Engineering Computer Services
Routable IP Request Form

Requestor Information:
Name: ____________________________________________

Last     First

Staff/Faculty: ___  Student: ___ (requires faculty signature and contact information)

Phone Number: ___________________________  Email Address: ___________________________

(If this is a student request, the faculty information below must be completed as well.)

Faculty Name: ____________________________________________

Faculty Phone Number: ________________  Faculty Email Address: ___________________________

System Information:
System Location: ___________________________  OS: ___________________________

(building and room number)

MAC or Physical Address: ___________________________  DNS Name: ____________________________ecs.umass.edu

List all ports which need to be publicly accessible on the system (ftp, www, ssh, etc. Indicate port number as well as describe if non-standard):


Does the system house sensitive data: (see www.oit.umass.edu/security/compliance/securing_data.html)  Yes ___  No ___

If yes, please describe the type of data stored: (ssn, lic no., cc data, medical records, academic records, etc)


ECS Use only:

RT #: ___________________________  IP Address: ___________________________

Date: ___________________________
ECS Routable IP Agreement

ECS now assigns non-routable or private IP addresses unless the user requests a routable or public IP address. Non-routable IP addresses offer a greater level of security, since they can't be scanned from outside of the local network. Most users will be able to function completely with a non-routable IP address. You should only use a public IP address if you computer needs to be accessible from computers outside the ECS network. You might need this functionality if you are running web server, or accessing your computer from remote systems. If you do need a public IP address, please complete the reverse side of this form.

By requesting a public IP address, you take responsibility for securing your computer and the data on it. This means that you must run anti-virus software, and keep that software up-to-date. You must stay up to date with any system and/or application software patches applicable to your system. ECS reserves the right to monitor your system. This task may be accomplished with running software on your machine or even requiring root privileges on the machine. (I agree to comply with whatever mechanism ECS has implemented to ensure that my machine is compliant with all software patches) You must only run those services and applications required for your job duties or research. You must close any ports that aren't needed for your applications and system functionality. If you need any assistance with securing your system, you should contact ECS for help.

You must also be familiar with ECS and OIT polices regarding computer and network use. You can find those policies at these locations:

http://www.ecs.umass.edu/index.pl?id=3385
http://www.oit.umass.edu/policies/index.html

In addition you need to inform ECS if you store any sensitive data on your system. Please see http://www.oit.umass.edu/security/compliance/securing_data.html for an explanation managing sensitive data. Sensitive data at the University constitutes the following:

- **Personal information**: An individual's name in combination with any of the following: Social Security Number, Driver's License Number, State Identification Card Number, financial account number, credit or debit card number (based on Chapter 93H of the Massachusetts General Laws of 2007).

- **Health information**: Individually identifiable information related to a person's physical or mental health. This applies to any past, present, or future condition, treatment, or payment of health care service (based on the Health Insurance Portability and Accountability Act of 1996, a.k.a. HIPAA).

- **Education records**: Students' academic, personal, and financial information as described in the most recent Academic Regulations Handbook (based on the Family Educational Rights and Privacy Act, a.k.a. FERPA).

I understand my responsibilities regarding administering a computer on a public IP address

Signature: ______________________  Name: ______________________  Date: ____________

Faculty approval (if student): ______________________