



Government of Bermuda

### CREATE VPN ACCOUNT

To be completed for employees or vendors requiring secure remote access to the Government Network and Services.



Dept. Name: **OTC**

Staff  Vendor

### USER DETAILS

Section/Vendor Name: **BITS Limited**

VPN User Name:

First: **Steven**

MI: Last: **Pearson**

User E-mail Address: **bits@bits.bm**

Start Date: 15th August 2016

Termination Date: 15th August 2017

Official Job Title: **Software Consultant - OTC**

Contact Numbers - Ext.: [Redacted]

Govt. issue Mobile: [Redacted]

### VPN REQUIREMENTS

Passwords are **required** for all accounts logging into the remote device.

The sharing of passwords is **STRICTLY PROHIBITED**.

File Server Shares: \\CVSR-038-OTC300\ [Redacted]

[Open 'My Computer, Network Drives/Location is the path name i.e DATA on (\\CSSDsrv)]

Web Server: [Redacted]

iSeries (AS/400): [GOVDEV2] [GOVADM1] [Redacted]

E1 (JDE)

Application: **TIMS** Please set up for Remote2.gov.bm [Redacted]

Remote Desktop (name of your office computer): [Redacted]

[Right click 'My Computer, Properties, Computer Name tab i.e ITO123456.gov.bm]

Are the operating systems and applications kept up to date with service packs and security patches?  Yes

No

Is the remote device protected by active IP filters or firewalls?  Yes  No

Is the remote device protected by active anti-virus software?  Yes  No

### AUTHORIZATION BY DEPARTMENT HEAD OR SENIOR MANAGER ONLY

Name: [Redacted] **LUCIA PENISTON**

Title: [Redacted] **TAX COMMISSIONER**

Signature: [Redacted] **Luph**

Date: [Redacted] **8 Aug 2016**



Government of Bermuda

### CREATE NEW ACCOUNT

To be completed for NEW employee access to the Government Network and Services. (New Users' Network Access, Shared Drive permissions, iSeries (AS/400) access, Blackberry activation, etc.)



Dept. Name: Office of the Tax Commissioner

Dept. No: 38

#### EMPLOYEE DETAILS

Employee No.: [redacted]

Employee Name:

First: Steven

MI: [redacted] Last: Pearson

Section/Group Name: BITS consultant

Dept. Street Address: c/o OTC

Start Date: 15<sup>th</sup> August 2016

End Date (if temporary): 15<sup>th</sup> August 2017

Official Job Title: Software Consultant - OTC

Contact Number Ext.: [redacted]

Direct Phone Line: [redacted]

Mobile: [redacted]

#### ACCESS DETAILS

Copy User's Profile and Permissions from: JPOOLE - IGOVDEV2 and IGOVADM1

iSeries (AS/400) Access required?  YES  NO

If yes, profile to copy: Jackie Poole

iSeries (AS/400) username: JPOOLE

Computer Name (if known): [redacted]

[Right click 'My Computer' > 'Properties' > 'Computer Name' tab (i.e. ITO12345.gov.bm)]

Shared Drives Access required?  YES  NO

Permissions:  Full Access  Read  Write  Modify

If yes, enter path name: \\CVSR-038-OTC300

[Open 'My Computer', under 'Network Drives' is the path name. i.e. data on 'cssd' (i:)]

Internet Access:  FULL  RESTRICTED  NONE

Blackberry account required?  YES  NO

#### AUTHORIZATION BY DEPARTMENT HEAD OR SENIOR MANAGER ONLY

Name: [redacted] Lucia Peniston

Title: [redacted] Tax Commissioner

Signature: [redacted] *Lucia Peniston*

Date: [redacted] 8 Aug 2016