

Required Training for Virtual Private Network (VPN) Access

January 24, 2025

The use of Richland One's VPN (Global Protect) is only for those staff that need to work within the Human Resource, Procurement, and/or Budget modules in ERP (formerly known as Munis) and/or on rare occasions department's Network Drives Files when not connected to the district's network. These staff must also have Multi-factor Authentication (MFA) enabled.

Staff that are approved for Richland One's VPN are:

- Chiefs
- Executive Directors
- Directors
- Principals
- Staff approved at the Chief level

To ensure district resources are accessed appropriately, district staff who have access to the VPN (Global Protect) must attend a training session to maintain their access. Staff that have access and do not attend a training by **February 24, 2025**, will have their VPN access removed. Please see page two (2) of this document for session dates, times, and registration information.

After February 24, 2025, staff at the Chief, Executive Director, Director, and Principal level will have to follow the process outlined below to obtain access to VPN.

1. The requestor opens a [One to One Plus](#) ticket.
2. Select VPN access as a ticket type.
3. IT staff will provide a required training video with a Microsoft Form that has to be completed. Once the video is viewed and the form is completed, the request for VPN will be approved and the ticket will be moved to a technician to have the VPN client, Global Protect installed.

Any staff requesting access that is not at the Chief, Executive Director, Director, and/or Principal level will first require Chief approval via the ticket system before the required training video and Microsoft Form will be provided.

Questions can be directed to Dr. Candice L. Coppock at candice.coppock@richlandone.org.

Required Training for Virtual Private Network (VPN) Access Sessions

Location: Virtually through Teams

Registration Information: Click on a hyper linked date below to “register” for a date/time. You will receive a Teams Calendar invitation once you complete the online registration form. Staff must pre-register to obtain a calendar invitation. **Calendar invitations cannot be forwarded.**

Sessions are limited to **15** participants.

Sessions will begin promptly at the start time. Sessions with no participants registered at the start time will end and be cancelled after five (5) minutes after such time.

Dates/Times

| Name of Session | Date | Time |
|---------------------------------|-------------------|-------------------------------------|
| VPN Access Training Session #1 | February 3, 2025 | 9:00 am – 9:45 am |
| VPN Access Training Session #2 | February 3, 2025 | 2:00 pm – 2:45 pm |
| VPN Access Training Session #3 | February 6, 2025 | 11:00 am – 11:45 am |
| VPN Access Training Session #4 | February 6, 2025 | 1:00 pm – 1:45 pm |
| VPN Access Training Session #5 | February 7, 2025 | 9:00 am – 9:45 am |
| VPN Access Training Session #6 | February 7, 2025 | 2:00 pm – 2:45 pm |
| VPN Access Training Session #7 | February 11, 2025 | 1:00 pm – 1:45 pm |
| VPN Access Training Session #8 | February 18, 2025 | 1:00 pm – 1:45 pm |
| VPN Access Training Session #9 | February 21, 2025 | 9:00 am – 9:45 am |
| VPN Access Training Session #10 | February 24, 2025 | 9:00 am – 9:45 am |