



Computing Request Form

FAX FORM TO 785-3606

For questions, call the Help Desk at 432-9000
<http://www.yale.edu/its>

Date	_____ - _____ - _____			By submitting this form, you affirm that you have read and understand the YUITAUP at http://www.yale.edu/its/policy/		
	Name	NetID	Phone	Location-bldg/room		
User						
Contact						
ORDER – provide a detailed order (connection type, device, services and accounts)				CHARGES		
				ONE TIME	MONTHLY	HOURLY
1. NETWORK CONNECTION (skip to section 2 if this is not a new connection, registration or device removal)						
<input type="radio"/> Install new network jack/connection				\$225		
<input type="radio"/> Discover if network jack/connection exists or if network jack is active (If no jack found, \$225 fee applies)				\$85		
<input type="radio"/> Remove device from network registry (please be sure the device is inactive)						
<input type="radio"/> Register device on network ¹						
<input type="radio"/> Register device with wireless network connection ¹						
<input type="radio"/> Internal non routable IP (primarily for devices used to create, access or receive PHI or printers)						
2. DEVICE INFORMATION (circle one)						
Windows Mac Unix Printer Palm/PDA Wireless Access Point Other, please specify:						
Physical Hardware Address (NIC): required for all devices, see instructions for how to find your NIC _____						
Additional users who need access to this device Name: _____ NetID: _____						
Device location (bldg / room):						
3. SERVICES						
<input type="radio"/> Install new device on network						\$100
<input type="radio"/> Purchase and install ITS supported Wireless Access Point				\$600- \$1000		
<input type="radio"/> Transfer data from an old computer to a new computer (swap)						\$100
<input type="radio"/> Reconfigure device for new user		Netid or name of previous user:				\$100
<input type="radio"/> Move computer to new location		Building / room:				\$100
<input type="radio"/> Upgrade operating system (please specify) _____						
<input type="radio"/> Install Software / Application (please specify) _____						\$100
License & Media (check one) ____ will be provided ____ would like it to be purchased by ITS						
<input type="radio"/> Create IDX print queue						\$100
<input type="radio"/> Install YNH Applications - each requires an account prior to install						\$100
4. ACCOUNTS				CREATE	CANCEL	CHANGE CHARGING
Email account included in the FTE charging model				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email account not included in the FTE model ¹				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YaleConnect email and scheduling				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Add-on email account (for departmental accounts only) circle one: YaleConnect or Central email				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Network services for people outside the FTE charging model (includes email, network access, help desk and virus protection) ¹				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Network backup service ²				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scheduling - circle one: location or shared resource; please specify name if resource account, i.e. Conf Rm. 101				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PPP (remote access dial in)				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centralized File Services (work group computing) <input type="checkbox"/> Check if using Mac OS9 or lower Specify name of folder: Provide NetID(s) of user: Type of Access (circle one) Read Only Read/Write				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

¹ All faculty, staff, postdocs and students are automatically charged for email and network connections, but you must still register your devices and request setup of your email account as a security precaution. The following people are not automatically assessed for network services and must register and pay for them upon use: voluntary faculty, consultants, associates, retirees, casual employees, and people outside the Schools of Medicine or Nursing.

² Network backup service surcharge for additional storage at .51¢ per GB over 50GB per month

³ Centralized File Services (work group computing) surcharge of \$3 per 150 MB per month over 150MB per month

PAYMENT and Authorized Signature – for Business Office use only (To split costs across several PTAEs, send email to client.accounts@yale.edu)		
Monthly charges (new orders or changes):	_____ - _____ - _____ - x x x x x - _____	
One time/hourly fees (if different from monthly):	_____ - _____ - _____ - x x x x x - _____	
Department	Business manager's name	Authorized signature (required)