



## VPN VENDOR FORM USER GUIDE

This guide will walk through how to use the new electronic VPN vendor request form. This will allow users to request VPN access for vendors without needing to submit paper copies of the forms and allow them to get VPN access approval through automated email requests.

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## Accessing the electronic VPN vendor request form

VPN requests will now be done electronically. The form can be accessed using **one of the three** methods provided below.


### VPN Vendor Form link:

- Go to: <https://web.powerapps.com/apps/cb12baec-974e-472c-9956-34101543a45b>

### Office 365 PowerApps link:

- Go to: <https://web.powerapps.com>
- Select 'Shared with me' towards the bottom of the screen
- Select 'VPN request form'

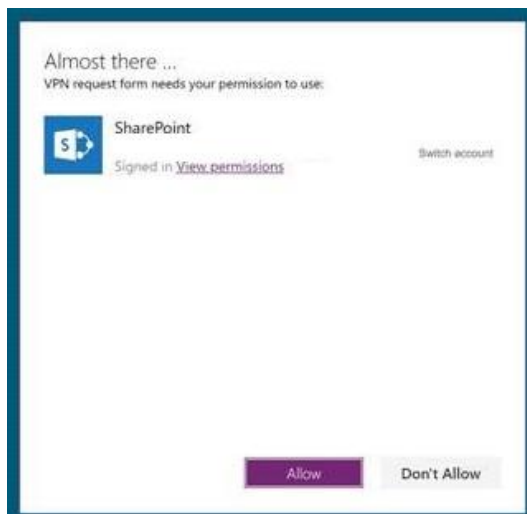
### Office 365 portal access:

- Log into the Office 365 portal (<http://portal.office.com/>)
- Click the waffle in the upper left corner
  - 
- Under the 'Apps' heading select 'All apps'
- Scroll down and select 'PowerApps'
- Select 'Shared with me' towards the bottom of the screen
- Select 'VPN request form'

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## How to use the VPN request form

You will initially be asked to allow access to a list of data sources. The image below shows a screen similar to the one you will receive. Select 'Allow' because it is necessary for the application to run properly.



Once you have loaded the 'VPN request form - Vendor' PowerApp, you must fill in all of the fields on the form that have the red asterisk next to the text box heading (\*). An example of the form is shown below with red 'Required' labels indicating the required fields to be filled in and green labels saying 'Autofilled' for fields which are automatically populated based on the current user that is logged in.

You must fill in the following fields:

- Vendor's First Name
  - Type the first name of the individual who will be using the vendor account
- Vendor's Last Name
  - Type the last name of the individual who will be using the vendor account
- Vendor/Company
  - Type the vendor's company name that requires VPN access
- VPN User's Email Address
  - Type the email address of the individual using the VPN account
- VPN User's Contact Number
  - Type the contact phone number of the individual using the VPN account. This will be used to provide account details directly to the user. If an extension is required, please enter it as well. (ex: 775-123-4567 ext. 8)
- After Hours Access Required?
  - If after hours access is required, outside of the normal 6 am – 6pm business hours, select 'Yes' and then use the drop-down boxes that will appear to enter the start hour and end hour that the vendor will be working.
- Access Start Date
  - Enter the date when the vendor's work will begin
- Access End Date
  - Enter the date when the vendor's work will end
- Vendor is responsible for
  - All check boxes must be checked and the vendor must be informed that it is their responsibility to maintain current and up-to-date patches, antivirus, and a corporate personal firewall.
- What systems does the vendor require access to
  - Please list any server names or IP addresses, applications, or workstations that the vendor will need access to. Please include as much information as possible as to the type of work that will be done.
- Signature
  - Print your name in the signature box to acknowledge that you are requesting VPN access and that the information provided is accurate.

**Important: You must be logged into your own WCSD computer account to fill out the VPN request form!**

## VPN REQUEST FORM - VENDOR



**Washoe County School District**

Every Child, By Name And Face, To Graduation

WCSD Point of Contact

**Autofilled**

Request Date:

**Autofilled**

WCSD Point of Contact Email Address

**Autofilled**

\* After Hours Access Required?

- No  
 Yes

\* Vendor's First Name

**Required**

NOTE: Normal hours are 6am until 6pm, Monday - Friday

\* Vendor's Last Name

**Required**

\* Access Start Date

**Required**

\* Vendor/Company

**Required**

\* Access End Date

**Required**

\* VPN User's Email Address

**Required**

\* VPN User's Contact Number (ex: 7751234567)

**Required**

\* Vendor is responsible for:

- Current Patches  
 Current Antivirus  
 Corporate Firewall

**Required**

\* What systems does the vendor require access to?

Please specify servers, workstations, and/or applications.

**Required**

\* Signature

*I verify that everything written herein is true to the best of my knowledge. I realize that remote access to WCSD systems is monitored and is subject to WCSD's policies and procedures concerning professional use of computers and information systems. By entering your name here, you acknowledge that it will act as your legal signature.*

**Required**

**NOTE: All fields with an '\*' need to be filled out before the submit button will appear**

**NOTE: The 'Submit' button will not be shown until all required fields have been filled in.**

Once you click the blue 'Submit' button, your form will automatically be submitted, and a VPN approval request will be sent to the ISO for final approval. You should see a new screen stating that "Your VPN form was successfully submitted". You will receive an email notification stating that your VPN request form has been submitted and another notification when the VPN request is approved or denied.

After approval, a ticket will be created for the vendor's account creation. The vendor will be added to the VPN group and will be contacted directly to be provided with the username/password for their account, including instructions for the download and setup of the VPN software.

## Errors/Problems/Approval Issues

### PowerApp issues:

- If any of the fields that are supposed to be automatically filled are not filled, or if you receive any errors when submitting the form, please contact [Security@washoeschools.net](mailto:Security@washoeschools.net). If you can screenshot the issue and email the image to us, that will help in resolving the issue. Thank you!

### Approval issues:

- Approval requests sent via email can only be used to submit a single response answer (for example, it cannot be approved and then denied if a mistake is made), but if there is an error when submitting the response, you may be able to submit the response a second time with the same link.
- Approval requests sent or received by an individual can be accessed in Microsoft Flow using one of the methods below.
  - Office 365 Flow link:
    - Go to: <https://us.flow.microsoft.com>
    - Select 'Approvals' on the left menu
    - Select either 'Sent' or 'Received' depending on the request you are trying to find
    - Select the request in the list and then respond in the window to the right if you have not already done so
  - The approver will need to find the correct request in their 'Received' tab and then approve or reject the request.