

Instructions for filling out the mid-section of *Appendix C: Bon Secours Health System Physician Qualification Form for Remote Access via Virtual Private Network (VPN)*.

- **PC Brand/Model:**
 - PC Brand Example: Dell, Compaq, Hewlett Packard, Gateway
 - Model Example: Dimension

- **Operating System:**
 - 1) To determine your computer's operating system:
 - 2) Right click on the icon **My Computer** on your desktop
 - 3) Look under **System**
 - 4) Look for Microsoft Windows Xp or Microsoft Windows 2000

- **Service Pack Level:**
 - 1) To determine the latest Service Pack downloaded to your computer:
 - 2) Right click on the icon **My Computer** on your desktop
 - 3) Look under **System**
 - 4) Look to see if which Service Pack is listed (example Service Pack 1, Service Pack 2)

- **Security/Vulnerability Patches Current:**

Have you downloaded the latest Window Updates?

 - If Yes, circle **Y**
 - If No, circle **N**

- **Anti-virus Software Package:**

What anti-virus software are you running? (Examples: Norton Anti-virus, McAfee)

- **Engine Level:**

What is your anti-virus software Engine Level?

If you are running McAfee:

- 1) Right click on the **McAfee icon** in your system tray on the bottom right hand side of your screen
- 2) Click **About**
- 3) Scroll to the bottom and look for the heading **Scan Engine**
- 4) Write down the **Version** listed under the heading Scan Engine

If you are running Norton Anti-Virus:

- 1) Right click on the **Norton Anti Virus icon** in your system tray on the bottom right hand side of your screen.
- 2) Click **Open Norton Anti-virus**
- 3) Click **Help** on the Norton Anti-virus screen
- 4) Click **About Norton Anti-Virus**

5) Look for **Version** and write that in the Engine Level field

- **DAT/Signature Level:**

What is the Version of your Virus Definitions?

If you are running McAfee:

- 1) Right click on the **McAfee icon** in your system tray
- 2) Click **About**
- 3) Scroll to the bottom and look for the heading **Virus Definitions**
- 4) Write down the **Version** listed under the heading Virus Definitions

If you are running Norton Anti-Virus:

- Write down the date of the last time you updated your virus definitions