

## IP Assignment and/or Firewall Access Change Request Form



<input type="checkbox"/> New Request	<input type="checkbox"/> Additional	<input type="checkbox"/> Delete
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\* = Required field

Department		*
Name		*
Title		*
Email Address		*
Telephone		*
Supervisor		*
System Name		*
System IP (assigned by Network Services)		
System Location (Room/Jack)		*
System Hardware Address		
System Operating System		
System Type (Dell Optiplex, etc)		

**Supply the following 2 tables for Firewall Access Requests only.**

Source IP Address(es)	Application, .e.g FTP	Port # e.g 21	Protocol
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP
			<input type="checkbox"/> TCP <input type="checkbox"/> UDP

Enter special considerations, comments, etc

Effective Date:	Signed:
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# IP Assignment and/or Firewall Access Change Request Form Procedure

The “IP Assignment and/or Firewall Access Change Request Form” is a document enables ITG manage access to resources with in the Keene State College network environment.

For the *IP Assignment Requests*, the user only needs to fill the top table of information leaving “**System IP**” item blank. Networks Services will supply this information.

For *Firewall Access Requests*, the user fills out all the information defining how their resources are to be accessed. This information enables ITG to manage the firewall with respect to these resources. For “**System IP**” enter the one assigned by Network Services (if you have one), or leave blank and Network Services will assign an IP address.

Check one of the actions:

- New request, if this the first time you are making a request for this system
- Additional, if you have previously made a request and want to add more information
- Delete, if you have previously made a request and want to remove some or all of the information

Required Fields:

- Department - name of the department issuing the request
- Name – Full name of the individual issuing the request
- Title – Title of the individual issuing the request
- Email address – email address of the individual issuing the request
- Telephone – on campus extension of the individual issuing the request
- Supervisor – supervisor of the individual issuing the request
- System Name – the name which identifies this system to the world
- System IP – the IP address assigned to this system by Network Services
- System Location – the Building, Room and Jack number where the system is connected

Recommended fields (not required):

- System Hardware Address – the hardware address of the system
- System Operating System – the Operating System running on the system, e.g Windows XP, Mac OS X
- System Type – the system manufacturer and model, e.g. Dell Optiplex, etc

Access Information

- Source IP Addresses(es) – IP addresses of systems that are allowed to access your system. It can be a single address, range of addresses 158.65.10.1-20, all Internal KSC addresses, only staff/faculty IP addresses, etc
- Application – the application on our system requiring access control, e.g. FTP, name of 3<sup>rd</sup> party application, etc
- Port – the port(s) used by the application, e.g. 21
- Protocol – the protocol(s) used by the application/port combination. Check all that apply

Special considerations:

- Any special situations that may need to be identified to help with this request.

Effective Date – the date your require this change to be implemented

Signature – your signature

Please submit this form to HelpDesk (8-2532) room 243 in Elliot Hall