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Subject: County VPN Procurement Procedure

County VPN Procurement Procedure

Due to the COVID-19 emergency, the Office of Information Technology (OIT) for the State of Ohio has been overwhelmed with requests from most state entities to issue VPN tokens to enable employees to telecommute during this situation. While OIT was able to secure additional licenses, the general response to this need has been immense.

As of March 19th, 2020 requests must be entered on the form at the following link: [VPN Tracker](#).

- **Note:** It is mandatory to select whether an issuance need is critical, for what technical program and for what type of device it is being issued for.
- **In response to this emergency, personal computing devices are temporarily authorized to utilize the VPN service. You must indicate the type of device for each request: State (State owned/TSSP, JFS domain joined), County (County Owned, not JFS domain joined), or Personal (privately owned, not on JFS or county domain)**

Once submitted, your request will be queued for processing.

- **This process supersedes any previous guidance on submitting VPN requests and does not require the submission of a JFS Form 00321 (TSSP), JFS Form 07078 or OIT Form TCPIP.**
- **At this time only “soft” tokens are being issued. These may be installed on an employee’s personal cellular device and do not transmit or store any agency data on the device.**

Click [HERE](#) to begin your VPN submission.

Note: From the tracker, click on **Quick Edit** to enter spreadsheet mode to add multiple users.