



By submitting this form, you affirm that you have read and understand the Information Technology Appropriate Use Policy at: <http://www.yale.edu/its/policy/>

Fax completed form to 203-785-3606

Date:		NetID	Phone	Location-bldg/room
User name:				
Contact name:				

ORDER – provide a detailed order (connection type, device, services and accounts)

1. NETWORK CONNECTION (skip to section 2 if this is not a new connection, registration or device removal)	CHARGES
<input type="checkbox"/> Install new network jack/connection	Hourly \$90
<input type="checkbox"/> Register device on network ¹ (wired connections only)	
<input type="checkbox"/> Register device with wireless network connection ¹	
<input type="checkbox"/> 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 Smartphone Wireless Access Point Other, please specify: _____

Physical Hardware Address (NIC): required for all devices, see [instructions for how to find your NIC \(http://www.yale.edu/its/network/ip_and_nic/\)](http://www.yale.edu/its/network/ip_and_nic/).

Name of additional user who needs access to this device: _____ NetID: _____

Device location (building / room): _____

3. SERVICES

- Install **new** device on network¹
- Transfer data from an old computer to a new computer (swap)
- Reconfigure device for new user *NetID or name of previous user:* _____
- Move computer to new location *Building / room:* _____
- Upgrade operating system (please specify) _____
- Install Software / Application (please specify) _____
- License & Media (check one) will be provided would like to purchased through ITS
- Create IDX print queue

Install Y-NHH Applications - each requires an account prior to install

4. ACCOUNTS	CREATE	CANCEL	CHANGE CHARGING	Monthly
Email account included in the FTE bundle	<input type="checkbox"/>	<input type="checkbox"/>		
Email account not included in the FTE model ¹	<input type="checkbox"/>	<input type="checkbox"/>		\$0
YaleConnect email and scheduling included in the FTE bundle	<input type="checkbox"/>	<input type="checkbox"/>		\$0
Departmental YaleConnect email & calendaring included in FTE bundle	<input type="checkbox"/>	<input type="checkbox"/>		\$0
Departmental central email	<input type="checkbox"/>	<input type="checkbox"/>		\$0
Network services for people outside the FTE charging model (includes email, network access, help desk and virus protection ¹)	<input type="checkbox"/>	<input type="checkbox"/>		\$0
Central backup service ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$3.65 (<100 GB) \$.15 (per GB over 100 GB)
Scheduling - circle one: location or shared resource; please specify name if resource account, i.e. Conf Rm. 101	<input type="checkbox"/>	<input type="checkbox"/>		\$0
Central File Service (shared file service) <input type="checkbox"/> Check if using Mac OS Specify name of folder: _____ Provide NetID(s) of user: _____ Type of Access (check one): <input type="checkbox"/> Read Only <input type="checkbox"/> Read/Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$1 per GB

¹ All faculty, staff, postdocs & students are automatically charged for email & 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 & must register: voluntary faculty, consultants, associates, retirees, casual employees, & people outside the Schools of Medicine or Nursing.
² Network backup service surcharge for additional storage at .15¢ per GB over 100GB 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 X - _____
 One time/hourly fees (if different from monthly): _____ - X X X X X X - _____

Department	Business manager's name	Authorized signature (required)
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