Device Registration

Fall 2010
Device Registration is available at:

https://tim.txstate.edu/ndmrs

- Use your **Texas State NetID** and **Password** to log in
Main Screen
Important Information

• Hover over input fields to see descriptive tooltips

• All information will be erased if a page is ‘Refreshed’

• Fill out all required fields before saving the device registration
  (this information is provided in later slides)

• Check each tab to see if any required information is missing. Missing fields will be flagged

  – For Registering New Devices: See slides 5, 6, and 8 through 13
  – For modifying Existing Devices: See slides 7 through 13
  – To Inactivate a Device: See slide 13
  – IT Security Contact Information: Slide 15
If it is a new device, Click on ‘Register Devices’

- Allow a minimum of 20 minutes of uninterrupted time to complete device registration
- Sessions will timeout after 120 minutes of inactivity
To submit your completed registration, click on the ‘Submission’ tab, check the appropriate box and click on the ‘Submit Registration’ button.

A confirmation page with a reference ID for the device will be displayed after submission. You may print this page for your records.
If you need to modify an existing registration:

• Click on Search/Modify Devices

• Search by Reference ID or your NetID
Select the Device you want to modify

Click on each tab and fill out required fields
(See following slides for required information)

Click **Save** after completing each page
Required Fields: Configuration

- Device name
- IP Address allocation
- MAC address
- Operating system
- Unique user count
- Admin user count
- Backup media
- Backup frequency
Required Fields: Ownership

- Division or College
- Center or Department
- NET ID (of responsible administrator)
- System Administrator’s Contact Information
  - First & Last names
  - Phone number
  - Email
  - Office
Required Fields: Site Info

• Building where Device Resides
• Physical Protections
  – Check all that apply

Required Fields: Sensitive Info

• Check all that apply
Required Fields: **Protection Tab**

- Is anti-virus software installed and active?  
  – Select Yes or No

- If selected **Yes**, complete:  
  – What Type of AV software?  
  – What version of AV software?
Inactivate Devices

Change your device status if it is no longer in use:

• Click on ‘Activate/Inactivate Devices’
• Search for the device By Reference ID or Click ‘Display All’ (Only devices that you had registered will be listed)
• Select the device
Inactivate Devices

• Check the box marked Inactive (or Active)
• Click on Active/Inactive button
For Assistance Contact:

IT Security

– 512-245-4225

– itsecurity@txstate.edu