

Managing Network Registrations

This document contains the following sections:

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 - [Retain Outlet Registration](#)
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For information related to this topic refer to:

- [Connecting to the Network](#)
(<http://www.cmu.edu/computing/network/wire/index.html>)
- [Connecting to the Campus Network \[PDF\]](#)
(<http://www.cmu.edu/computing/doc/network/connect/getconnected.pdf>)

Last Updated: 7/26/07

Overview

Department administrators are responsible for maintaining system information for their group using the [Network Registration System \(http://netreg.net.cmu.edu\)](http://netreg.net.cmu.edu) . For security reasons, it is important that machines and outlets are properly assigned to the individuals who use them. If necessary, Computing Services may need to identify owners of machines and outlets in instances where the Computing Policy and Guidelines are violated. We do understand and accommodate the need for registrations that are not owned by individuals - such as machine and outlet registrations (e.g., clusters or departmental machines) that are properly owned by the department group only.

All department administrators will receive important network information for the machines registered in their department as well as warnings for any misuse.

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Register New or Transfer Registrations

Register a New Computer

Computers should be registered to the individual using them, not to the department or the departmental administrator. Exceptions are made for cluster and departmental computers.

To register a new computer, follow the steps below. You will need the **hardware address, building location and subnet** for the computer you are registering.

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>). The Network Registration page appears. Read the instructions on this page. Be sure to download the Root Certificate.
2. Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
3. Select **Register New Machine**, at the top of the page.

Registered Machines [\[Help\]](#)

[Register New Machine](#) [Search Your Machines](#) [View Expiring Machines](#)

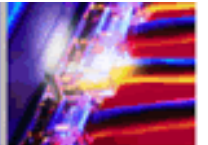
Select a column heading to sort by the column field.

Hostname	Hardware Address	Mode	IP Address	Subnet
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4. Depending on whether you are registering a wired or wireless connection, do one of the following:
 - **Wireless Connections:** Choose **Wireless** from the **Network** pull down menu and click **Continue**.
 - **Wired Connections:** Choose a location from the **Building** pull down menu and click **Continue**. Next, select the subnet from the **Subnet** pull down menu.

Network Registration

netreg.net.cmu.edu



Machine Registration

[\[Main\]](#) [\[Help\]](#) [\[Signoff\]](#)

Register a New Machine

Please select the location for this machine. You may select by network, building, or subnet. Subnets are collections of common machines and typically are constrained to a single building or department. Networks are popular subnets that do not belong to an individual buildings. If you select the building that this machine will be used in, you will next be presented with a list of subnets in the building (assuming that more than one exists for the building.) If you know the subnet already, you can select the subnet and proceed directly to the registration page.

Select the Network [\[Help\]](#)

[Network:](#)

--select--

-OR-

Select the Building [\[Help\]](#)

[Building:](#)

--select--

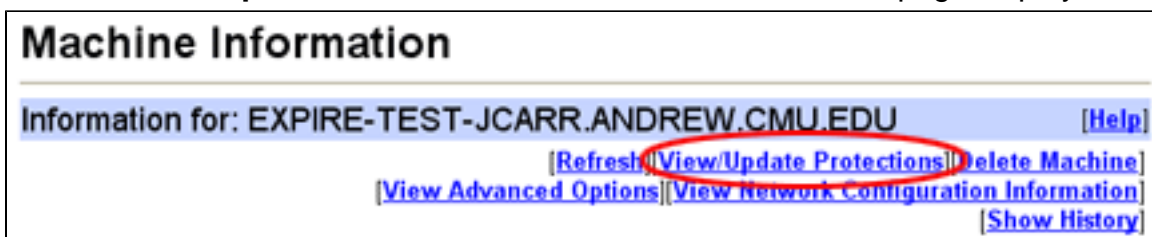
5. The Basic Information page appears with fields for Hostname, Hardware Address and Affiliation.
 - **Hostname / Domain Name:** The Hostname field is optional; you may enter a name for the computer in this field. In the Domain field, select the appropriate domain for your group. Unless your group is specifically listed, select **andrew.cmu.edu**.
 - **Hardware address:** This field will be completed for you.
 - **Affiliation:** Select the appropriate affiliation.
6. Click **Continue** to register the computer. Depending on whether your registration was successful or not, you'll be presented with one of the following:
 - **If the registration process fails**, you'll be presented with the Register a New Machine screen again. A red box appears indicating the problem.
 - **If the registration is successful**, you'll be presented with a green box and a list of your registered machines.
7. Once you've completed the registration process, allow **at least 30 minutes** for the information to propagate to the network.

