"Options for Administrators of the JHARS system"
There are seven administrator options available:

**Option 1:** Pending requests for static IP addresses/DNS entries

If you are responsible for handling all aspects of a particular subnet, you will need to monitor this option for new requests. Clicking this will display any requests waiting for your response/approval.
All pending requests in the Jhars system will be displayed. However, you will only be able to access requests from your scope.

Click on the request:

Enter the assigned IP address. You can use the search feature at the bottom of the screen to see what is currently in use.

There is a message area for comments, if needed.

Click on the Request Accepted or Request Denied button. The information will be sent to the requestor via email.
Option 2: Search Functions

This allows you to search using different methods. Ex: IP; MAC; Username; etc.
Option 3: Reserve an IP Address

Enter the IP address to be reserved and select the CNR server from the drop-down list, then click “Submit”. This will query the dhcp server to see if there is a reservation currently assigned to the address.
If a Reservation does not exist, enter the mac address of the device and submit the request.

Option 3A:

If the address entered currently holds a lease, JHARS will notify you of the mac address assigned to the IP and allows you to reserve the address by “Submitting the Request”.
Option 3B:

If the IP to be reserved currently has a reservation, you will be informed of this along with the option to make modifications.

To modify/change the current reservation of a leased IP.

Enter the new mac address and submit.
**Note:** The new mac/device being reserved cannot be on the network until the reservation has been completed. If the device is holding a leased address on the subnet for the reservation, the lease will not change to the reserved IP. In this situation, you will need to contact the Dhcpmaster.

**Option 4: Modify a Reservation**
(same as above)

**Option 5: Request a Static IP**

![Image of the Johns Hopkins Address Registration System](image)

**Step 4:** Fill out the IP request form. All fields in RED, are required fields.

**Step 5:** Click “Submit Request”.
There is a 48-hour turnaround time for obtaining static IP addresses. The IP address & other network configuration settings will be sent to you via e-mail to the e-mail address listed in JHED. Should the request be denied, you will also be sent an email stating the reason(s).

A list of the DMZ scopes and their locations are available on the submission page.

**Option 6: Query a CNR server**

Enter the IP address to search on. Select the CNR server from the drop-down box and click Submit.
If the IP is holding a lease, the information will be displayed. To view the information for the mac address (owner; location etc.) click on the mac address highlighted at the bottom of the screen.

Option 7: Register mac addresses (bulk)

Select the CNR Server from the drop-down box.
Select the CNR Class Name “activated” from the drop-down box.

Enter the mac address(s), one per line using a “:” between each octet. If a device name is needed, enter this after the mac address with one space in-between.

Due to restrictions, a maximum of 50 devices should be entered at one time.