

Thomas Jefferson University ARN / Clinical Network / Local Server DNS Change Request Form

(Form has to be typed not hand written and signed)

Requestor: _____ Date: _____

Phone: _____ E-mail: _____

ISRF Number: _____

Entry #	IP Address/Old DNS name	DNS Name	Existing Record	New Record	Domain	DMZ	Clinical	A	Cname	MX	NS
Ex.	147.140.100.100	newname	X	X	Jefferson.edu	X	X	X			
1											
2											
3											
4											
5											

Please describe what you are trying to accomplish: (use additional space if necessary)

Technical Security Approval:

Originating Server / Network Admin Approval

Date

Destination Server / Network Admin Approval

Date

Administration Approval:

Requestor Dept. Head Approval

Date

Core Technologies Approval (Jeff-IT Requests)

Date

Notes:
***Incomplete or hand written forms will not be processed. Please allow 5 business days for all changes.
Please allow 3 additional business days to perform security scans and vulnerability evaluation when applicable.***

Thomas Jefferson University ARN / Clinical Network / Local Server Firewall / DNS Change Request Process

1. Requestor will:
 - a. Complete Firewall/DNS change request form (form must be typed; hand-written forms will NOT be processed).
 - b. Obtain Department Head's approval.
 - c. Obtain Origination and Destination Server / Network Administrator's approval.
 - d. Submit an on-line ISRF at <http://myrequests.tjuh.org> for TJUH-IS and include number in this form. ISRF number should be referenced when checking on change request status.
 - e. Forward to Core Tech for evaluation and approval.

2. Core Tech will:
 - a. Evaluate the change request, perform security scan and approve it if applicable (all servers are required to pass a security scan prior to approval).
 - b. Obtain TJU CIO's approval, if applicable
 - c. Scan the change request form (with signatures) into an image and forward it to the requestor (with a copy to TJUH-IS).

3. Request will be processed.
 - a. Requestor can use the e-mail (with scanned request) and/or reference ISRF when checking with TJUH-IS for change request status.