Incubator Device Registration Form

Any devices that will be connecting to the Spectrum wired internet connection need to be registered. This form is to be filled out for each device needing to be registered. Please email or give the form to the Incubator Administrator.

MAC address/physical address and device/host name will need to be pulled from the device and can be gathered by doing the following:

Windows

➢ In the start menu search box type **cmd**, then hit enter
➢ This will pull up a black command box, type **ipconfig/all** and hit enter
➢ Scroll all the way to the top
  o Under the *Windows IP Configuration* find the **Host Name**
  o Under the *Ethernet Adapter Local Area Connection* find the **Physical Address**

Apple/Mac

➢ Click on the Apple icon on top left corner of screen
➢ Go to System Preferences –Hardware

Device Type (desktop, laptop, etc.):

Company:

Primary User:

Where device is located:

Device Name (Host Name):

MAC Address (Physical Address):

Internal Use Only

IT Issues/Notes: ☐ Device Registered   Date: _____   Staff Initials: _____