NETWORK OPERATIONS

COMSATS UNIVERSITY ISLAMABAD-LAHORE CAMPUS.

Request Form for Accessing Digital Library from Home

Name		Department	
Email		Designation	
Residential Address (Present)		Phone No (office)	
ISP Name		Phone No (Home)	
Connection Type	Dial UP ☐ Wireless ☐ Cable-net ☐ DSL ☐	Connection Speed	
Domain User Name		MAC Address	

Policy for CUI Lahore VPN Users

a) The service is available only for those CUI Lahore employees who have been registered through proper procedure.

b) It is also the responsibility of users with VPN privileges (VPN Users) to ensure that unauthorized users are not allowed access to COMSATS Lahore internal networks.

c) VPN users are responsible for their password security. Sharing credentials is illegal. The password should be alpha-numeric and not less than eight (8) characters.

d) VPN users will be automatically disconnected from VPN after sixty minutes of inactivity. The user must logon again to reconnect to the network. Artificial network processes are not to be used to keep the connection open.

e) The users should ensure that his/her system is healthy and secure before connecting VPN. If the system is found having viruses, worms, spammers, or any network scanner; the infected system will be disconnected from the COMSATS VPN.

f) The objective of this service is to provide digital library access to the researcher of COMSATS Lahore campus. Any kind of misuse, redirection, use of network discovery tools and penetration testing is not permitted in COMSATS network.

I understand the terms and conditions stated above and agree to accept the responsibility.

Date		Employee Signature		HOD/In-charge/ Recommendations	YES ☐ NO ☐	HOD/In-charge Signature	

Note: Details COMSATS Policy for availing VPN facility is available on www.ciitlahore.edu.pk please read it before signing this request. Also the user guide is available online at www.ciitlahore.edu.pk that will help you in establishing VPN connection.

For Official Use Only

Date		Technical Person		Service Activated	YES ☐ NO ☐	Technical Person signature	