



PORTLAND PUBLIC SCHOOLS

501 N. Dixon Street • Portland, OR 97227

Telephone: 503-916-3050 • IT Service Desk: 503-916-3375 • Fax: 503-916-3162

Mailing Address: P.O. Box 3107 • 97208-3107

OFFICE OF INFORMATION TECHNOLOGY

Nick Jwayad
Chief Information Officer

VPN Account Request Form

This request is for: Employee VPN account Non-employee VPN account

Requestor (Please type or print clearly)

First Name (i.e. Kathleen)	Middle Initial	Last Name
E-mail Address		Building Phone Number/Extension or Primary Contact Phone Number
Department (i.e. Information Technology) or Organization		School/Building (i.e. BESC) or Organization Address
Non-Employee Accounts Only Start Date	End Date	Hours of Use

I have read the PPSNet Acceptable Use Regulation (AUR) form found at <http://inside.pps.k12.or.us/techhelp/aur/aur.php> and I agree to abide by its provisions. I understand that if I violate the PPSNet AUR, my access privileges may be suspended or revoked and appropriate disciplinary or legal action may be taken.

Your Signature	Date
-----------------------	-------------

Principal or Department Head Approval** (Request will not be processed without approval signature)

Name (please print)	Signature	Phone Number/Extension
----------------------------	------------------	-------------------------------

**An e-mail notification will be sent to the approver named above to notify you when your account has been created.

Information Technology Approval (Request will not be processed without approval signature)

Name (please print)	Signature	Phone Number/Extension
----------------------------	------------------	-------------------------------

Please submit completed form via fax to 503-916-3162 or PONY Attn: IT Tech Support, BESC.
If you have any questions regarding this form, please contact the IT Call Center at 503-916-3375.

Information Technology-Use Only

PPS Login ID	Issued By (Initials)	Date
--------------	----------------------	------