



Solano Community College

Remote Access Department Policy

Purpose

The purpose of this policy is to identify remote access methods and procedures to insure a high level of security for Solano Community College.

Scope

This IT policy applies to Solano Community College employees, contractors, subcontractors, vendors, consultants, advisor, and other personnel who have access to Solano Community College information assets without regard to data ownership.

Definitions

Remote Access – Any access provided outside of the Solano Community College internal network not available to the general public un-authenticated

VPN – Virtual Private Network. A client is used to securely access the internal Solano Community College network and systems from off-site, using a client that encrypts and secured traffic

Process

All non-public external access will require the use of a VPN client and use valid user credentials when accessing internal Solano Community College resources. Access will be granted on a per-user basis by IT using a user's domain credentials. Access for employees will only be granted with a Vice President-level position's approval. For outside contractors and vendors, a signed Security and Confidentiality Agreement form will need to be submitted to IT, and with the approval of the lead of the function area engaging in the contract, access will be permitted.

Revision History

Version:	Date:	Description:
1.0	10/6/2022	Initial document