

MICDA/SRC Enclave Virtual Desktop Infrastructure (VDI) Data Security Plan

Complete ONE Form for EACH User and EACH User Location

Work Location: From where will you log in? CHOOSE ONE:
 Home: Address: Work: (Work address should include office #, bldg name, street address, city, state, and zip)

Workstation Specifications:
 Make/model: _____
 Form Factor: Desktop Laptop
 Operating System (Please note version #): Windows: Version: _____
 Mac: Version: _____

Workstation Login Access: Who can log into your workstation?
 Yourself: Other(specify): _____
 What information is required at login on your computer?
 User name: Yes No Password: Yes No

Workstation Monitor Position: Describe how workstation is positioned to prevent unauthorized viewing (check windows and doors. If monitor is in an open or shared space it needs a screen filter):

Workstation Antivirus: Describe brand and version of antivirus software installed on workstation:
 Windows Defender Symantec McAfee
 Sophos Norton Version: _____
 Other(specify brand/version): _____

Server (For administration use only):
 MiCDA: SRC:

Smartphone Number: Download of DUO Mobile application is required for Two-Factor Authentication
Use of a smartphone is the simplest, fastest, and most cost-effective method for two-factor authentication. If this is not possible, a standard cellular phone or landline may be used, but expect delays and potential future costs associated with these methods.

Investigator Name Contract/Project #, if known

User Name User Title User Institution

User Signature Date User Email

Provide signature of an IT Representative familiar with the workstation described.

***Required unless it is a personally owned machine used in a home office**

IT Department Contact Name IT Contact Title IT Contact Telephone

IT Contact Signature Date IT Contact Email