

## UTIA IT0304P – NETWORK REGISTRATION PROCEDURES

**Effective:** June 22, 2018

**Last Reviewed:** June 15, 2018

**Last Updated:** June 19, 2018

### **Objective:**

The purpose of this document is to implement and maintain a consistent manner of registering all information technology (IT) assets used by University of Tennessee Institute of Agriculture (Institute) within the UT Knoxville (UTK) network registration system.

### **Scope:**

These procedures apply to IT assets owned, operated, or provided by the Institute, as well as to all students, faculty, staff, and users, while accessing, using, or handling the Institute's IT assets. In addition, these procedures apply to IT assets owned, operated, and provided by Tennessee State University (TSU) and county governments, but that are registered through the UTK network registration system, as well as all to students, faculty, staff, and users, while accessing, using, or handling the TSU or county IT assets on the UTK and/or Institute network.

### **Procedures:**

In order to keep more accurate IT asset details and inventory within the network registration system, it is important that all IT assets be registered in a certain way, either by an IT representative, the UTK Office of Information (OIT) HelpDesk, or individuals. The following guidelines must be heeded. Any time an Institute-, TSU-, or county-owned IT asset is repurposed, the IT asset must be removed from the network registration database by notifying the Institute's Chief Information Security Officer (CISO) via email, or by the appropriate regional IT representative, then re-registered by or for the new user.

### Domains

Choosing the correct domain can make a difference when registering an IT asset, as the domain name serves to identify IT assets with a text-based label that refers to Internet Protocol (IP) resources, organizing network addresses in like areas. When registering an IT asset, please use only these domains:

- *ag.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for Institute Administration, AgResearch, Extension, and Herbert College of Agriculture staff. If you are in one of these units and you do not have this choice, please contact the OIT HelpDesk at (865) 974-9900, and ask them to register for you using this domain.

- *vet.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for the College of Veterinary Medicine (CVM). Please contact the CVM HelpDesk for help registering your IT assets.
- *nomad.utk.edu* – This domain is appropriate for all IT assets connecting to the wireless network registered by or for Institute Administration, AgResearch, Extension, Herbert, and CVM.

Do not use any domain except for the ones listed above.

### Group

Choosing the correct group is equally important, in that Institute-, TSU-, and county-owned IT assets may be identified and managed more easily. The group allows an IT asset that may be compromised and affecting others on the network to be disabled by the Institute's CISO should the owner or primary user not be accessible. This field also allows those with appropriate access to make certain edits to the entry, such as location. Please use only these groups when registering IT assets:

- *ag* – This group is appropriate for all IT assets registered by or for Institute Administration, AgResearch, Extension, and Herbert staff regardless of whether the connection is wired or wireless.
- *vetmed* – This group is appropriate for any Institute-owned IT asset registered by or for CVM staff regardless of whether the connection is wired or wireless.

Do not leave the group field blank and do not choose any other group than those listed above.

### Location and Room

These fields are required by the registration process. Please choose the appropriate location from the dropdown menu and add the room number in which the IT asset will be kept.

### O/S and Product

The O/S, or operating system, field is required, so please choose the correct O/S from the dropdown menu. Should the O/S be upgraded, this field needs to be updated in the network registration database. The Product field is optional, but please choose something appropriate.

### S/N

The S/N, or serial number, field is optional. However, please enter your serial number or service tag in this field. This is particularly important when trying to maintain an inventory of Institute-owned IT assets through the network registration database. It is also important for verifying a specific IT asset.

### Tag

The Tag field refers to the UT Blue Tag used for products of a certain cost. The field is optional, however, if you have a Blue Tag on the IT asset you are assigned, please enter this tag number.

**References:**

[\*UTIA Glossary of Information Technology Terms\*](#)

For more information, contact Sandy Lindsey, CISO, at (865) 974-7292, or email [sandy@tennessee.edu](mailto:sandy@tennessee.edu).

## Approval of Procedures

We approve UTIA IT0304P – *Network Registration Procedures* as described in this document.

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		6/22/2018
Charles Lambrecht	Computer Operations Manager, UTCVM		6/21/18
Brent Lamons	Director of Advising, Herbert College of Agriculture		6/20/18
Joel Lown	Coordinator, AgResearch		6/27/18
Emily Tipton	IT Coordinator, Extension		6/21/18
Kristy Keel-Blackmon	Communications Specialist, Forestry, Wildlife and Fisheries		6/22/18
Joanne Logan	Associate Professor, Biosystems Engineering and Soil Science		6/22/18