Important Note: Machines and outlets should be assigned to the individuals who own them. Next, follow the steps in the **Transfer Machine Registration** section of this document to transfer the machine to the actual owner.

Transfer Computer Registration

Follow the steps below, to transfer a computer to the individual who will use it.

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>). Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
2. At the Registered Machines page, select the machine you want to transfer. The Machine Information page will appear.
3. Click the **View/Update Protections** link. The View Protections page displays.



4. Under the **Add user/group to protections** area of the View Protections page:
 - Type a valid **Andrew userID** under Identity.
 - Check the **Read** and **Write** options under Level Rights.
 - Click **Add Protection**.

Network Registration

netreg.net.cmu.edu

Protections Admin [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#)
[\[Signoff\]](#)

[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
[\[Networks\]](#) [\[Outlet Types\]](#) [\[Protections\]](#) [\[Services\]](#) [\[Scheduler\]](#) [\[Subnets\]](#)
[\[Telecom\]](#) [\[Trunk Set\]](#) [\[Users/Groups\]](#) [\[Vlans\]](#) [\[Zones\]](#)

View Protections

Protections for host EXPIRE-TEST-JCARR.ANDREW.CMU.EDU
[\[Table Protections\]](#)
[\[Help\]](#)

[\[Refresh\]](#)

This page shows the protections for the selected resource (machine or outlet, most likely). For machine and outlets, a user or group having READ permission is able to view the resource, while only users or groups having WRITE permission may update the resource. The ADD permission type is not relevant for machines and outlets. Only departmental administrators (members of the dept: groups) may update the protections for a machine or outlet.

Identity	Level	Rights	Delete
dept_jcarrtest	5	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete
jcarr@andrew.cmu.edu	1	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete

Add user/group to protections
[\[Help\]](#)

Identity	Level	Rights
<input style="width: 150px;" type="text" value="jdoe"/> @ <input style="width: 100px;" type="text" value="andrew.cmu.edu"/>	1	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD

←

5. The View Protections page redisplay. The Andrew userID that you entered appears under the Identities assigned to this machine registration.
6. Once the machine is assigned to the owner, click Delete (next to your userID) to remove yourself.

Note: The machine information will be available as part of the department list only. It will no longer appear under your name.

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Remove a Registered Computer

Removing obsolete machines from the [Network Registration System \(http://netreg.net.cmu.edu\)](http://netreg.net.cmu.edu) (NetReg) is an important step in maintaining accurate department records. It also helps to reclaim valuable network IP space.

Follow the steps below to remove an obsolete machine:

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>). Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
2. From the Main page, select the machine you want to remove. The Machine Information page will display.

Machine Information

Information for: TPFIGTEST3.ANDREW.CMU.EDU [\[Help\]](#)
[\[Refresh\]](#) [\[View/Update Protections\]](#) [\[Delete Machine\]](#) [\[View Advanced Options\]](#)
[\[View Network Configuration Information\]](#)

Hostname

The fully-qualified hostname for this machine is a combination of the short name, which you can enter in the box below, and the domain name, which you can select from the drop-down list. For example, if you choose a short name of 'mymachine' and a domain name of 'res.cmu.edu', your fully-qualified hostname will be 'mymachine.res.cmu.edu'. If you leave the short name field blank, a name will be automatically assigned. (You must still select an appropriate domain name.)

Hardware Address

Your hardware address identifies the network card in your machine. For hints about how to find this address on your machine, [click here](#).

Subnet

This defines the location for the machine. Changing the subnet may require changing your hostname and will cause your IP address to change.

[\[Change\]](#)

IP Address

You may leave this field blank and an IP address will be automatically assigned for this host.

Mode

Most people will want to select a mode of 'static'. If this machine will be infrequently used in this location, you may be able to select 'dynamic' (some locations do not

3. Verify that this is the machine you want to remove and click the **Delete Machine** link. The Delete Machine confirmation is displayed.
4. Click **Yes, delete this machine**. A confirmation page will display.

