

VPN Client Agreement – v.040918 **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 statues 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 DOA EITS Network Engineering when my e-mail address changes.
7. In accordance with NRS 205.4765, I agree to delete all State of Nevada VPN configuration settings 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 4.61. EITS Network Engineering provides the website <http://acspwd.state.nv.us/secure/> for all users (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. **Accounts that are inactive for over 90 days will be disabled.**
10. 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.
11. 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: _____

12. 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**
13. 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.

All users fill out the following:

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

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	
Supervisor Signature	
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	
Approving ISO Signature	

Do you require RDP (Remote Desktop) access from one device to another? YES NO

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

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: _____
- 3. Name(s) of Contractor(s):

- 4. Name of Contract Company: _____
- 5. Agency Name: _____
- 6. Agency Point of Contact: _____
- 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.

EITS Network Engineering will mark the account for termination on the Contract End Date (line #2). The account will be automatically terminated by our access control system. You are responsible for notifying EITS Network Engineering if the contract will extend beyond the 1-year termination date.

POC Signature	POC Print Name	Date
---------------	----------------	------

Agency/Department	Phone Number
-------------------	--------------

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