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REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY

New Method to Request a VPN Account

The SBI's IT Department has expanded the method for submitting VPN account requests to give you another way to submit them if you're uncomfortable submitting via email.

The new method submits it directly to SBI IT, removing the need to password protect the excel spreadsheet. You may still password protect the spreadsheet if desired, but you will need to provide them with the password. Here's an overview of the new method:

Visit <https://docs.ncsbi.gov/vpnrequest>

- Enter the Username and Password: **loadid** (Same for both)
(The password is just to keep any potential spam down from non-DCIN users)
- All fields on the form are required: Contact Name, Email Address, Phone Number, Agency Name, and Agency ORI.
- The **Comments** field on the form may be used to enter the excel document password (if needed) and any other comments you may have.
- Attach the excel document by selecting the **Browse** button and selecting the completed spreadsheet from your files. You **must** send it in excel format – we cannot use a PDF.

In Review:

- Submit the spreadsheet directly to CSC by visiting the secure website <https://docs.ncsbi.gov/vpnrequest> and attaching the completed spreadsheet.
- For information on completing and submitting the VPN Request Spreadsheet, see the previous Notice - 2019-00003 Policy Changes for VPN Account Requests in the Links Menu of Omnixx Force and Trainer – Newsletters/2019/2019-00003.
- The approved excel document is located in the Links menu of Omnixx Force - IT Assistance/VPN Request Spreadsheet. Download this spreadsheet to your files for future use.

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North Carolina State Bureau of Investigation

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Please do not rely solely on this document as an all inclusive resource.

If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.