

University of Tennessee Institute of Agriculture: UTIA IT0304P – Network Registration Procedures	
Version: 1.0	Effective Date: June 22, 2018

Objective:

The purpose of this document is to implement and maintain a consistent manner of registering all information technology (IT) assets used by University of Tennessee Institute of Agriculture (UTIA or Institute) within the UT Knoxville (UTK) network registration system (NetReg).

Scope:

These procedures apply to IT assets owned, operated, or provided by the Institute, as well as to all students, faculty, staff, and users, while accessing, using, or handling the Institute's IT assets. In addition, these procedures apply to IT assets owned, operated, and provided by Tennessee State University (TSU) and county governments, but that are registered through the UTK network registration system, as well as all to students, faculty, staff, and users, while accessing, using, or handling the TSU or county IT assets on the UTK and/or Institute network.

Procedures:

In order to keep more accurate IT asset details and inventory within the [network registration system](#), it is important that all IT assets be registered in a certain way, either by an IT representative, the UTK Office of Information (OIT) HelpDesk, or individuals. The following guidelines must be heeded. Any time an Institute-, TSU-, or county-owned IT asset is repurposed, the IT asset must be removed from the network registration database by notifying the Institute's Chief Information Security Officer (UTIA CISO) via email, or by the appropriate regional IT representative, then re-registered by or for the new user.

Section 1 – Device Identification

Location and Room

These fields are required by the registration process. Please choose the appropriate location from the dropdown menu and add the room number in which the IT asset will be kept.

Operating System Type

The Operating System (OS) Type field is optional, but please choose the correct OS Type from the dropdown menu. Should the OS be upgraded, this field needs to be updated in the network registration database.

Product

The Product field is optional, but please choose something appropriate.

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S/N

The S/N, or serial number, field is optional. However, please enter the serial number or service tag in this field. This is particularly important when trying to maintain an inventory of Institute-owned IT assets through the network registration database. It is also important for verifying a specific IT asset.

Tag

The Tag field refers to the UT Blue Tag used for products of a certain cost. The field is optional, however, if you have a Blue Tag on the IT asset you are assigned, please enter this tag number.

Section 2: Security Information

Resource Group

Choosing the correct resource group is equally important, in that Institute-, TSU-, and county-owned IT assets may be identified and managed more easily. The group allows an IT asset that may be compromised and affecting others on the network to be disabled by the UTIA CISO should the owner or primary user not be accessible. This field also allows those with appropriate access to make certain edits to the entry, such as location. Please use only these resource groups when registering IT assets:

- ag – This group is appropriate for all IT assets registered by or for Institute Administration, AgResearch, Extension, and Herbert staff regardless of whether the connection is wired or wireless.
- vetmed – This group is appropriate for any Institute-owned IT asset registered by or for CVM staff regardless of whether the connection is wired or wireless.

Do not leave the group field blank and do not choose any other group than those listed above.

Domains

Choosing the correct domain can make a difference when registering an IT asset, as the domain name serves to identify IT assets with a text-based label that refers to Internet Protocol (IP) resources, organizing network addresses in like areas. When registering an IT asset, please use only these domains:

- *ag.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for Institute Administration, AgResearch, UT Extension, and Herbert

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College of Agriculture staff. If you are in one of these units and you do not have this choice, please contact the OIT HelpDesk at (865) 974-9900, and ask them to register for you using this domain.

- *vet.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for the College of Veterinary Medicine (CVM). Please contact the CVM Computer Support for help registering your IT assets.
- *nomad.utk.edu* – This domain is appropriate for all IT assets connecting to the wireless network registered by or for Institute Administration, AgResearch, UT Extension, Herbert, and CVM.

Do not use any domain except for the ones listed above.

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- *ag.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for Institute Administration, AgResearch, UT Extension, and Herbert College of Agriculture staff. If you are in one of these units and you do not have this choice, please contact the OIT HelpDesk at (865) 974-9900, and ask them to register for you using this domain.
- *vet.utk.edu* – This domain is appropriate for all IT assets connected to the wired network registered by or for the College of Veterinary Medicine (CVM). Please contact the CVM Computer Support for help registering your IT assets.
- *nomad.utk.edu* – This domain is appropriate for all IT assets connecting to the wireless network registered by or for Institute Administration, AgResearch, UT Extension, Herbert, and CVM.

Do not use any domain except for the ones listed above.

References:

[UTIA Glossary of Information Technology Terms](#)



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For more information, contact Sandy Lindsey, UTIA CISO, at (865) 974-7292, or email sandy@tennessee.edu.

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Approval of Procedures

We approve UTIA IT0304P – Network Registration Procedures as described in this document.

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		06/22/2018
Charles Lambrecht	Computer Operations Manager, UTCVM		6/21/18
Brent Lamons	Director of Advising, Herbert College of Agriculture		6/20/18
Joel Lown	Coordinator, AgResearch		6/21/18
Emily Tipton	IT Coordinator, Extension		6/21/18
Kristy Keel-Blackmon	Communications Specialist, Forestry, Wildlife and Fisheries		6/22/18
Joanne Logan	Associate Professor, Biosystems Engineering and Soil Science		6/22/18