

**SECTION A** (To be completed by the Applicant in BLOCK CAPITALS)

1. Network Area (using the table in the Notes of Guidance, please tick the relevant boxes to indicate which area of the network you wish to connect)

- Teaching & Research                       LAPNET     CU-WiFi  
 Other VLAN (Please specify) (e.g. Blueroom) .....  
 GRID    **100Mbps** (Copper TX only)     **1Gbps** Copper TX     **1Gbps** Fibre SX\*  Specify connector type: .....

2. Personal Information (Please complete **ALL** of the fields below)

TITLE	FIRST NAME	OTHER INITIALS	FAMILY NAME	DEPARTMENTAL ACRONYM
USERNAME		CARDIFF EMAIL ADDRESS		CONTACT NUMBER

**SECTION B** (To be completed by the Applicant in BLOCK CAPITALS)

1. Location Information (Please complete the fields below according to Network Area choice in SECTION A – for help see NOTE1)

OUTLET NUMBER(OR TICK IF LAPNET OR WIFI ONLY <input type="checkbox"/> )	BUILDING AND ROOM NUMBER	PREFERRED LIBRARY (LAPNET ONLY)
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2. Device Information: Is the device  Personal or  University Owned (Please tick)?

DEVICE DESCRIPTION (WORKSTATION, SERVER, LAPTOP, PRINTER, ETC)	MAKE AND MODEL OF DEVICE
PRIMARY OS (WINXP, WIN2000, SOLARIS, REDHAT, MAC OSX, HPPRINTER ETC)	LANGUAGE OF PRIMARY OS (ENGLISH, CHINESE SIMPLIFIED ETC)

3. Network Information (**Both LAN and Wireless Ethernet addresses are required for CU-WiFi - for help see NOTE2**)

ETHERNET ADDRESS (LAN)	ETHERNET ADDRESS (WIRELESS)																														
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**SECTION C** (To be completed by the Applicant)

**I apply for permission to connect the device described above to the Cardiff University network. I have read and understand the Notes of Guidance provided with this form and agree to abide by the relevant Information Services Regulations** (obtainable from Information Services at 39-41 Park Place, or on the web at [www.cardiff.ac.uk/insrv/aboutus/regulations](http://www.cardiff.ac.uk/insrv/aboutus/regulations)).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION D** – (To be completed by Head of School, Local Computer Representative or authorised Technician)

I confirm **either**  
 that the above device(s) has/have been installed or will be installed with the latest version of the Information Services Windows XP image,  
**or**  
 that the above device has an up-to-date version of the recommended anti-virus software, and has been set to receive automatic virus updates and security patches

Approved by: ..... Position: ..... Date:.....

**FOR OFFICIAL USE ONLY (NOTE3)**

TCP/IP ADDRESS (LAN)	TCP/IP ADDRESS (WIRELESS)	TCP/IP ADDRESS (WIRELESS SECURE)
NETWORK OR DOMAIN NAME	WIRELESS NETWORK OR DOMAIN NAME	SECURE WIRELESS NETWORK OR DOMAIN NAME
SUBNET RANGE (BY REQUEST)		

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# Permission To Connect To Network Form

This form serves two functions:

1. It registers your Computing Equipment and assigns you a unique Local Area Network (LAN) name and address.
2. It grants you Permission To Connect the registered Computing Equipment to the LAN.

In order to protect our networks, the University requires that all devices which are to be connected to the LAN **must be** registered with Information Services. Provided that they comply with the required standards, Permission To Connect will be granted to you by return of this form. The returned form **must be retained** by you.

Completed forms should be sent to **InsrVOperations, Information Services, 39-41 Park Place** who will register your device and issue the appropriate network name and address.

Any changes **must** be notified by completion of a new form.

A Welsh language version of this form is available.

## PLEASE READ THE NOTES OF GUIDANCE

They contain important information and instructions that if not followed correctly may result in the application being delayed or rejected

# Permission to Connect the Network – Notes of Guidance

## Introduction

This form will grant you permission to connect to various areas of the network. Your status as a member of Cardiff University will determine which of these areas you will be permitted to connect to as indicated in the table below:

	Staff or PGD	Student (UGD or TGD)
Teaching & Research	●	-
LAPNET *	●	●
CU-WiFi **	●	●
GRID	●	-
Other VLAN	●	-

\* Laptop only

\*\* Device must have a wireless network card

- Teaching & Research to connect to an office, classroom or any other workplace
- LAPNET to connect to dedicated laptop points in libraries
- CU-WiFi to connect to campus wireless hotspot areas
- GRID to connect to high speed research network
- VLAN to connect to network areas for special research

Using the above table, choose the area(s) to which you wish to connect by ticking the relevant box(es) in SECTION A 1. Network Area on the form provided.

