

Accessing NOVA Networks Remotely

Policy Number: 509

Categorized: [Information Technology](#)

Responsible Office: VP of Instructional and Information Technology

Subject: Policy and procedures for working remotely

Related Policies: [Acceptable Computer Use](#), [IT Security Awareness](#), [Sensitive Data and Personal Storage Devices](#)

Procedures: See below.

Additional Information: [Remote Access](#)

Effective Date:

Last Reviewed Date: 05/22/2020

1. Scope

This policy applies to all faculty, staff, contractors and consultants (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. Definitions

Remote access: the ability to access a network dependent resource such as a server, system, or application, from a remote location. This allows employees to work offsite, such as at home or in another location, while still having access to network resources.

Virtual Private Network (VPN): a method employing encryption to provide secure access to a remote computer over the Internet.

4. Procedures

Users can download the VPN client directly from NOVA’s website.

Faculty and staff do not need to access the College network or use the VPN client for applications open to the web. These include email via the web-mail interface and web-based applications including myNOVA, SIS, HRMS, NATS.

5. Authority

VCCS IT Security Policy