**IP NETWORK REQUEST**

***Use this form to gather the information you’ll need to submit your request online at*** [*https://www.lsit.ucsb.edu/get-help*](https://www.lsit.ucsb.edu/get-help)

**USER INFORMATION:**

Name: HSSB Room #:

Email: Home Dept. if not ANTH:

Affiliation: Faculty Grad Stdt Staff Lecturer Visitor PostDoc Other:

**COMPUTER INFORMATION:**

Ethernet MAC Address: \_\_\_\_\_ : \_\_\_\_\_:\_\_\_\_\_ : \_\_\_\_\_:\_\_\_\_\_ : \_\_\_\_\_:(See below for instructions on how to find this)

Device type: Desktop PC Desktop Mac Laptop PC Laptop Mac Printer Other:

Support Status: Personally Owned System LSIT Supported System Research System Other:

Station/Port: \_\_\_\_\_ TTB \_\_\_\_\_/\_\_\_\_\_\_ (e.g. STTB 2/38) D1 D2

**By submitting this request, you agree to all aspects of the UC Electronic Communication Policy**

**(see** [**http://www.umail.ucsb.edu/about/uc-electronic-communications-policy**](http://www.umail.ucsb.edu/about/uc-electronic-communications-policy)**)**

**Finding your System’s Ethernet MAC Address:**  A 12-digit alpha-numeric divided into 6 pairs (e.g. OD : 1C : 22 : B3 : 4A : 55)

On a PC:

 1. From **Start** menu, select **Run**.

 2. Type **cmd** and press **Enter**.

 3. In the command line window, type **ipconfig/all** and press **Enter**.

On a Mac:

 1. From the Apple Menu, choose **Apple System Profiler** (in OS X, look in **Applications** then **Utilities**.)

 2. Under the **System Profile** tab, expand **Network Overview** by clicking on the triangle/arrow.