



# Management Information Systems

## Device Registration Form – ASCC Employee

ASCC employees are provided with the option to connect through the employee wireless services with their personal wireless device, upon approval and registration of Device Equipment with the MIS Office. This registration form serves as documentation of this approval process. If you have any questions, please feel free to call MIS at Ext. 1001 or email us at support@amsamoa.edu.

In order to use the ASCC Employee Wireless services, an employee needs the following:

- Employee must have valid ASCC login and ASCC Email.
- Provide two wireless devices such as laptop, tablet or phone to be registered that has Antivirus software installed, with current definitions.

If approved, as mentioned earlier for devices registration, employees can register two wireless devices at a time. Should the employee want to register a new device, they must come to MIS to see the MIS WEB/Com Administrator for more information and to login their new device.

Below is the necessary information MIS will need to register employee wireless devices.

**This sheet will be kept in MIS office for documentation purposes.**

Last Name	First Name	Middle Init.	Person User ID:
Device Brand:			Wireless MAC (Hardware) Address:
Model Name:			Antivirus Software Installed:
Operating System:			Last Definition Update:
Computer/Host Name:			
I have read, understand, and agree to abide by the provisions of the ASCC Acceptable Use Policy			
Date:		Employee Signature:	
Employee Name:		_____	
Personal Email Address:			
OFFICE USE ONLY			
Registration Expiration Date:		MIS Approval:	
		Date:	