## GUIDELINES

### SECTION A

#### 1. Network Area

**Please read the following guidelines for your network connection area. They contain important information and instructions that if not followed correctly may result in the application being delayed or rejected.**

- **Teaching & Research**

Permits school Staff, Postgraduate Students to connect to the network in an office, classroom or workplace. The form must be signed either by the Head of School, the Local Computer Representative or the School IT Technician in SECTION D if the device has a Microsoft Windows Operating System installed. By signing the form in SECTION D, the school is confirming that the device has either been installed with the latest version of the Information Services Windows XP image and/or an up-to-date version of the recommended anti-virus software as detailed here

<http://www.cardiff.ac.uk/insrv/it/antivirus>

and has been set to receive automatic virus updates and security patches.

**SECTION C is mandatory.** This section applies even if the applicant is the Head of School, the Local Computer Representative or the School IT Technician, both SECTION C and SECTION D must be signed. **By signing the form in SECTION C you are agreeing that you have read and fully understood the above. If the form is not signed then the application will be returned to you causing an unnecessary delay.**

- **LAPNET and CU-WiFi**

The LAPNET connection area allows laptops to be connected to dedicated network points within the Libraries.

The CU-WiFi connection area allows wireless devices to connect to the network at hot-spot areas across campus.

Forms submitted for Laptops with both LAN and Wireless Ethernet addresses will be registered for LAPNET and CU-WiFi by default.

Laptop users, who during this academic year, been registered and configured either via the RESLAN CD or by Information Services to use RESLAN need not fill in an application to use LAPNET. The laptop will work in the libraries.

Laptop users attaching new wireless devices after being registered and configured to use RESLAN will need to fill in an application to use CU-WiFi submitting their new wireless Ethernet address as explained in **NOTE2 - Network Information**

Non-laptop users with wireless devices (such as **PDA's** requesting connection to CU-WiFi) will need to complete the form in full.

If an application is submitted via the school and the device has a Microsoft Windows Operating System installed, then **SECTION D** must be approved either by the Head of School, the Local Computer Representative or the School IT Technician. By signing the form in **SECTION D**, the school is confirming that the device has either been installed with the latest version of the Information Services Windows XP image and/or an up-to-date version of the recommended anti-virus software as detailed here

<http://www.cardiff.ac.uk/insrv/it/antivirus>

and has been set to receive automatic virus updates and security patches.

If the school requests that Information Services carry out the installation, then laptops will need to be brought to Information Services at 40-41 Park Place. **SECTION D** must be completed by an authorised member of Information Services staff.

It is a condition of LAPNET and CU-WiFi that your computer must have up-to-date Cardiff University approved anti-virus software. We will provide this free of charge but please note that it will be necessary to remove any other anti-virus software before it will install on your system.

In order to prepare for connection to LAPNET or CU-WiFi it may be necessary to apply suitable patches to update the system. All work is carried out with care; **however please note that Information Services can not be held responsible for any damage to your files on your system.**

### **REMEMBER TO BACK UP ANY IMPORTANT FILES/MUSIC/IMAGES/MOVIES BEFORE WE CARRY OUT WORK ON YOUR COMPUTER**

You will also be required to provide us with:

- Power cables for your computer (including a British plug adaptor if required)
  - Any external or inter-changeable drives
  - A bag or case to prevent damage to your computer whilst in the department
- and
- Remove any CD's DVD's left in your disk drives

**SECTION C is mandatory. By signing the form in SECTION C you are agreeing that you have read and fully understood the above. If the form is not signed then the application will be returned to you causing an unnecessary delay.**

- **GRID**

Please note that in this document the terms 'GRID' and 'ProtoGRID' refer to the Prototype GRID. The GRID is a specialist network used for research purposes. The network is outside the normal firewall, and therefore due to security reasons, **prior approval must be obtained** by the Head of School, the Local Computer Representative or the School IT Technician before completed this form.

• **All requests for 100Mbps GRID connections** must first be approved by the Head of School, the Local Computer Representative or the School IT Technician

• **All requests for 1Gbps GRID connections** must first be approved by the GRID Technical Group (Email [GRIDTECH-L@CARDIFF.AC.UK](mailto:GRIDTECH-L@CARDIFF.AC.UK).)

Gbps Fibre EtherNet Interface Cards will need either to be located in a GRID-enabled LAN Room, or the project concerned will need to fund a dedicated fibre (estimated cost £2-3k) and fibre patch leads. Currently, SC, SMC and FTC connector types are supported.

After registration you will then be contacted to arrange a visit from a Technician who will make the physical connection to the GRID.

## **2. Personal Information**

The Applicant must complete the form in full. Failure to do so may result in the application being delayed or rejected.

