Accessing NOVA Networks Remotely Procedure

Procedure Number: 509P

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

Forms: N/A

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

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1. Purpose

This policy procedure details the specific actions to be taken by 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. Definitions

Remote Access: the ability to access a network dependent resource such as a server, system, or application, from a remote location. This allows users 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.

3. Procedure

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

2. Users 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.