Maintain Group Information

Each department has a key administrator who has the authority to assign and remove department administrator privileges. Department administrators are authorized to maintain group information within NetReg. If you are interested in becoming a key administrator for your department, please email dept-computing@andrew.cmu.edu. (<mailto:dept-computing@andrew.cmu.edu>)

Assigning a Department Administrator

To assign a new department administrator to your group, complete the following steps:

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>). Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
2. From the Main page, select **Groups/Departments**. The Groups/Departments that you have administrative privileges are displayed.

Users & Groups		[Main]	[Search Machines]	[Search Outlets]	[Help]
		[Signoff]			
		[Groups/Departments]	[Department Admin Control]		
<hr/>					
Group/Department Administration					
Groups You Are In					[Help]
Group ID	Group Name				
dept.comperv	Computing Services				

3. Below **Group ID**, click your group name. The View Group Information page will display listing the individuals who currently have administrator privileges.
4. Below **Add User to Group**, type the new administrator's UserID and click **Add User**. The information is added to the list and that person will have administrator privileges for the group.

Removing a Department Administrator

To remove a department administrator first follow steps 1-3 in the above section. Then, continue below:

1. From the Group Information page below Group Members, click **Remove** next to the department administrator's UserID you want to remove.

Group Members			[Help]
Authentication Identity	Full Name	Remove from Group	
am24@andrew.cmu.edu	Arthur Meyers	Remove	
cg2v@andrew.cmu.edu	Chaskiel M Grundman	Remove	
enigma@andrew.cmu.edu	Melinda D Wilson	Remove	

A confirmation is displayed.

Retain Outlet Registrations

If you were notified of an outlet registration that is not assigned to a valid Andrew account and you want the outlet to remain active, follow these steps to view, reassign and retain the registration.

View Expiring Outlets List

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>) . Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
2. At the Registered Outlets page, click **View Expiring Outlets**.
3. Select the name of your group from the **Expiring Outlets for** drop-down list and click **Refresh**. A list of Expiring Outlets for the selected group displays.

Outlets Expiring [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#) [\[Signoff\]](#)
[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
[\[Networks\]](#) [\[Outlet Types\]](#) [\[Protections\]](#) [\[Services\]](#) [\[Scheduler\]](#) [\[Subnets\]](#)
[\[Telecom\]](#) [\[Trunk Set\]](#) [\[Users/Groups\]](#) [\[Vlans\]](#) [\[Zones\]](#)

Expiring outlets for: Dept of Test

Expiring Outlets [\[Help\]](#)
The following outlets are set to expire on the date listed. You can prevent a outlet from expiring by viewing the outlet information screen and clicking 'Retain'.

From	To	Type	Building	Floor	Room Number	Network Segment	Retain
R13@01-325-20	R13@02-@D055	Switched-100	Cyert Hall	02	227	CompClub	<input type="button" value="Retain"/>

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Reassign the Outlet to a Valid Andrew User ID

You received notification that the outlet will be purged because it is not assigned to an active Andrew account. In order to retain this outlet registration, you'll need to assign it to a valid Andrew account before the expiration date. Follow the steps below to reassign the outlet to a valid Andrew userID.

Note: If this outlet does not have an individual owner because it is used for a server or departmental machine, please skip these steps and continue with the steps to [Retain the Outlet Registration](#).

1. From the Expiring Outlets list, click on the outlet number in the From column to open the Outlet Information page.

Expiring Outlets [\[Help\]](#)

The following outlets are set to expire on the date listed. You can prevent a outlet from expiring by viewing the outlet information screen and clicking 'Retain'.

From	To	Type	Building	Floor	Room Number	Network Segment	Retain
R13@01-325-20	R13@02-@D055	Switched-100	Cyert Hall	02	227	CompClub	<input type="button" value="Retain"/>

- From the Outlet Information page, click the **View/Update Protections** link. The View Protections page displays.

