VPN Process and iBudget Application Requirements

Establishing a Virtual Private Network (VPN) and Requesting iBudget Access

For waiver support coordinators and area staff members needing VPN access, the following process for establishing a VPN should be followed:

1. Request a Network Access Request Form (NARF) from the area office security administrator (Click the link Area Office Security Administrator to identify your security administrator).
2. Complete this form and submit it to the security administrator.
   (If you need access to iBudget or any other APD system, please fill in on this form.)
3. The security administrator will submit the NARF.
4. Central Office staff will send the information to the Department of Management Services (DMS) who then reviews and sends it to Hayes, the VPN vendor.
5. Once the VPN is created, Hayes will email you with the credentials to log into the VPN.

Note: Sending your information to anyone other than the security administrator will disrupt the established workflow and delay your VPN approval. If you have questions about the progress of your submission, please contact your security administrator.

iBudget Application System Requirements

This section lists the operating system and software requirements for the iBudget application. The following operating systems and service packs (SPs) are supported for iBudget:

- Windows 7
- Windows Vista
- Windows XP Professional SP3
- Windows XP Home Edition SP3
- Windows XP Media Center Edition SP3
- Windows XP Tablet PC Edition SP3

In addition, the iBudget application requires one of the following Internet Explorer Web browser versions:

- Internet Explorer 6 with SP1
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9

To use iBudget features such as *Export to Excel* and *Mail Merge* you must have one of the following installed on the computer that is running the iBudget:

- Microsoft Office 2003 SP3
- 2007 Microsoft Office System SP2
- Microsoft Office 2010
- Microsoft Office 2010 SP

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02/16/12

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