



### ASCC Laptop Registration Form

Personal Laptops may be brought into all Departments and connected to the ASCC network via Ethernet cable, provided that they have been pre-registered with MIS Office. This policy may change at any time in the future. Transit laptops that belong to ASCC must also pre-register with MIS office before accessing the network. If you have any questions please feel free to call MIS at x307 or email us at [support@ascc.as](mailto:support@ascc.as).

For personal laptops it is your responsibility to ensure that your system is up to date and virus free. Any person who introduces a virus or vulnerability to the network and has been found to be negligent in this regard will lose all access to ASCC network resources. Unfortunately, the MIS Office does not have the time and resources to maintain or troubleshoot personal laptops. For ASCC (transit) laptops, it is also your responsibility to ensure that your system is connected to the network during work hours so that we may apply up to date virus definitions and keep your system virus free. Again, any person who introduces a virus or vulnerability to the network and has been found to be negligent in this regard will lose all access to ASCC network resources.

Below is the necessary information MIS will need to register your ASCC or personal laptop. **This sheet will be kept in MIS office for record purposes.**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Department:</b>
<b>Antivirus Installed:</b> (Please Circle one) Yes or No  <b>Brand:</b>  <b>Last Definition Update:</b>			<b>Laptop Manufacturer:</b>  <b>Model:</b>  <b>Computer Name:</b>
<b>Operating System:</b>			<b>MAC (Hardware) Address:</b>
<b>Personal or ASCC Property:</b>			<b>ASCC Tag #:</b>
<b>Office Use Only:</b> <b>IP Address:</b>		<b>Department Head or Dean Approval:</b>	

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I agree to all terms and conditions listed in the ASCC Use and Management of Information Technology Resources Policy, Section VI: ASCC and Personal Laptops. I understand and agree that failure to follow all written ASCC IT policies may result in loss of network and internet privileges permanently.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date