

Information Solutions and Services

NODE REGISTRATION FORM



NUI Galway
OÉ Gaillimh

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

Contact details of main user

| | | | |
|---|----------------|------------------|------------------|
| First name: _____ | Surname: _____ | ID number: _____ | Tel. Ext.: _____ |
| eMail: _____ | Unit: _____ | Mobile no: _____ | |
| Do you require a temporary folder on a central drive to transfer data to new device? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | | |

Device details

| | | | | |
|--|--------------------------------------|------------------------------------|---------------------------------|--|
| Manufacturer: _____ | Model: _____ | | | |
| Operating System: Windows 7: <input type="checkbox"/> | Windows XP: <input type="checkbox"/> | Mac OS X: <input type="checkbox"/> | Linux: <input type="checkbox"/> | Printer/Multi-Function Printer: <input type="checkbox"/> |
| 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 connected to the NUI Galway network. | | | | |
| 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

| | | |
|---|--------------------|------------------------|
| Building: _____ | Room Number: _____ | Wall Box Number: _____ |
| Is there a machine currently connected to this wall box? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | |

Declaration of Responsibility

| | | |
|--|------------------------|-------------|
| I, the undersigned, accept responsibility, in as far as is reasonably practicable, for all programs and data accessible on the node identified above and all actions taken from this node, and hereby undertake to ensure, in as far as is reasonably practicable, that all such programs and data comply, where appropriate, with the industrial and intellectual property rights of others, the Data Protection Act, 1988, the relevant provisions of the Criminal Damage Act, 1991, and all other legal obligations, including the obligation to safeguard, in as far as is reasonably practicable, any confidential data accessible in any way whatsoever on this node, and the obligation to take safeguards, in as far as is reasonably practicable, to ensure against unauthorised access from this node to the National University of Ireland, Galway campus network and beyond, or to this node from any location. I also understand that it is my responsibility to read and abide by the Information Solutions and Services code of conduct and that Information Solutions and Services have the right to carry out on request an audit of the contents of the device identified above. | | |
| Signature of User: _____ | ID number: _____ | Date: _____ |
| Signature of Head of Department: _____ | Staff ID number: _____ | |

ISS use only

| | | |
|--------------------------|---------------------------|-------------------|
| Ticket Number: _____ | Network: _____ | Switch: _____ |
| Port no.: _____ | VLAN: _____ | IP Address: _____ |
| 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.