

Order / Change Control Form

IP Address Range Request

Please complete the form below and create a change on the KCOM Portal – <https://portal.kcom.com>

Nasstar will log the changes based on the information contained within this form. In order to progress the change you may be contacted directly by a Nasstar engineer. Target SLA for changes is 5 working days from the point all information is available, we endeavour to action changes more quickly.

Please refer to valuable customer information offered at the bottom which may aid you with your request.

Establishment and Contact Information	
School Name	
Site ID (if known)	
Contact Name	
Contact Telephone Number	
Contact Email Address	
Nasstar Reference (if known)	

Request Details	
Do you currently have any IP addresses for this location?	Yes / No
Please list if known	
Please outline your requirements and planned changes	

How many IP addresses do you require?			
256		2048	
512		4096	
1024		Other	
Do you plan on keeping the existing range long term?			
ACL Requirements - Do you require the new range to be able to talk with your current ranges?			

Customer Information

Internet Filtering

All new IP address ranges will need to be setup for the internet filtering service you choose to use, please notify your service provider to allow setup for your new address range.

Internet IP Addresses

Public Internet Addresses are assigned through the firewall process, these can only be assigned once the requirements for the address are known. Without a completed firewall form we cannot assign addresses.

Firewall Rules

All new IP address space will be clear from services on the emPSN firewall. All services which are in use on existing ranges which are required on the new range must be requested through the firewall and will not be enabled by default.

Where you are planning to migrate from your existing IP range to the new IP range, a copy of your existing firewall rules can be requested for migration purposes. Firewall rules cannot be migrated by default.