**Georgia Department of Behavioral Health & Developmental Disabilities**

Avatar VPN Account Request

|  |  |
| --- | --- |
| Name:(Include Middle Initial) |  |
| Facility: |  |
| Address:(if not on campus) |  |
| City/State/Zip:(if not on campus) |  |
| Telephone Number: |  |
| Email Address: |  |
| Approving Signature: |  |

**\*\* Note** – All requests must be approved by the Medical Director or designated approving manager.

|  |  |
| --- | --- |
| VPN Username:(Novell userID) |  |

**\*\*Note** – This should be the users Novell userID. In some cases, those usernames are already taken, in which case we will need either the end user’s middle initial or will add a number to the end of the user name.

**\*\* Note** – All VPN accounts must be assigned to an individual – we CANNOT make “generic/test” accounts.

|  |  |
| --- | --- |
| Password: | \*\* Password will be Generated |

 **\*\* Note** – **Standard password complexity requirements require the following conditions to be met in order for the requested password to be accepted by Netsmart Technologies, Inc. A.) Minimum of 8 characters long. B.) At least one capital letter. C.) At least one lower-case letter. D.) At least one numerical character. E.) At least one special character (!@#$%^ etc…) F.) Does not include the users name/account information or any common dictionary terms/words.**