OFFICE OF INFORMATION TECHNOLOGY

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Network Access Request Form

Completed forms should be faxed to **256-824-6186**, mailed to the **OIT Help Desk**, or scanned and emailed to **helpdesk@uah.edu**. If you have questions, email **helpdesk@uah.edu** or call **256-824-3333**.

REQUEST TYPE ❑ NEW WORKSTATION ❑ NEW SERVER ❑ RELOCATE DEVICE
❑ CHANGE DEVICE OWNERSHIP ❑ DELETE IP ADDRESS ❑ CHANGE NIC ❑ SURPLUS

PERSON RESPONSIBLE FOR DEVICE

Name (Or Sponsor if Student)	
Department	
Campus Mailing Address	
Campus Email Address	
Campus Phone Number	

EQUIPMENT INFORMATION

Device Type	
Device Location(s) (Provide both for relocation)	New: Old:
Operating System	
MAC Address (Physical Address)	

NODE NAME INFORMATION

Note: Network Services reserves the right to assign node names. The following request will be honored if possible.

Internet Node Name (System Name)	
Domain Name (If other than uah.edu)	
Internet Address (for Change or Delete IP Address)	

In making this application for computing resources I hereby consent to the monitoring of my usage of these computing resources for the purpose of detecting unauthorized use and accounting. I further understand that any unauthorized usage would make me subject to disciplinary action and/or criminal prosecution. I acknowledge that I have read the UAH Computer Security and Usage Policy and agree to its terms.

Date: _____   Signature: _____

For completion OIT or the system administrator of the device named above.

McAfee Antivirus Protection or alternate installed: _____

Operating System Updates installed: _____

Device scanned and checked by: _____

For completion by OIT

IP Address Granted: _____

Date/Time Completed: _____

Registered By: _____