

ATTACHMENT A

Using the two examples below, please send a **complete** list of computer names (as reported by Windows' properties), IP addresses and MAC address where administrative access is needed, and the Active Directory username.

Computer/Server Name	Computer IP Address	Computer MAC Address	UserName	Administrative Right Requested	Reason
WXP100012	10.123.0.71	00-12-34-AB-5C-90	Iamuser	Administrator	Installing printers
WIN7-12033	199.111.114.33	00-A0-93-BF-D9-82	Jdoe	Administrator	Installing drivers

Send the completed original form to OIT Security by emailing this form and excel spreadsheet of systems to security@nsu.edu. The spreadsheet must be based on the next page. MAC address and Computer name are mandatory. Rev