

**Mercer University
Windows 7 Network Registration Form**

Complete this form to register computers with Microsoft Windows 7 operating systems.

Name (Please Print): _____

Mercer ID#: _____

Campus Address: _____

Phone Number: _____

Windows 7 System

MAC Address of Vista system: _____

Only currently enrolled students and current employees of Mercer are authorized to access the University's wireless network. I certify by my signature below that I am currently enrolled at or employed by Mercer University. Please complete, sign, and bring this form (or send via campus mail) to the Mercer Information Technology Help Desk.

Signature

Date

FAX to 478.301.2977 or deliver in person to the following locations:

**Atlanta Campus: Swilley Library, Suite 108
Macon Campus: IT Help Desk, across from the Soccer field.**

How to find your Ethernet card MAC address

In order to complete the wireless registration process, you will need your computer's MAC (media access control) address. A MAC address is a unique identification code assigned to a network card by the manufacturer of the card. The address is 12 characters long, and each character is a number from 0-9 or a letter from A-F. MAC addresses may have colons or dashes separating the address into six pairs of characters (09:00:07:A9:B2:EB or 09-10-4A-B9-E2-A4).

Windows 7

On Windows 7 machines, find your MAC address by performing these steps:

1. Click **Start**.
2. Type **command** in the **Start Search** field.
3. Click on **Command Prompt** from the list above the **Start Search** box.
4. Type **ipconfig /all** when the command prompt window appears.
5. Press **enter**. Under **Ethernet adapter Local Area Connection**, you should see a physical address listed, this is the MAC address.
6. Type **exit**.
7. Press **enter**. The command prompt window will close.