

**ULV Student Network Access Policy Request
for ULV College of Law, Ontario**

To comply with ULV network security policies and avoid legal ramifications, any student desiring to connect to ULV Networks from the College of Law will be required to supply the OIT Network team with the following information. All information must be **complete** and **legible** or the form will not be processed.

Full name of the user		Verified
ULV ID #		<input type="checkbox"/>
Contact phone #		<input type="checkbox"/>
ULV Email Username		<input type="checkbox"/>
MAC Address of computer*		<input type="checkbox"/>
Virus Protection Program/Date of Definition file		<input type="checkbox"/>

Should a computer be found to be causing a problem on the network (whether it be a broadcast storm, virus, Denial of Service attack, or **any type of traffic that may negatively impact the network**) the computer will be immediately removed from the network by OIT. Should this happen, the student will have two choices:

1. **Leave the computer off the network and use it as a stand-alone computer.**
2. **Contact Brian Parker after quarantining, diagnosing and clearing the computer of any network related problems.**

In the event that the student wishes to have the computer quarantined, it may not be returned to the network until it has been certified that the machine is no longer a threat to the network.

All computers attached to the network are required to have a virus protection program installed.
The virus definition files are to be kept current at all times.

I have read the following policies (available at <http://www.ulv.edu/oit/cio/policy.phtml>) and agree to abide by them:

- 1.1 Appropriate Use Information Security/Confidentiality Policy
- 2.2 Student Workstations connected to the ULV network

Name (print) _____

Signature _____

Date _____

This form is required for *each* computer that will be attaching to the ULV network at the College of Law. When completed, please deliver to Brian Parker. If you have questions please call Brian Parker at 460-2079.

***Finding the MAC Address:**

1. Click on the Start Menu, and select "Run..."
2. Type "cmd" then click on OK
3. Type "ipconfig /all" and press enter.
4. A lot of information scroll on the screen. Write down the "Physical Address" under the "**Ethernet adapter Wireless Network Connection**" heading. It will look like a series of numbers and letters in the format:
XX-XX-XX-XX-XX-XX

WARNING: If you do not record the correct number, you will not receive network access!