How do I register a computer, printer or other device on the network?

Tell Me

All UNC Charlotte desktops and laptops use the Network Self Registration system for wired access on campus. Devices using a wired network connection, and needing a static IP address (i.e. printers, copiers, specialized workstations, or servers, etc.), can be registered by a Faculty/Staff member submitting the information below by clicking on the "Request Static IP Address" button on this page. You will need to provide:

1. MAC / Ethernet Address
2. Type of System
3. Hostname / Printer Queue Name
4. Serial Number
5. Location / Building
6. Room or Floor Number
7. Comments (Optional)

Registering Multiple Devices?

You can also open a ticket. Please include MAC address, Hostname, Serial Number, Building, Room, User, and Department.

Note

Requests need to be completed by a Faculty/Staff member. Requests may take up to 48 hours to process.

For questions regarding network registration, please contact the IT Service Desk, x7-5500.

Related FAQs

- How do faculty/staff change the desktop background on a university computer?
- How do I re-enroll my university Mac?
- What is a university-managed computer or endpoint device?
- How can I tell if my university computer is "managed" by OneIT?
- What software has been verified to work with Windows 10?