



## Application for Network Connection in SCID Visiting Research Scholar Office

User Type:       *Staff*                       *Student*                       *VRS*

Name: \_\_\_\_\_ HKBU ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Room: \_\_\_\_\_ Seat: \_\_\_\_\_ Tel: \_\_\_\_\_

Start Period (dd/mm/yy): \_\_\_\_\_ End Period (dd/mm/yy): \_\_\_\_\_

Type of Computer:     PC (Model : \_\_\_\_\_)

NoteBook (Model : \_\_\_\_\_)

Mac Address of network card or Ethernet adapter: \_\_\_\_\_  
(use Run > cmd > *ipconfig /all* in WinXP command prompt)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Science Faculty Official Use Only:**

Received on: \_\_\_\_\_ Verified by: \_\_\_\_\_ on \_\_\_\_\_

MAC Address: \_\_\_\_\_

DHCP address: \_\_\_\_\_ Done on \_\_\_\_\_ by \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

IT Coordinator, Faculty of Science

-----Please retain below for your reference-----

**Notes/Remarks:**

1. Each applicant who has a seat is allowed to install a HKBU-provided PC or self-provided notebook for network connection. **The PC should have the latest Windows Updates, Antivirus signatures, and proper Firewall settings ready** before getting access to the Internet through our campus.
2. Each network connection port is pre-activated for specific subnet in the campus network. **Users must apply the network connection through this form in order to get a correct IP address for use in his/her room.**
3. For the sake of efficient verification, please fill out the PC description and the MAC address of the network card in your PC/Notebook.
4. Please send it to Ms Winnie Wu at SCT810 in person or via campus mail. Upon receiving the application, IT staff in Science Faculty will contact you for verification of the PC details and then follow up with the network connection.
5. Please allow 2-3 working days for the application after verification.
6. If you have any query, please feel free to contact Ms Winnie Wu, Senior Scientific Officer at ext. 7078.
7. This form can be downloaded from the Science Faculty Form Service Homepage (<http://www.sci.hkbu.edu.hk/sciform.html>)
8. **Privacy statement:** The information collected here will be kept and used by Science Faculty Dean's Office only for the network connection application. For information retrieval, please contact Winnie Wu at ext. 7078.