PENNSTATE
1855

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IT/IS Inventory / IP Address Request Form

This form collects demographic data on all network devices assigned an IP address. This information is required by the security office and the College of Engineering. Instructions on the reverse explain information on how to fill the required fields below.

Please note that printers and other non-computer devices may not have applicable information, and may have blank fields. All fields are required for computers.

Computing Group/Lab/Unit _____

Primary User

PSU Access ID (xyz123) _____

First Name _____ Last Name _____ Middle Initial _____

☐Academic (teaching) ☐Research ☐Administrative

Physical Description

ESM Bar Code No.	Make (manufacturer)	Model	Serial Number
_____	_____	_____	_____

Hardware Details

RAM	Processor Type	Processor Speed (in GHz)	Total Disk Capacity
_____	_____	_____	_____

Operating System

☐Mac OS version ☐Windows XP ☐Windows Vista ☐Windows 7 ☐Other

_____   _____

Location

☐EES Room _____   ☐Research West Room _____   ☐Hallowell Room _____   ☐Hammond Room _____

☐Other _____   Room _____

Network Information

MAC address (12 digit) _____

Faceplate Port _____   Subnet/VLAN (if known) ☐203 ☐215 ☐216 ☐246 ☐247 ☐248 ☐Other

For Internal Use Only

IP Address _____

DNS Name _____

Computer Name _____

Notes _____

_____

_____

_____

Computing Group

The faculty member overseeing the equipment or financially responsible for the equipment, i.e. advisor

Primary User

User name or names of the personnel who will use the equipment on a regular basis, or the lab liaison. Access ID is the Penn State Access ID, in the form xyz123 or xyz1234

Type (academic, research, administrative)

The cost center or academic unit affiliated with the equipment. Choose research if the equipement is paid for with research, grants or other non-teaching funds. Choose academic if the system is for a faculty members or teaching assistant's coursework, grades, etc. Choose administrative if the equipment is used by full-time, permanent staff , Department Head or other administrative purposes. These options may differ slightly from the actual funding sources.

ESM Bar Code and Make (manufacturer)

Each computing device should have an ESM assigned bar code lable for inventory purposes. The numbers are in the form 10xxx, as shown. The make is the company name of the equipment, i.e. Dell, Apple, Lanier, etc.

Model

The manufacturers assigned model, i.e. Pavillion D20, Dimension 2400, PowerBook G4. Where possible, add the exact part number, i.e. M2440LL/A, 241205A

RAM, Processor Type, Speed and Disk Capacity

The total amount of installed RAM, i.e. 2GB, 512MB and the manufacturer's model of processor, i.e. Pentium Core Duo, Pentium 4, PowerPC 890. Speed is the clock speed of the processor, in GHz, i.e. 2.4GHz, 1.8GHz (note that 800MHz would be entered as .8GHz). This field may not be appropriate for some equipment, such as printers, scanners and other non-computer devices. Disk capacity is the approximate storage capacity, in total, of the system's hard disk drives, such as 1TB or 250GB.

Serial Number

The serial number of the equipment, generally located on the back or bottom tags. For Dell computers, this is also the "service tag".

Operating System

Windows XP, Windows Vista, Windows 7, Mac OS X v10.4, Linux, Solaris, etc. This field may not be applicable for non-computer devices.

MAC Address

This is the physical address of the installed network card, in the form 10-2a-3f-41-d5-56. On Windows computers, this can be found by selecting "run" from the start menu, then entering "cmd". In the command window that appears, type "ipconfig -all" . The MAC address will be listed along with other information, such as the IP address, if already assigned. If multiples exist, choose the primary address.

Building/Faceplate

The physical location of the equipment and the faceplate it attaches to. Faceplates are numbered left to right, top to bottom. For example, on the faceplate to the right, numbered B0122,23,24 has port B0122 at the upper left, B0123 at the upper right and B0124 at the lower left. B0115 and B0116 at the bottom are reserved for future use. If the faceplate is inaccessible, note the other faceplates in the area, or describe its physical location.

Subnet/VLAN

If known, this is the activated network port assigned to the faceplate. VLANs in EES are 246, 247 and 248. In Research West, 215 and 216. If the port is known to be active, this information will greatly speed the assignment of an IP address.