



Accessing NOVA Networks Remotely

Policy Number: 509

Categorized: Information Technology

Procedure: 509P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

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1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who access NOVA networks to work remotely.

2. Policy Statement

Remote access to the NOVA network is permitted only through the approved Virtual Private Network (VPN) client. This allows users to access home drives, shared files, SharePoint, remote servers, or applications that require connecting directly through the College network from off site. Users may not connect to an individual computer from off site; all remote access must be to a NOVA server.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Guideline 9.1.2 Access to networks and network services

VCCS IT Security Standard 6.2 Mobile Devices and Teleworking

VCCS IT Security Standard 8.1 Responsibility for Assets

VCCS IT Security Standard 11.2 Equipment Security

VCCS Notebook Computer Guidelines, version 8.0

VCCS Product Support Services Guidelines, version 9.0