

## HSC User Request for Remote Access

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you presently have access to PHI or other protected data (ie. Social Security Numbers, Student 700 numbers, etc.)?

Yes     No

### Requested Access

Please describe the nature of access required. Ie. Which systems / folders / files do you wish to remotely access and describe need?

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Please fill out at **minimum** 1 of the following items.

Computer's name: \_\_\_\_\_

Computer's Hardware Address: \_\_\_\_\_

Computer's IP address: \_\_\_\_\_

Due to HIPAA, FERPA and other state/federal regulations, remote access to data stored on HSC computers must be approved by the Dean of your department and Legal Services / Risk Management. Once approved, ITS will provide access when possible and will notify the user that this access is now available.

### Approval Signatures:

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Services / Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_  
(PO Box 9032)

To be completed by ITS

Access Created by: \_\_\_\_\_ Date: \_\_\_\_\_

Please note access will not permit downloading/printing of data from HSC computers to local (remote access) computer. All HSC data must reside on HSC-owned computers. ePHI must be stored on the H: drive. HSC data is not permitted to be transmitted to non-HSC owned computers. Vendor and/or Non-HSC user access is limited in days available and will require new request for subsequent access