

**Note:** Issue of a Red Plate and device registration for access to the UniSA wired network is only granted where there is a particular requirement. UniSA Students and Staff should connect non-UniSA owned equipment to the UniSA wireless network. To configure your wireless settings go to:

[http://www.unisa.edu.au/ists/GettingConnected/Wlan\\_home.asp](http://www.unisa.edu.au/ists/GettingConnected/Wlan_home.asp)

**Return or Fax Form to:**

ISTS Help Desk  
Information Strategy and Technology Services  
Mawson Lakes Campus **OR 8302 5012**

## System Owner Details - (Please PRINT clearly in BLOCK letters.)

Family Name or Surname ..... First Name or Given Name ..... Middle Name *(If no middle name, write NONE.)* .....

Division/School/Unit ..... Contact Telephone Number ..... Local IT Support Person .....

Type of Applicant: *(Please  appropriate box)*      Visiting Staff:       UniSA Staff Member:       Research/Postgraduate Student:

## Machine Details - (\*All fields must be completed.)

Manufacturer/Supplier\* ..... Equipment Location\* .....  
 Model\* ..... Network card type\* .....  
 Equipment Type\* ..... Ethernet Address\* .....  
eg desktop / notebook / printer / other .....  
 Serial Number\* ..... Red Plate needed until\* ..... / ..... / .....

\* Please do not state that the plate is needed indefinitely.

\* If no date is provided the default is 3 months.

## Red Plate Policy Compliance

To ensure the compliance of all IT equipment connecting to the university network, this computer must have:

- Up to date Antivirus software installed (eg Symantec Antivirus) set to auto-update virus definitions.
- All security and critical software "patches" applied and kept up to date.
- All relevant Service Packs installed.

Please Note:

- **The network address may be withdrawn if problems occur with its use on the UniSA network.**
- Authorisation for connection to the UniSA network does not imply a commitment by ISTS or local IT support staff to provide support for the computer.

OHS&W

- All OHS&W considerations must be taken into account when authorising a Red Plate request. If a privately owned computer system is used instead of a University owned computer the private system needs to be electrically tested and tagged as per Australian Standard AS/NZS 3760:2003.

Reference:

- For more information: <http://www.unisa.edu.au/ists/Staff/Purchasing/Hardware/redplate.asp>

## Red Plate Authorisation

I, the undersigned, do hereby agree that the system referred to above will be kept up to date in accordance with the Red Plate policy (<http://www.unisa.edu.au/ists/Staff/Purchasing/Hardware/redplate.asp>) and that my usage will conform to the "Acceptable use of Information Technology (IT) facilities" policy. (<http://www.unisa.edu.au/policies/policies/corporate/c22.asp>)

Owner/End User ..... Signature ..... Date .....

I, the undersigned, do hereby agree that this system has been checked and is acceptable to install on the University Network.

IT Support Officer ..... Signature ..... Date .....

I, the undersigned, do hereby agree that this system is required for UniSA related work.

Head of School/Unit ..... Signature ..... Date .....

## ISTS Use Only

Actioned By: ..... HPSD#: .....

Red Plate #: ..... IP Issued: ..... Customer Notified: ..... / ..... / .....