How do I register for DHCP service with a permanent reserved IP address?

Q: How do I register for DHCP service with a permanent reserved IP address?

Answer

Submit a IS&T help form or email helpdesk@mit.edu with the subject "DHCP service registration with a permanent reserved IP address" and the following information:

- Requested Hostname:
- MIT Kerberos ID:
- MIT building address:
- MAC address of your Ethernet interface:
- Cost Object:

If this is an academic building, or if a public IP is required, please provide a cost object and billing contact email.

If you are updating an existing hostname, please state that in your email. Please provide old and new information.

If you are unsure how to find the MAC address of your Ethernet interface, you can refer to How can I find my MAC Address of my Ethernet interface?