## SECTION B

### NOTE1 - Location Information

The **Outlet Number** is a **mandatory** field and **must** be completed unless you are applying for a LAPNET or CU-WiFi connection only, in which case you should indicate this by ticking the box. The outlet number can be obtained from the socket on the wall of the applicant's office or room.

The **Preferred Library** applies to LAPNET connection. The field is not mandatory but rather an indication of where you will mainly be using your laptop or device.

### NOTE2 - Network Information

The Applicant must include the Ethernet address for the device they wish to register.

#### How to find your Ethernet address:

**Win 2000&XP:** Start ▶ Run. In the Open: Field type **cmd** At the command prompt type **ipconfig /all**. The Ethernet address is shown as the "Physical Address". There may be more than one address where in the majority of cases one is the LAN address and one is the Wireless address.

**MacOS8/9:** Connect to the network and startup. Open AppleTalk or TCP/IP control panels and select File-GetInfo. The Ethernet address is given in the "address" section as "Hardware Address".

**MacOSX:** Open Applications ▶ Utilities ▶ Apple System Profiler. (or Mac OS X 10.1.x & 10.2.x select Apple Menu ▶ About this Mac ▶ More Info...) Under the System Profile tab there is a section called "Network Overview". (Click on the reveal triangle [>] to see the details). In this section the primary internal Ethernet interface is called "Built-in" and its Ethernet/hardware address is listed in the section under that heading.

**UNIX:** The Ethernet address is usually displayed on the console during boot time, or may be found by inspecting the system log file; /var/spool/mqueue/syslog on BSD based systems and /var/adm/messages on Sun and DEC Alpha systems and looking for the system start-up messages.

**Linux:** Run the command /sbin/ifconfig eth0

**HP Printers:** The Ethernet address can be found on the output of a test print page.

### NOTE3 – Official Use only

These boxes should be left blank. On registering the device InsvOperations will provide the unique network name and IP address. However, some school computers on the campus have already been assigned network names by their owner. If you have done this and want to retain this name, please indicate that in the Network or Domain Name Field.

TCP/IP is the Internet networking protocol. If you are a member of one of the following schools please consult your Local Computing Representative before returning this form: COMSC, PHYSX. Members of any other department should leave this item blank; a TCP/IP address will be assigned by InsvOperations. Your system **must** be configured to use **BOOTP** or **DHCP** to obtain its TCP/IP address from the centrally maintained servers.

Certain areas on the network are on subnets. Examples areas are school classrooms and open access rooms. If your device is intended for such a room, please indicate the building and room number or the IP address subnet range in the Subnet Range Field.

### NOTES:

All University buildings in Cardiff University are connected together by a sophisticated computer network (LAN). The principal technologies are Ethernet to the desk (10Mps) and 100 Mbps/Gigabit servers and backbone links (1000Mbps). The LAN is a valuable campus-wide resource which provides

intercommunication between all Cardiff University users and access to a wide range of ICT applications in Cardiff and beyond.

Access to the LAN must be controlled and managed for the following reasons:

- to ensure security
- to avoid duplicate network names and addresses
- to monitor network loads and detect overloads or potential overloads
- to avoid accidental or malicious misuse affecting other users
- to maintain high levels of LAN availability

Information Services has the task of installing the network, regulating access to it, and monitoring its use. To enable these tasks to be carried out affectively and economically, the following principles must be observed to the LAN:

- devices connected to the LAN require unique names and addresses
- connection to the LAN must be via approved network interfaces
- correct communications leads which connect devices to the LAN must be used
- users must not modify or extend the LAN in anyway
- users must not route traffic between the campus LAN and any other network(s) or workstations(s)
- network protocols must be approved
- network services must be approved
- routing between networks must be approved
- any device causing repeated problems to other LAN users will be temporarily or permanently disconnected from the network

Because of the complexity of the LAN, the choice of all hardware and software which will access the LAN **must be approved prior** to connection and its subsequent impact on LAN performance monitored as a part of routine network operations. In the vast majority of cases, this will be simply achieved by following the Information Services recommendations on network hardware and software.

All devices directly connected to the LAN (such as a workstation or an Ethernet card for a workstation) **must** be registered with Information Services first so that a unique network name and address can be issued. This registration will be done by means of the Permission to Connect Form, without which the LAN may not be used.

### General

- You **must** inform the InsrvOperations, by completion of a new form, of **any change** e.g. if responsibility for this system passes to another person, change of primary operating system, new Ethernet interface, providing new service or withdrawing a service.
- You may only use the Network Name and Address(es) assigned to you by return of this Permission to Connect form on the equipment specified on this Permission to Connect form, connected via the network outlet specified on this Permission to Connect form.