

VPN Client Agreement – v.062822 **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 Export Administration Regulations 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 Department of Administration (DOA), Division of Enterprise Information Technology Services (EITS) virtual private network (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 Service Desk 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.
10. Accounts that are inactive for over 90 days will be disabled automatically.
11. I acknowledge that I must have an approved Mobile and Non-State Device Agreement Form on file with my agency's information security officer (sponsoring agency's information security officer for contractors) in order to use a mobile (including but not limited to phones, tablets, and laptops) or non-state device on the VPN system per Nevada Security Standard S.4.02.02.
12. For VPN, I must have a state or an agency Active Directory account created for me by my agency.

My Active Directory logon:

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.
14. Contractor accounts will have a one-year account expiration to satisfy security requirements. Agencies with contractors will need to contact the EITS Service Desk 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	
Email Address	
Signature	

Contractor 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 Email 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 Email Address	
Approving ISO Phone Number	
Approving ISO Signature	

Do you require remote desktop access (RDP) 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 only this page.**

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. If mirroring another user's account, please include the existing user's name and email.

Existing User's Name and Email Address: _____

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 one year from the contract begin date, per security requirements. You are responsible for notifying the EITS Service Desk prior to the one year termination date, if the contract will extend for another year.

_____ POC Signature	_____ POC Print Name	_____ Date
_____ Agency/Department		_____ Phone Number
_____ Email 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. Please keep a copy of this for for agency tracking of VPN accounts.

*****Always follow your agency's policy on digital signatures*****

Email this form to EITSHelp@admin.nv.gov