Outlet Information

Information for: Outlet R13@01-325-20/R13@02-@D055 [\[Help\]](#)

[\[Refresh\]](#) [\[View/Update Protections\]](#) [\[View Advanced Options\]](#)

- Under the **Add user/group to protections** area of the View Protections page:
 - Type a valid **Andrew userID** under Identity.
 - Check the **Read** and **Write** options under Level Rights.
 - Click **Add Protection**.

View Protections

Protections for outlet R13@01-325-20/R13@02-@D055 [\[Table Protections\]](#) [\[Help\]](#)

[\[Refresh\]](#)

This page shows the protections for the selected resource (machine or outlet, most likely). For machine and outlets, a user or group having READ permission is able to view the resource, while only users or groups having WRITE permission may update the resource. The ADD permission type is not relevant for machines and outlets. Only departmental administrators (members of the dept: groups) may update the protections for a machine or outlet.

Identity	Level	Rights	Delete
dept:jcartest	5	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete
jcarr@andrew.cmu.edu	1	<input checked="" type="checkbox"/> READ <input type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete
jcarr@cs.cmu.edu	1	<input checked="" type="checkbox"/> READ <input type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete

Add user/group to protections [\[Help\]](#)

Identity **Level Rights**

@ READ WRITE ADD

- The View Protections page redisplay. The Andrew userID that you entered appears under the Identities assigned to this outlet registration.

Retain the Outlet Registration

- From the View Protections page, click **Main** and then click **View Expiring Outlets**.

2. Select the name of your group from the **Expiring Outlets for** drop-down list and click **Refresh**. The list of Expiring Outlets for the selected group redisplay (including the outlet that you reassigned to a valid userID).
3. Click **Retain** next to the outlet number.

Expiring Outlets [\[Help\]](#)

The following outlets are set to expire on the date listed. You can prevent a outlet from expiring by viewing the outlet information screen and clicking 'Retain'.

From	To	Type	Building	Floor	Room Number	Network Segment	Retain
R13@01-325-20	R13@02-@D055	Switched-100	Cyert Hall	02	227	CompClub	<input type="button" value="Retain"/>

4. If you are finished reassigning and retaining outlets, click **Signoff**. If you would like to reassign and retain another outlet, click **Main** and then click **View Expiring Outlets**. Repeat the steps to [Reassign](#) and [Retain](#) the registration for the next expiring outlet.

Outlets Expiring [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#) [\[Signoff\]](#)

[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
[\[Networks\]](#) [\[Outlet Types\]](#) [\[Protections\]](#) [\[Services\]](#) [\[Scheduler\]](#) [\[Subnets\]](#)
[\[Telecom\]](#) [\[Trunk Set\]](#) [\[Users/Groups\]](#) [\[Vlans\]](#) [\[Zones\]](#)

Last Updated: 7/26/07

Retain NetReg Registration

If you were notified of a machine registration that is not assigned to a valid Andrew account and you want the machine to remain active, follow these steps to view, reassign and retain the registration.

View Expiring Machines List

1. Go to the NetReg page at <http://netreg.net.cmu.edu> (<http://netreg.net.cmu.edu>) . Click **Enter** at the bottom of the page and enter your Andrew ID and password at the WebISO login.
2. At the Registered Machines page, click **View Expiring Machines**.

Registered Machines [\[Help\]](#)
[\[Register New Machine\]](#) [\[Search Your Machines\]](#) [\[View Expiring Machines\]](#)
 Select a column heading to sort by the column field.
[Hostname](#) [Hardware Address](#) [Mode](#) [IP Address](#) [Subnet](#)

3. Select the name of your group from the **Expiring Machines for** drop-down list and click **Refresh**. A list of Expiring Machines for the selected group displays.

Network Registration
[netreg.net.cmu.edu](#)

Machines Expiring [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#) [\[Signoff\]](#)
[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
[\[Networks\]](#) [\[Outlet Types\]](#) [\[Protections\]](#) [\[Services\]](#) [\[Scheduler\]](#) [\[Subnets\]](#)
[\[Telecom\]](#) [\[Trunk Set\]](#) [\[Users/Groups\]](#) [\[Vlans\]](#) [\[Zones\]](#)

Expiring machines for:

Expiring Machines [\[Help\]](#)
 The following machines are set to expire on the date listed. You can prevent a machine from expiring by viewing the machine information screen and clicking 'Retain'.

