

Server Request Form

Requester Name: Requester Email: Requester Ext:

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The requestor will be recorded as the server owner and will be required to authorise any changes to the server including access permissions.

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| Intended Use | Corporate (Department: Click or tap here to enter text.)  Teaching (Module Code: Click or tap here to enter text.)  Research (Research Group: Click or tap here to enter text.) |
| Environment | Production  Development  Test |
| Description  Please provide a brief description of the server. |  |
| Software  Please provide details of the software you will be installing. Please see the [restricted applications](https://www2.aston.ac.uk/ict/staffguide/managed-servers/restricted-applications) list. |  |
| Server Type | Virtual  Physical |
| Operating System | Windows Server 2016  Ubuntu 18.04 LTS  CentOS |
| Processor Cores | Number:  Type (if known): |
| Memory (GB) |  |
| Storage  If you require more than three internal disks please give full details in the *further details* section opposite. | |  |  |  |  | | --- | --- | --- | --- | |  | Disk 1 | Disk 2 | Disk 3 | | Size |  |  |  |   Further Details: |
| Server Administrators Please provide Aston University account usernames. |  |
| 3rd Party Support Please complete if a 3rd party requires administrator access to the server. A separate account will be created for the company. | Company Name: Contact Name: Contact E-mail:  Contact Phone: |
| Server access (Internal)  Please provide details of all internal services this server will need to communicate with and which protocols/ports it will use. | Service Name:  Service Protocol: TCP / UDP / Other:  Service Port(s): |
| Server access (External)  Please provide details of all external services this server will need to communicate with and which protocols/ports it will use. | Service Name:  Service Protocol: TCP / UDP / Other:  Service Port(s): |
| Server Alias  The server will be named in accordance with the Digital Services naming scheme, however a more meaningful alias can be created if required. |  |
| Required By (date)  Minimum 14 days |  |
| Sensitive Data  Will this server store sensitive or personal data? | Yes  No |
| Additional Details |  |

Signature:



By signing the above you hereby accept responsibility for managing the application layer software installed by yourself, and have read and understood the [IT Security Policy](https://www2.aston.ac.uk/ict/studentguide/regs/information-security-policy) and the Acceptable Use Policy.

For our records:

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| Approved: Yes / No | Approved By: |

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| Reason for non-approval: |
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