

AHS Information Technology RSA Token Request Form for AHS Employees

The token user agrees that any computer used to access AHS systems has up-to-date virus protection and fire wall software. The employee's supervisor ensures that the user's request is appropriate and that all DHR policies are followed.

Check one: New Token Replacement Token Replacement Reason* Lost/stolen Expired Broken/destroyed

*Required if Replacement Token selected. Note: replaced tokens will require you to set up a new PIN. If you are unsure how to do that, see the instructions at <http://humanservices.vermont.gov/departments/information-technology/rsa-secureid/>

Employee name:

Department: Division:

Location:

AHS User Name: Employee's Phone Number:

This employee requires access to his or her AHS account for the following purpose:

The token should be sent to: Name:

Address: City: State: ZIP

Date:

Signature of AHS Employee

Date:

Signature of Employee's Supervisor

Date:

Signature of Department IT Manager

NOTE TO IT MANAGERS: The form should not be submitted until it is complete and all signatures have been obtained.

For Administrative Use Only

RSA Token Number: Username:

Date:

Signature of AHS IT Representative