

Request for Network Port Activation

Department of Earth and Planetary Sciences, University of New Mexico

UNM provides high-speed Ethernet network connections in all Graduate Student, Faculty and Staff Offices in Northrop Hall. Both University-owned and personal systems may be connected to this network upon request. To be connected to the network, you must meet the following requirements:

1. **An Ethernet Network Interface (NIC)** capable of connecting at (at least) 100MBs must be installed in your computer. Many newer computers are delivered with these devices installed. Cost is generally in the \$20 to \$40 range. Don't buy this at the UNM bookstore (way overpriced).
2. **TCP/IP (Internet) network protocol** must be installed or available on your computer. This is a standard protocol for all computers capable of connecting to the Internet.
3. You must have **a network cable** sufficiently long to reach from your computer to the network port in your office. This cable will have an RJ-45 connector on each end (looks like a telephone connector only it is wider – a telephone cord will not work). These are reasonably priced at the UNM Bookstore.
4. You must have **active virus protection** installed on your computer with a current subscription to virus definition updates such that your virus definitions are updated regularly and automatically. Academic editions of Norton Antivirus may be purchased at the UNM bookstore or other computer vendors in town; cost will be around \$35-\$40. There is one free AV program (AVG Antivirus) available for personally-owned (Non-UNM) systems. Norton Corporate Edition may be licensed very inexpensively through CIRT on UNM-owned systems.
5. The network port in your office must be active. *Note that all offices have one or more network connections but not all connections are activated.* Complete the bottom section of this page **completely** and give it to Jim Connolly who will check to see if your port is active, and request activation if it is not. Activation of port that is currently inactive may take up to 5 days.
6. Your system must be configured for network access. Jim Connolly will do this after steps 1 through 5 have been completed.

Note: UNM uses automatic assignment of network addresses minimizing the need for fixed addresses. If you are setting up a system to be a server on our network, see Jim Connolly to discuss firewall issues and how to obtain a fixed IP address for the system.

(cut here)

Today's Date: _____

Your Name: _____

Your Office Location (Room Number): _____

Your Email Address: _____ Office Phone#: _____

Network Port to Connect to **: _____

Are any ports being used? If yes, indicate left or right: _____

** The address of the network port includes the building number, wiring closet location and port numbers for all ports on the box. This will be a series of numbers something like 24-B17A-1112/13. Write **all** of those numbers on the line.

Questions? Need help? Call Jim Connolly at 277-9447 or Email to connolly@unm.edu