Washington State Department of Transportation

Citrix Request
Check if for Vendor Access

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

Work Order	Group	Work Op	Control Section	Org. Code

Core Configuration Applications are installed by default. Please list any additional applications needed:

Check One (if applicable):

WSDOT – Owned PC/Laptop

 PC Number:

Contractor/Vendor-Owned PC/Laptop

Personal PC/Laptop

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.

By signing below, you signify that 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 ITServiceDesk@wsdot.wa.gov. A Remedy ticket for your request will be created and routed to Technology Services Division (TSD) Network Management.