Hostname	Hardware Address	Expires	IP Address	Retain
EXPIRE-TEST-JCARR.ANDREW.CMU.EDU	AFDADFADFADF	2006-07-25	128.2.123.64	<input type="button" value="Retain"/>

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Reassign the Machine to a Valid Andrew UserID

You received notification that the machine will be purged because it is not assigned to an active Andrew account. In order to retain this registration, you'll need to assign it to a valid Andrew account before the expiration date. Follow the steps below to reassign the machine to a valid Andrew userID.

Note: If this machine does not have an individual owner because it is a server or departmental machine, please skip these steps and continue with the steps to [Retain the Machine Registration](#).

1. From the Expiring Machines list, click on the machine Hostname to open the Machine Information page.
2. From the Machine Information page, click the **View/Update Protections** link. The View Protections page displays.

Machine Information

Information for: EXPIRE-TEST-JCARR.ANDREW.CMU.EDU [\[Help\]](#)

[\[Refresh\]](#) [View/Update Protections](#) [\[Delete Machine\]](#)
[\[View Advanced Options\]](#) [\[View Network Configuration Information\]](#)
[\[Show History\]](#)

3. Under the **Add user/group to protections** area of the View Protections page:
 - Type a valid **Andrew userID** under Identity.
 - Check the **Read** and **Write** options under Level Rights.
 - Click **Add Protection**.

Network Registration

netreg.net.cmu.edu

Protections Admin [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#)
[\[Signoff\]](#)

[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
[\[Networks\]](#) [\[Outlet Types\]](#) [\[Protections\]](#) [\[Services\]](#) [\[Scheduler\]](#) [\[Subnets\]](#)
[\[Telecom\]](#) [\[Trunk Set\]](#) [\[Users/Groups\]](#) [\[Vlans\]](#) [\[Zones\]](#)

View Protections

Protections for host EXPIRE-TEST-JCARR.ANDREW.CMU.EDU [\[Table Protections\]](#)
[\[Help\]](#)

[\[Refresh\]](#)

This page shows the protections for the selected resource (machine or outlet, most likely). For machine and outlets, a user or group having READ permission is able to view the resource, while only users or groups having WRITE permission may update the resource. The ADD permission type is not relevant for machines and outlets. Only departmental administrators (members of the dept: groups) may update the protections for a machine or outlet.

Identity	Level	Rights	Delete
dept_jcarrtest	5	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete
jcarr@andrew.cmu.edu	1	<input checked="" type="checkbox"/> READ <input checked="" type="checkbox"/> WRITE <input type="checkbox"/> ADD	Delete

Add user/group to protections [\[Help\]](#)

Identity
Level Rights

@

 READ WRITE ADD

- The View Protections page redisplay. The Andrew userID that you entered appears under the Identities assigned to this machine registration.

Retain the Machine Registration

- From the View Protections page, click **Main** and then click **View Expiring Machines**.
- Select the name of your group from the **Expiring Machines for** drop-down list and click **Refresh**. The list of Expiring Machines for the selected group redisplay (including the machine you just reassigned to a valid userID).
- Click **Retain** next to the machine name.

Expiring Machines [Help]				
The following machines are set to expire on the date listed. You can prevent a machine from expiring by viewing the machine information screen and clicking 'Retain'.				
Hostname	Hardware Address	Expires	IP Address	Retain
EXPIRE-TEST-JCARR.ANDREW.CMU.EDU	AFDADFADFADF	2006-07-25	128.2.123.64	<input type="button" value="Retain"/>

- If you are finished reassigning and retaining machines, click **Signoff**. If you would like to reassign and retain another machine, click **Main** and then click **View Expiring Machines**. Repeat the steps to [Reassign](#) and [Retain](#) the registration for the next expiring machine.

Network Registration

netreg.net.cmu.edu

Machines Expiring [\[Main\]](#) [\[Search Machines\]](#) [\[Search Outlets\]](#) [\[Reports\]](#) [\[Help\]](#) [\[Signoff\]](#)

[\[Activations\]](#) [\[Attributes\]](#) [\[Buildings\]](#) [\[Cables\]](#) [\[Dept Cntrl\]](#) [\[DHCP\]](#) [\[DNS\]](#)
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