

STATE OF CALIFORNIA  
 CALIFORNIA DEPARTMENT OF AGING  
**VPN ACCESS TO CDA NETWORK REQUEST**  
 CDA 1028 (NEW 02/2020)



Instructions: Fill out form completely and route for signatures to request VPN Access. If you have not submitted a help desk ticket for this request, please do so before submitting the form. Be sure to include a complete justification to aide in the approval process.

|  |              |                            |             |
|--|--------------|----------------------------|-------------|
|  |              | <b>Help desk ticket #:</b> |             |
| <b>EMPLOYEE INFORMATION</b>  |              |                            |             |
| <b>Name:</b>   |              | <b>Date:</b>               |             |
| <b>Manager:</b>  |              | <b>Unit:</b>               |             |
| <b>JUSTIFICATION</b>   |              |                            |             |
| Justification for VPN access:  |              |                            |             |
| <b>SIGNATURES</b>  |              |                            |             |
| <b>Employee Signature:</b>   |              | <b>Date:</b>               |             |
| <b>Manager Signature:</b>  | <b>Date:</b> | <b>Approve</b>             | <b>Deny</b> |
| <b>Deputy Director Signature:</b>  | <b>Date:</b> | <b>Approve</b>             | <b>Deny</b> |
| <b>ITB USE ONLY</b>  |              |                            |             |
| <b>ISO Approval:</b>   |              | <b>Approve</b>             | <b>Deny</b> |
| If denied, reason for denial:  |              |                            |             |
| Security Training up to date (date completed: _____)<br>Remote Access Policy agreement on file (date completed: _____) |              |                            |             |
| <b>ISO Signature:</b>  |              | <b>Date:</b>               |             |
| <b>ACCOUNT CREATION – ITB USE ONLY</b>   |              |                            |             |
| <b>VPN Administrator Signature:</b>  |              | <b>Date created:</b>       |             |
| <b>Instructions received:</b>  |              | <b>Date:</b>               |             |