

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 |
| DescriptionPlease provide a brief description of the server. |  |
| SoftwarePlease 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) |  |
| StorageIf you require more than three internal disks please give full details in the *further details* section opposite. |

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|  | Disk 1 | Disk 2 | Disk 3 |
| Size |  |  |  |

Further Details: |
| Server AdministratorsPlease provide Aston University account usernames. |  |
| 3rd Party SupportPlease 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 AliasThe 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 DataWill 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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