

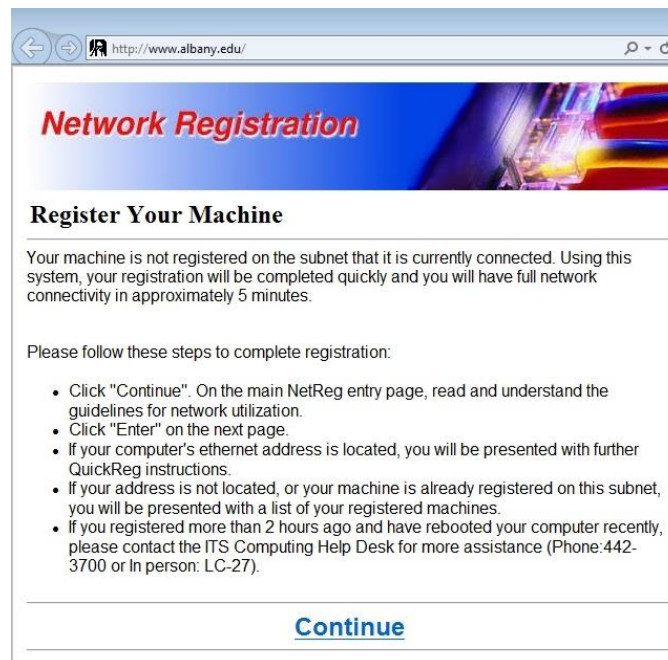
Using Network Registration

Registering your wired network device to the network

All wired devices plugged into an active network jack on-campus must be registered to connect to the network (Internet) on-campus. New devices, devices that may have “lost” their registration, and devices moved among different buildings require this registration.

Without registering your device you will have no access to wired network resources or off-campus Internet. CAS Computing may only register University-owned devices. CAS Computing cannot register personal devices. Faculty and staff of respective departments can “sponsor” personal equipment to their credentials.

If a device is not registered to the network you will encounter the following webpage when attempting to go to a website:



- ❖ Click Continue to log in.
- ❖ **Only faculty and staff may log in with their NetID and password.** Students must ask a faculty/staff member to sponsor their registration.

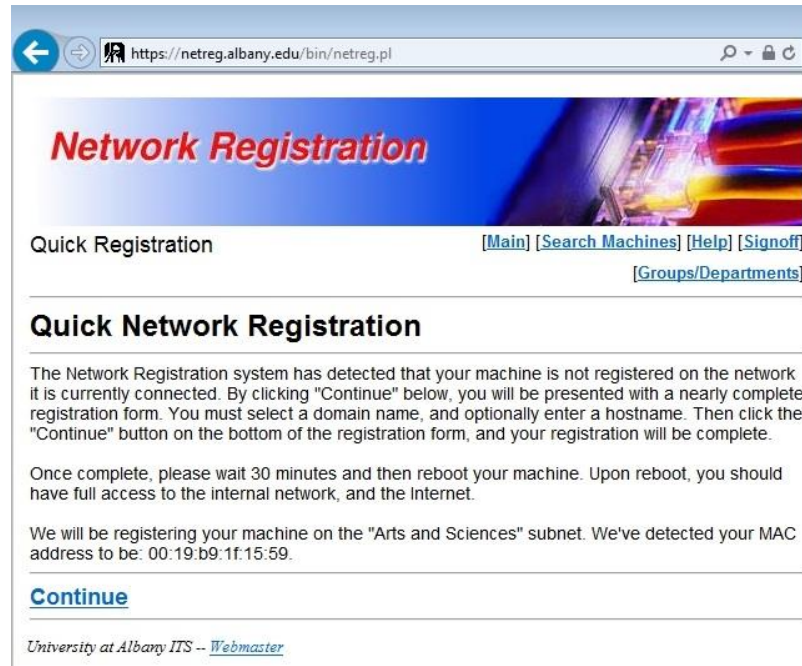
Those registered are held liable for the device on the network.



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- ❖ Upon logging in, they will be presented with the **Hardware (MAC) Address** of their machine which is a 12-character hexadecimal number (for example: 00E02938A48C). Click Continue.



- ❖ The following page will ask for a **Hostname** of the machine. This can be anything the user desires, but it should be something easily identifiable and unique.
 - For example if John Smith from the History department is registering his laptop he may want to use JSMITHOFF-HIS (John Smith Office – History) or JSMITHLAP-HIS (John Smith Laptop – History).
- ❖ The only other fields that a user may need to interact with is the Affiliation. From the drop-down select the most appropriate choice (for example, College of Arts and Sciences) or for the building suffix where you entered the host name.

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Network Registration

Machine Registration [\[Main\]](#) [\[Search Machines\]](#) [\[Help\]](#) [\[Signoff\]](#)
[\[Groups/Departments\]](#)

Register a New Machine

Basic Information [\[Help\]](#)

Subnet
Arts and Sciences

Hostname
The fully-qualified hostname for this machine is a combination of the short name, which you can enter in the box below, and the domain name, which you can select from the drop-down list. For example, if you choose a short name of 'mymachine' and a domain name of 'net.albany.edu', your fully-qualified hostname will be 'mymachine.net.albany.edu'. **You must enter a hostname for your machine**

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Mode
Some areas do not allow the registration of static addresses, while some areas do not allow dynamic registration. If an option is provided, choose the "dynamic" mode unless you have a need for a static address. Dynamic DNS will update your hostname to the assigned IP address if you have a dynamic address.

▼

Hardware Address
Your hardware address identifies the network card in your machine. For hints about how to find this address on your machine, [click here](#).

Affiliation
Faculty, staff, and permitted students should select group or school responsible for supporting this machine .

▼

User Comment
Please provide the location of this system including the building and room number.

Protections [\[Help\]](#)
In the blank field below, please add the NetID of the principal user of this machine, if other than yourself. Click on the appropriate permissions for this user. Read means they will be able to view this record. Write means they will be able to change the registration record.

Identity	Permissions
<input type="text"/>	Read: <input checked="" type="checkbox"/> Write: <input checked="" type="checkbox"/>
local:tcf	Read: <input type="checkbox"/> Write: <input type="checkbox"/>
<input type="text"/>	Read: <input type="checkbox"/> Write: <input type="checkbox"/>

University at Albany ITS -- [Webmaster](#)

Hostname: Enter a unique name.

There might be a drop-down where this one says ARTSCI. Please pick the most appropriate building name if there are other choices available.

Mode: By default 'dynamic' is selected. If using a desktop, switch it to static

Hardware Address: This is the unique MAC address of your machine.

Affiliation: This should be automatically filled. If not, please select the most appropriate affiliation.

User comment: Feel free to add additional information regarding the location or type of machine. This field is optional.

Click Continue.

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- ❖ If all the fields were filled in correctly and the hostname is unique, the page will say the registration is successful. Otherwise you will receive the message below.

Register a New Machine

Error [\[Explain this Error\]](#)
Entry Already Exists [-6] (host_name)

Basic Information

Subnet
Arts and Sciences

Hostname
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- ❖ If you receive the above error, please come up with a new Hostname to make it more unique.
- ❖ After a successful registration it can take 5-15 minutes for your computer to receive a new IP address and be registered. If after 15 minutes and your computer is still showing the registration page, please restart your device and try accessing the network again.