



Information Security Office
CSU Chico, California



Vendor Access Request Form

Note: The required information below **MUST be entered** online to request a vendor account. This form is an information collection tool only.

- Overview** Use this form when requesting a remote access account to campus systems by vendors or consultants. Access must be limited to a specific system or set of systems via VPN role.
- Benefits** Contractors/Vendors may obtain VPN and system access to CSU, Chico servers or services to perform authorized or contracted work.
- Related Info** Accounts are for individual vendors, and are **NOT to be** shared.
- A signed **Confidentiality Form** is required and will be obtained by SA Security via DocuSign (entire form must be returned) prior to access.
- The campus department contact is responsible for ensuring that a current contract with the campus and vendor is on file with Procurement. A copy of the current contract should be provided with the request.
- Requirements for remote access to university systems and networks found here: [8045.S302 Remote Access Resources](#)
- Submit Request** Complete vendor access request form online: [Vendor Request Form](#)
- Requirements** A Campus Sponsor must complete the following form for all vendors or 3rd party access to CSU Chico's network and systems

Vendor/Third Party Remote Access Request Form

All of the information below will need to be collected prior to entering a request in TeamDynamix

Department Contact - The individual in the department that will be working with Contractor.

Name: First (MI) Last* Dept*

Email*

Appropriate Admin - The Admin must be a CSU, Chico MPP or Department Dean.

Name: First (MI) Last* Email*

VPN Account and System Access **

Access by vendors should be limited to specific systems. Please list any additional system access details below: Explain Requested Access

PeopleSoft _____

Please list specific systems that vendor will need access to (i.e. IP address, URL, server name)*

Is access to Level 1 or Level 2 data being requested?* Yes No

http://www.csuchico.edu/isec/data_protection.shtml

Contractor/Vendor

Name: First (MI) Last* Phone # (this should be a direct line)*

Email*

Company Name*

Vendor Begin Access Date* Vendor End Access Date Contract Number
(if less than one year)

*Required Fields

**Additional forms may be required if access to Level 1 or Level 2 data is required.

Updated 04/19/2018