

Information Solutions and Services

NODE MOVE FORM



NUI Galway
OÉ Gaillimh

Instructions to help you complete this form are available at
www.nuigalway.ie/iss/staff/desktop_support/how_to_move_node.html

Note: Staff are required to inform the Buildings Office (email: moves@nuigalway.ie) of any office moves and to give the Buildings Office advance notice if assistance is required with relocation.

Contact details of main user

First name: _____	Surname: _____	
Staff ID number: _____	eMail: _____	
Unit: _____	Tel. Ext.: _____	Mobile no: _____
Signature of User: _____	Date: _____	

Device details

Manufacturer: _____	Model: _____	
If Windows, is this a Professional version of the Operating System?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Note: Windows Home editions will not be re-connected to the NUI Galway network.		
If Windows, has this machine been connected to UDS?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If connected to UDS, you will see a reference to UDS at login e.g. <i>UDS\0123456s</i>		
Ethernet address: ____: ____: ____: ____: ____: ____	Important: Ethernet Address must be completed.	
Dell Service Tag: _____	Important: Service Tag (7 digit alphanumeric) on all Dell units must be provided	

Location

Current Building: _____	Current Room Number: _____
Current Wall Box Number: _____	
New Building: _____	New Room Number: _____
New Wall Box Number: _____	

ISS use only

Ticket Number: _____	Network: _____	Switch: _____
Port no.: _____	VLAN: _____	
Full Machine Name: _____		
Signed: _____	Date of Connection: _____	

Send completed form to the ISS Service Desk.

IMPORTANT: All fields must be completed; incomplete forms will be returned to the user for completion before processing.