

Customer/Vendor Name		User (Network) ID	Phone Number		Date of Request
Org. Code	Region		Workstation Support Specialist		Phone Number
DOT Vendor Sponsor			Sponsor Phone Number		
<b>Free of Charge Mobile Access Services</b>			<b>Fee Based Mobile Access Services</b>		
<input type="checkbox"/> CISCO VPN AnyConnect <input type="checkbox"/> Cellular Broadband Access Card / mi-fi <input type="checkbox"/> WSDOT Owned Smartphone			<input type="checkbox"/> Citrix - SMS Passcode \$100.00 charge every three years		
			Work Order	Group	Work Op
			Control Section	Org. Code	
Check One (If applicable): <input type="checkbox"/> WSDOT-Owned PC/Laptop PC Number: <input type="checkbox"/> Contractor/Vendor-Owned PC/Laptop <input type="checkbox"/> Personal PC/Laptop			Level Playing Field (LPF) Application are given by default. Please list any additional applications needed:		

### Usage Guidelines

**Important Employee Note:** The entire contents of employees' personally-owned computers may be subject to disclosure/discovery. This disclosure/discovery could occur when employees use their personally owned computers for work related purposes, and saves or stores business related information on it.

- Users will adhere to all policies and standards for WSDOT remote access.
- Users will use this access in accordance with applicable department directives governing security and use of corporate data and electronic communications, i.e., only in support of those activities that best serve the interests of the state, the department, and work group.
- Please log off or lock the workstation anytime the laptop/PC is left unattended for extended periods of time. Leaving a PC unattended when a VPN connection is established is not safe and is a security exposure.
- Any unauthorized work from home, or other locations, outside of regular working hours is considered the user's personal time and will not be considered for compensation of any type (hours or other remuneration).
- It is assumed that the employee will use and pay for their own Internet access connection to the Internet.
- It is the employee's responsibility to maintain personally owned equipment, install any needed connection software and troubleshoot their own PC if any issues are experienced while using these remote-access software products.
- Users will be responsible for purchasing necessary licenses for running specialized applications that are not defined as LPF.
- Internet reliability: WSDOT is not responsible for Internet outages, latency issues, line quality or Internet Service Provider filtering and/or issues that may cause these service offerings not to work.
- Connecting to the Internet is allowed via wireless, cable or DSL with a WSDOT owned laptop or PC as long as the VPN connection is used. Every attempt should be made to minimize the amount of time on an open Internet connection without a VPN connection. This means no surfing or Internet browsing without using the VPN when users are on the Internet outside of DOT at a hotel or Internet Cafe.
- Modifying or removing the VPN or Firewall software on the laptop/PC is not allowed. This could lead to a malfunction of the security that is installed to keep users and other DOT employees safe from Virus infections.
- All VPN connections will be managed and coordinated through WSDOT OIT Network Services. Only WSDOT-owned laptops or PCs may be used with VPN software. Non-WSDOT owned PCs cannot be used to connect a VPN to the WSDOT network.
- Only Cisco hardware/software VPN devices or Microsoft Direct Connect software are approved for remote connection to the WSDOT network. Only WSDOT approved PDAs and/or wireless access cards are approved for use to connect to the WSDOT network. Other devices not listed will need to be researched and approved by OIT Network Services for compliance with the 802.11i protocol standard.
- SMS passcode sends text message passcodes when logging into Citrix. WSDOT shall not be held responsible for any employee's costs related to those SMS Passcode text messages that are sent to an employee's personally owned Wireless Communication Device.
- WSDOT is not responsible for the support of personally owned Wireless Communication devices.

**As a customer of WSDOT mobile access options, signing below signifies you agree to comply with these guidelines.**

\_\_\_\_\_  
User Signature Date

\_\_\_\_\_  
Supervisor Manager Signature Supervisor Manager Name Date