



Customer/Vendor Name		User (Network) ID		Phone Number	Date of Request	
Org. Code	Region		Workstation Support Specialist		Phone Number	
DOT Vendor Sponsor				Sponsor Phone Number		
Citrix - SMS Passcode \$100.00 charge every three years				Check One (if applicable): WSDOT – Owned PC/Laptop PC Number: Contractor/Vendor-Owned PC/Laptop Personal PC/Laptop		
Work Order	Group	Work Op	Control Section			Org. Code
Core Configuration Applications are installed by default. Please list any additional applications needed:						

Please Note

- There are a variety of remote access options available (e.g. Cisco AnyConnect VPN and Microsoft AlwaysOn VPN, which require a WSDOT-owned PC/Laptop). This form is only needed for Citrix – SMS Passcode Service which requires special setup. Please see [Remote Access User Guide](#) for more information.
- The entire contents of employees’ personally-owned devices may be subject to disclosure/discovery. This disclosure/discovery could occur when employees use their personally-owned computers for work-related purposes and save or store business-related information on it.

Usage Guidelines

- Please log off or lock the workstation anytime the laptop/PC is left unattended for extended periods of time.
- SMS Passcode sends text-message passcodes or voice-delivered passcodes when logging into Citrix. WSDOT shall not be held responsible for any employee’s costs related to those SMS Passcode text messages that are sent to an employee’s personally-owned wireless communication device.

As a customer of WSDOT mobile access options, signing below signifies you agree to comply with these guidelines.

User Signature Date

Supervisor Manager Signature Supervisor Manager Name Date

Instructions/Routing

Email this form to the IT Service Desk at ITDServicedesk@wsdot.wa.gov. A Remedy ticket for your request will be created and routed to ITD Network Management.