

## *How to fill out the VI Intake form*

- 1) Go to [https://oit.rutgers.edu/VI\\_Intake](https://oit.rutgers.edu/VI_Intake) and log in with your NetID and password
- 2) Enter all information as requested (**CHANGES TO THE FORM ARE BELOW**)
  - a. Under “Network Requirements” sections
    - i. Add “Network Description” here you describe the network layout.
    - ii. Choose “Type of Network Requesting” and fill out an existing host for reference. If not applicable please type NA
    - iii. Under “Network Communication” add source/port/protocol/destination. Please be as thorough as possible. This helps expedite VLAN and security requests.
  - b. When entering “Server Inventory” section enter Hostname, Compute Tier, OS, Partition Layout and Total Partition Size- **Example Below:**

Server Hostname	Compute Tier	OS	Partition Layout*	Total Partition Storage (GB)*
test1	M1.small (1vCPU 4GB Mem)	Windows 2016 Std.	c:	50

- i. If you require additional partitions to a VM request then click on “Add a new Server / Partition” and only fill out the Partition Layout and Total Partition Storage (GB) columns. Once File Layout is completed and you want to add an additional VM click “Add a new Server / Partition” and start at step 3.

Server Hostname	Compute Tier	OS	Partition Layout*	Total Partition Storage (GB)*
test1	M1.small (1vCPU 4GB Mem)	Windows 2016 Std.	c:	50
	Select	Select	d:	150
test2	M1.small (1vCPU 4GB Mem)	Centos	/	75
	Select	Select	/var	100

- c. When Entering “Managed/ Self Managed / NetBackup” section add Server Hostname from “Server Inventory” section
    - i. Choose Managed or Self-Managed
    - ii. Choose either to Include in NetBackup or not.
- 3) All other information needed has not changed.

If you have any questions on how to fill out the Intake Form please email [vi-request@oit.rutgers.edu](mailto:vi-request@oit.rutgers.edu)