may result in account termination and other action.
9. **I must change my VPN password every 90 days**, In accordance with Nevada Security Standard S.5.01.01. For the few users who do NOT use their email address as their logon, EITS Network Engineering provides the website <http://acspwd.state.nv.us/secure/> (when logged-in to the VPN system) to change their passwords. You must be logged-in via DOA EITS VPN to change your password through this website. You may also call the helpdesk at (775) 684-4333. For users that use email for logon, your password is linked to your email password.
10. **Accounts that are inactive for over 90 days will be disabled.**
11. I acknowledge that I must have an approved mobile device agreement on file with my agency's information security officer (sponsoring agency's information security officer for contractors) in order to use a mobile device on the VPN system (phone or tablet).
12. If you have a Department of Administration EITS-hosted e-mail username and password, the text before the '@' symbol in your e-mail address will be your logon.  
**My DOA EITS e-mail logon is:** \_\_\_\_\_
13. VPN Users are not permitted access to the Internet by default, while logged into the VPN System. This is both for the protection of State data as well as to guard against unintentional personal Internet access while logged on. However, due to the requirements of my assignment, I request Internet access while logged into VPN: **YES** \_\_\_\_
14. I acknowledge that I will be enrolling in two-factor authentication in order to complete my VPN login. There are no exceptions to this requirement.
15. Contractor accounts will have a one-year account expiration, to satisfy security requirements. Agencies with contractors will need to contact the EITS Helpdesk prior to the one-year account expiration in order to extend the account an additional year.

**All users fill out the following:**

Date	
Print/Type Name/Phone Number	
E-mail Address	
<b>Signature</b>	

**Contract or other employees only:**

Company or Other Name	
Company or Other Physical Address	
Sponsoring Agency Point of Contact Name	
Sponsoring Agency Point of Contact Phone	
Sponsoring Agency Budget Account Code	

**State employees only:**

Agency Name	
Agency Physical Address (City, State, Zip)	
Supervisor Name	
Supervisor E-mail Address	
<b>Supervisor Signature</b>	
Budget Account Code	

**State employees or sponsoring agency only**

**NOTE: This must be signed before we can create any account**

Approving ISO Name	
Approving ISO E-mail Address	
Approving ISO Phone Number	
<b>Approving ISO Signature</b>	

**Do you require RDP (Remote Desktop) access from one device to another (from external PC to internal PC)?**

**State Employees:** If yes, please proceed to the next page. **If no, stop and send the first page only.**

**Contractors:** Please fill out the form in its entirety.

**Email this form to [EITSHelp@admin.nv.gov](mailto:EITSHelp@admin.nv.gov)**

Please add the IP address, protocol and port number that you require access to. If a remote desktop Windows connection to your work PC, it will be your work PC IP address, TCP as the protocol, and 3389 as the port number. **Contractors are not given any default access, all systems must be listed below.**

Please use IP addresses. If you do not know the IP address or the system name of the device you need to connect to, ask your local administrator to contact EITS Network Engineering and we will work together to ensure you have the access you require with least permissions necessary. **NOTE: Configuring access can take 10 business days to complete.**

☐ YES[illegible]

Contractors must have their sponsoring agency fill out this page and return with the completed form.

### Contractor Sponsor Approval

State agencies that request contractors have access to state networks via VPN **must fill out this page**: Accounts will not be created until this page is received.

1. Contract Begin Date: \_\_\_\_\_
2. Contract End Date (ONLY if less than the one-year maximum allowed time): \_\_\_\_\_
3. Name of Contractor: \_\_\_\_\_  
\_\_\_\_\_
4. Name of Contract Company: \_\_\_\_\_
5. Agency Name: \_\_\_\_\_
6. Agency Point of Contact (POC): \_\_\_\_\_
7. Budget Account: \_\_\_\_\_

By signing this form, you acknowledge that you are approving remote access for the contractors specified above and that you have fully outlined authorized access and tasks which the contractor is to perform while using remote access.

The account will be automatically disabled by our access control system 1 year from the contract begin date, per security requirements. You are responsible for notifying the EITS Help Desk prior to the 1 year termination date, if the contract will extend for another year.

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POC Signature

POC Print Name

Date

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Agency/Department

Phone Number

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E-Mail Address

### Instructions

Best practice is to fill out the form first before signing any of the fields. Once you have fully filled out the form, you can print it out and sign the signature lines. Or, you can digitally sign if that is your preference.

**\*\*\*Always follow your Departments policy on digital signatures\*\*\***

Email this form to [EITSHelp@admin.nv.gov](mailto:EITSHelp@admin.nv.gov)