校外人員 VPN 帳號申請單 Persons outside the campus for VPN account

ISPI-D-063，機密等級 Level of confidentiality：3敏感， 版　　本 Version：2.0

紀錄編號. / NO　　填表日期. / Date.

***單位 / 研究室**	(校內承辦單位)	**分機**	
***申請人 / 資通訊安全管理人員**	(校內承辦人員)		
***申請人的亞洲網路帳號** ***Asia Network ID；ANID**	**@asia.edu.tw**		

亞洲大學基於資通訊安全與個人資料保護管理之目的，並遵循「個人資料保護法」、「資通安全管理法」、「臺灣學術網路管理規範」辦理，蒐集單位、姓名、電話及電子郵件等個人資料，以在本校地區內，作為資通安全管理紀錄之用。您得以行使請求查閱、補充、更正；請求停止蒐集、處理、利用；請求刪除個人資料等權利。

***外部人員單位**	(學校單位、機構或委外公司全名)	**帳號使用人員聯絡電話**	
***帳號使用人員姓名**		***帳號使用人員電子郵件**	(資安個資事件通報及帳號啟用通知)

***用途** **(研究/計畫/服務，請填寫完整名稱)**			
要連線的目的伺服器 IP			
目的伺服器管理人員	□同申請人		
	□亞洲大學資訊發展處人員 □本校其它人員	單位姓名	
來源 IP			
***服務終止日期** (開通日起算)	☐ 7日　☐ 14日　☐ 30日 ☐ 至本學年度止 (7月31日)　☐ 至本年度止　(12月31日) ☐ 依計畫/合約日期辦理 (請檢附計畫/合約副本)		

VPN 帳號	(使用者自設帳號) – (公司/單位英文名簡稱)

請提供使用者自設帳號與公司/單位英文名縮寫，帳號為兩者合併以供區隔。
如、單位是 oict 使用者是 junny，VPN 帳號為 junny_oict

1. 亞洲大學 SSL-VPN 使用國家高速網路與計算中心 NCHC 提供之 TWAREN SSL-VPN 服務。凡本校在籍的教職員生使用其亞洲網路帳號 (ANID)均可直接使用不需再次申請。 SSL-VPN 網址為 https://asiavpn.asia.edu.tw
2. **帳號使用人員為校外人員(含委外)時，申請單位應確認人員已簽署保密切結聲明相關文件 (如、保密切結書)。**
3. **SSL-VPN 服務，為提供建立與校內區域網路連線通道之服務，有其它連線需求請洽詢連線目的設備的管理人員。**
4. 使用 **SSL-VPN 服務**需要安裝專屬使用者端應用程式，可使用版本及版本更新，依資訊發展處網站公告為準。
5. 每一帳號同時間僅可提供一組連線。
6. 預設密碼於開通後以電子郵件通知，初次使用請至亞洲大學 SSL-VPN 網頁平台變更預設密碼。
7. 通行密碼有效期90天，有效期內可自行登入 TWAREN SSL-VPN 服務網站變更密碼。逾期請重新申請
8. 本申請單經資訊處評估會辦後，由網路維運組進行帳號開通作業，開通帳號以電子郵件方式通知。

申請單位		目的伺服器管理員	**資訊發展處**	
申請人	**權責主管**		**資訊發展處聯合服務櫃檯**	**網路維運組**
		□同申請人		

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***Unit / research Lab**		**Ext.**	
***Applicant / The region's ICT security administrator**			
***The applicant's Asia Network ID；ANID**		**@asia.edu.tw**	

To maintain information and communications security and protect personal data, Asia University collects personal data such as organization, name, telephone number, and email address in accordance with its national laws and regulations for internal information and communications security management records. You have the right to request access to, supplementation of, or correction of your personal data; the right to request the cessation of collection, processing, and use of your personal data; and the right to request the deletion of your personal data.

***off-campus units**	(Company, unit, institution or organization)	**Account user contact**	
*** Account User Name**		*** Account user email**	(Cybersecurity Notification and Activation Notice)
***purpose (Full name of research/project/service)**			
Destination server IP address			
Destination server administrator	□Same as the applicant		
	□Staff of OICT, AU	Department and Name	
	□Other staff in the campus		
Source IP address			
*** End date of service**	□ 7days □ 14days □ 30days □Until the end of this academic year (July 31st) □Until the current year (December 31) □Execute according to the effective date of the project/contract (Please attach a copy of the contract.)		

VPN account	(User-defined account)	– (Abbreviation of Company/Organization Name)

Please provide both the "user-defined account" and the "abbreviation of your company/organization's English name." The VPN account should combine both. For example, if the organization is oict and the user is junny, the VPN account would be junny_oict.

1. Asia University's SSL-VPN uses the TWAREN SSL-VPN service provided by the National Center for High-Performance Computing (NCHC). All faculty, staff and students currently enrolled at this school can use their Asian Internet Account (ANID) directly without needing to apply again. The SSL-VPN website is https://asiavpn.asia.edu.tw
2. **When the account user is off-campus personnel (including outsourced personnel), the applying unit should confirm that the personnel have signed relevant documents such as the "Close Confidence Protection Agreement".**
3. **The "SSL-VPN service" provides a connection to the campus LAN. For other connection needs, please consult the administrator of the target device.**
4. When using SSL-VPN services, a client application should be installed and used. The available versions and updates for the client application are subject to the announcements on the OICT website.
5. Each account can only provide one connection at a time.
6. The default password will be sent to you via email after activation. For first-time users, please change the default password on the Asia University SSL-VPN web platform.
7. The access password is valid for 90 days. You can change your password by logging into the TWAREN SSL-VPN service website within the validity period. Please reapply after the expiration date.
8. After this application is evaluated by OICT, the Network section will process the account activation and notify the applicant of account activation via email.

Unit		Destination server administrator	Office of Information and Communication Technology	
Applicant	Unit Director		OICT Service Counter	Network Section