

REQUEST FOR SHARKTIME REMOTE ACCESS

IMPORTANT: *Students and Temps Only* The appropriate VPN access is required to access SharkTime remotely. Please provide the NSU service manager ticket number of the submitted VPN request to OIIT.
Service Manager Ticket Number: _____

ACTIVATE

TERMINATE

DATE OF REQUEST: _____

EMPLOYEE NAME: _____

EMPLOYEE NSU ID: _____

EMPLOYEE EMAIL: _____

SUPERVISOR NAME: _____

SUPERVISOR EMAIL: _____

SUPERVISOR PHONE: _____

DEPARTMENT: _____

ACTIVITY CODE: _____

***JOB NAME/NUMBER:** _____

**Note: Multi-job employees are not eligible for mobile access*

DEVICE TYPE:

LAPTOP/COMPUTER

OTHER _____

***Note: ACCESS is only granted for the duration of this job. Access will be terminated when position terminates. Remote access cannot be used for any other job unless previously approved by Payroll.**

REASON FOR REQUEST:

Note: Include purpose for remote access.

I attest that the Employee and Supervisor must approve time at the end of every pay period.

I attest that the department will be responsible for monitoring usage.

Employee Signature: _____ Date: _____

Supervisor/Coordinator Signature: _____ Date: _____