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 9 through 12
- For Modifying Existing Devices: See slides 7 through 12
- 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
Click on each tab and fill out all required fields
(See slides 9-12 for required information)

Click **Save** after completing each page

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)

<table>
<thead>
<tr>
<th>SystemID</th>
<th>Current As Of</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>12/1/2008</td>
<td>testDevice</td>
</tr>
<tr>
<td>129</td>
<td>8/10/2008</td>
<td></td>
</tr>
<tr>
<td>178</td>
<td>7/25/2008</td>
<td></td>
</tr>
</tbody>
</table>

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 Activate/Inactivate button
For Assistance Contact:

IT Security

– 512-245-4225

– itsecurity@txstate.edu