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 equipment 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. Pavilion 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.