



Server Hosting Request

Department Information

Contact Name:	Office:
Date:	Department:
Email Address:	Phone Number:

Guidelines

Technology Services provides a fee based physical and virtual server hosting service for campus departmental needs. These servers will reside in the University’s Data Center. Technology Services will perform backups, manage operating system upgrades and patches and coordinate the resolution of hardware and/or software problems. If applicable, a designee within your department must provide support of applications or databases.

All requests and/or changes to existing servers must be submitted to the Technology Services Helpdesk where they will be reviewed and scheduled by a campus system administrator. All hardware, software, and licensing must be obtained and delivered at least thirty days prior to planned implementation.

If a physical server is required, a campus system administrator can work with our contracted server hardware vendor to provide a quote for hardware to match any requirements set forth. Physical server, application software and operating systems will be supported for the duration of their support life cycle at which time they will need to be replaced.

Please fill out and submit this form to helpdesk@uwsuper.edu at which time Technology Services staff will review the request and respond within 10 business days. You may want to ask your software vendor to assist you with populating this form or to request consultation or assistance with the form, email helpdesk@uwsuper.edu and a member of the Infrastructure Team will contact you to schedule a meeting.

Server Hosting Request Type (SELECT ALL THAT APPLY)

- Database Server (Complete Section I)
- File Server (Complete Section II)
- Application Server (Complete Section III)
- Web Server (Complete Section IV)
- Physical Server
- Virtual Server

SECTION I Database Server Hosting Requirements

Vendor Technical Contact Name:
 Vendor Technical Contact Telephone:
 Vendor Technical Contact Email:

What type of access is required?	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Modify <input type="checkbox"/>		
Does the database interact with an application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Do you have technical documentation?	<input type="checkbox"/>	<input type="checkbox"/>			
How much storage (GB) is required? Projected growth percentage/year	_____	_____			
Data Classification*	HIPAA <input type="checkbox"/>	PII <input type="checkbox"/>	FERPA <input type="checkbox"/>	PCI <input type="checkbox"/>	OPEN RECORDS <input type="checkbox"/>
Do you require backup?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Who needs access? (check all that apply)	Students <input type="checkbox"/>	Faculty <input type="checkbox"/>	Staff <input type="checkbox"/>	Public <input type="checkbox"/>	Other <input type="checkbox"/>

Additional Information/Comments:

SECTION II File Server Hosting Requirements

Technical Contact Name:
 Technical Contact Telephone:
 Technical Contact Email:

Group Name _____ Permissions	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Modify <input type="checkbox"/>
Group Name _____ Permissions	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Modify <input type="checkbox"/>

How much storage (GB) is required? _____
 Projected growth percentage/year _____

	HIPAA	PII	FERPA	PCI	OPEN RECORDS
Data Classification*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No			
Do you require backup?	<input type="checkbox"/>	<input type="checkbox"/>			
	Students	Faculty	Staff	Public	Other
Who needs access? (check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information/Comments:

SECTION III Application Server Hosting Requirements

Vendor Technical Contact Name:
 Vendor Technical Contact Telephone:
 Vendor Technical Contact Email:
 List Application Name and Version:

	Yes	No
Are there Technical Documents?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Is there a campus lab where the application will be used?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Can the end user install the client?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Does the campus have existing licenses	<input type="checkbox"/>	<input type="checkbox"/>

Enter the number of workstations _____
 How much storage (GB) is required? _____
 Projected growth percentage/year _____

	HIPAA	PII	FERPA	PCI	OPEN RECORDS
Data Classification*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No			
Do you require backup?	<input type="checkbox"/>	<input type="checkbox"/>			
	Students	Faculty	Staff	Public	Other
Who needs access? (check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information/Comments:

Section IV Web Server Hosting Requirements

Vendor Technical Contact Name:
 Vendor Technical Contact Telephone:
 Vendor Technical Contact Email:
 List Application Name and Version:

	Yes	No
Are there Technical Documents?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Secure Socket Layer (SSL) Certificates?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Accessible from off campus?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Database Server integration?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Will users require authentication?	<input type="checkbox"/>	<input type="checkbox"/>

How much storage (GB) is required? _____
 Projected growth percentage/year _____

	HIPAA	PII	FERPA	PCI
Data Classification*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No		
Do you require backup?	<input type="checkbox"/>	<input type="checkbox"/>		
	Students	Faculty	Staff	Public
Who needs access? (check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information/Comments:

***Data Classification Description**

HIPPA – Protected Health Information **PII**— Personal Identifiable Data (e.g. SSN, birth date)

FERPA – Protected Student Data **PCI** – Payment Card Industry (Credit/Debit Card data)