



UNIVERSITY OF
BRIDGEPORT

POLICY AND PROCEDURE

TITLE:

Virtual Private Network (VPN) Access

POLICY STATEMENT:

Virtual Private Network (VPN) Access is available to full time University employees whose position necessitates access to the University's secure network while off site. The VPN is only accessible through a University of Bridgeport device (i.e. laptop). No personal devices are able to access the secure network using the VPN

PROCEDURE DETAILS:

1. The employee's supervisor must submit a request for access to the VPN via the help desk ticketing system.
2. ACTS staff will work with the employee to configure the VPN software on the University device, grant network privileges, and provide instruction on using the VPN software.
3. Upon conclusion of employment, the ACTS department will remove VPN access as part of the offboarding process.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

1. Full time employee is staff or faculty employed by the University in a full-time capacity (non-student or adjunct)
2. ACTS is the Academic and Campus Technology Services department that maintains the University's IT infrastructure.

EXCLUSIONS:

None

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Information Technology

Offices and departments with employees needing access to the VPN

HISTORY: The Institution does not have a historical policy. Previously employees were granted VPN access upon approval from their department head via a helpdesk ticket. Reviewed April 2025

EFFECTIVE DATE:	December 22, 2023
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually

APPENDIX:

N/A