

IP Address Application for on-campus use, faculty/staff only

Purpose: An IP address application is for a static IP number for your personal computer or printer. If your request is for a computer, a valid reason for needing a static IP must be stated because not every computer requires a static IP.

Return to: Information Technology Support Center (ITSC) – TSS 2002 or fax to 713-743-1410. The Help Desk will work with you to configure your computer. For questions regarding this application contact the ITSC at 713-743-1411 or ip-dns-address@uh.edu.

Note: This form must be complete and accurate before processing. Incomplete forms will be returned.

APPLICANT INFORMATION (Please print or type)

myUH ID: _____

Last Name

First Name

Middle Name

Department

Campus

Building and Room Number

Phone Number

NOTIFICATION

List the email address(es) that will receive notification upon completion of request:

Email Address (required): _____

Additional Email Address: _____

ITEM INFORMATION

Request Type

- Assign New Address
- Replace Address
- Change Item/Domain Name

System Type

- Workstation
- Server
- Printer
- Website Address
- Other

If other, specify:

Name/Address of Item Needing an IP Address

IP Address of Item Being Replaced (if applicable)

Building Name Where Item Is Located Room Where Item Is Located

VLAN Number, if known: _____

Type of Network Address: Enterprise (172.x.x.x) Internal On-Campus use
Addresses are not accessible to off-campus Internet users (access from off campus requires VPN) and is the most secure of the types of address space we offer.
example - printers, servers, desktops and cameras with UHPD approval

Public (129.7.x.x) External Public use
Addresses directly accessible to all off-campus Internet users (no VPN required from off campus) and is the least secure of the types of address space we offer.
example - website address, public facing servers

MAC address (physical address) of the device: _____

Special Instructions: _____

Computer User Responsibilities

Adapted from MAPP 10.03.01 User Guidelines and Responsibilities; Security (7/96)

The University of Houston Information Technology Division exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) Users of computers and computing systems must respect the privacy of other users. For example, users shall not seek or reveal information on, obtain copies of, or modify files, tapes, or passwords belonging to other users, nor may the user misrepresent others. The user may use only his/her legal name and actual title at the university.
- (2) Each computer account is assigned to a single individual who is accountable for the activity on that account. Account holders are encouraged to change their passwords frequently to ensure the security of their accounts.
- (3) Users must abide by the laws protecting copyright and licensing of programs and data. University users shall in no case make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- (4) Users must respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system.
- (5) Users must respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful computing practices such as printing unnecessary listings; performing lengthy unnecessary computations; simultaneously queuing numerous batch jobs; or unnecessarily using public workstations, magnetic tape drives or dial-up telephone lines for extended periods of time.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Information Technology Support Center at 713-743-1411. When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question.

When possible unauthorized use of computing resources is encountered, Information Technology Support Center shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of and/or legal employment action. (For a complete copy of these guidelines, see the University of Houston MAPP 10.03.01 "User Guidelines and Responsibilities; Security" (7/96) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

State law requires that you be informed of the following:

- (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form;
- (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and
- (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

Account Information

Qualified individuals interested in this service should fill out this account application, obtain the required authorization and return this form to Information Technology Support Center.

A violation of any of the conditions listed in the security guideline documents listed above may result in the account being disabled. Also, if the holder of the account is separated from the University, the account may be disabled.

Information Technology
ATTN: Information Technology Support Center
MD Anderson Library Tech Commons
University of Houston
Houston, TX 77204-2002

Dept. Mailing Address: TSS 2002