

APPENDIX C
REMOTE ACCESS REQUEST FORM FOR TELEWORK

In order to receive authorization to have direct computer access to The Departmental Administrations Remote Access Telecommunications System to keep the employee in contact with co-workers, review and return e-mails, and share files while working at an alternative work site, the employee must do the following:

1. Contact his/her network administrator to discuss network access for his/her particular staff office. Also to answer questions regarding setting-up or supporting a remote workstation.
2. Meet the specific minimum remote access requirements established by Information Resources Division (IRD). The requirements are:
 - a. Minimum PC Configuration – Pentium II or better CPU and 64 MB of memory for Windows 95 & 98;
 - b. Minimum PC Configuration – Pentium II or better CPU and 128 MB of memory for Windows 2000;
 - c. Minimum Modem Speed – 28.8KB or higher;
 - d. Operating System – Windows 95, Windows 98, Windows 2000 and above, with security patches applied;
 - e. Current Anti-Virus program;
 - f. PPP Dialer – Windows dialer supplied with 95, 98, and 2000. Update to DUN 1.2 or higher is required for Windows 95;
 - g. E-mail Client – Depending on the type of E-mail server used by the office, the employee will need a GroupWise, or Outlook Desktop Applications – Microsoft Office;
 - h. Desktop Applications – Microsoft Office;
 - i. Optional Software – For Mainframe applications, one or both of the following may be required:
 - (1) TN3270 – Used to access The NFC Mainframe.
 - (2) TN5250 – Used to access The NFC ADS-400.

- (3) BRIO – Used to access FFIS.
 - (4) Secure Remote – Required to access NFC and FFIS programs.
3. After the above is accomplished, the approved teleworker will complete the attached Remote Access Request Form and submit it to the Office of Operations, IRD.

