

**Network Configuration Change Request**

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| --- | --- |
| **School Name:** | **E No:** |
| **Street Address:** | **Postcode:** |
| **Suburb:** | **Date:** |
| **Contact name:**  (Contact is to be school employee) | **Contact position:** |
| **Contact email:** | **Contact phone:** |
| **Reason for Request:** | |

**Please Note:**

* The server name is the name your server will be known as on the internet ie the web address. i.e. the full name is name.schooldomain (e.g. *web.stmarks.catholic.edu.au*)

**Table 1. Inbound - Allowing computers on the internet to connect to your server.**

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| --- | --- | --- | --- | --- | --- | --- |
| ***Server*** | | ***IP Address*** | | ***Ports***  ***Note. in most cases both columns will be the same 2*** | | ***Protocol*** |
| ***Type*** | ***Name 3*** | ***Internal*** | ***Source Address.***  ***Optional Used for special cases 1*** | ***Port your server is listening on*** | ***Port advertised to the internet*** | ***UDP/TCP*** |
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Notes.

* ***Source address*** is only needed if you want to restrict which hosts on the internet can connect to your server.
* We can forward connections on one ***port*** to a different port on your server, eg port 80 advertised to the internet but mapped to port 8080 on your server. In some rare cases this may be required.
* ***Name*** is the DNS name that will be created for this service

**Table 2. Allowing your server or workstation to connect to the internet on ports which are not allowed by default.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Server*** | | ***IP Address*** | | ***Ports*** | ***Protocol*** |
| ***Type*** | ***Name*** | ***Internal Address*** | ***Destination Address*** |  | ***UDP/TCP*** |
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**Table 3. DNS record only.**

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| --- | --- | --- |
| ***Fully qualified domain name*** | ***Type of record e.g. A, C Name, MX, or TXT*** | ***IP Address, alias or text*** |
|  |  |  |
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If you have any queries please contact the ICT Helpdesk on 9267 0422 or email [ictsupport@cem.edu.au](mailto:ictsupport@cem.edu.au)