How to Apply for a Virtual Private Network (VPN) Account

A virtual private network (VPN) account allows you to remotely access the contents on your DDOT desktop and the DDOT server. Please note that all DDOT employees do not need a VPN to perform their job requirements. VPN accounts are reserved primarily for:

- Staff who use the Procurement Automated Support System (PASS) system
- Staff who use the WorldDocs system
- Certain Administrative Services Division employees

If your duties require you to have a VPN access, please apply for a VPN by filing a request through Jira.

VPN Login Instructions

Before you login to your VPN account, please ensure that your computer security software is updated on your DDOT-issued device. Most devices that are provided by DDOT feature McAfee security software. To update your McAfee software:

- Right click on the red McAfee icon (usually on the bottom right of your desktop)
- Click “Update Security”
- Right click on the McAfee icon again
- Click “McAfee Endpoint Security” and then click on “Scan System”

After updating your computer security application, please follow OCTO’s guides to logging in to your VPN for Windows and Apple users.

For technical support, please submit a Jira request.

For the latest updates to this guide, please visit the DDOT Wiki’s Remote Work VPN page.