

JHARS

**“The Johns Hopkins Address
Registration System”**

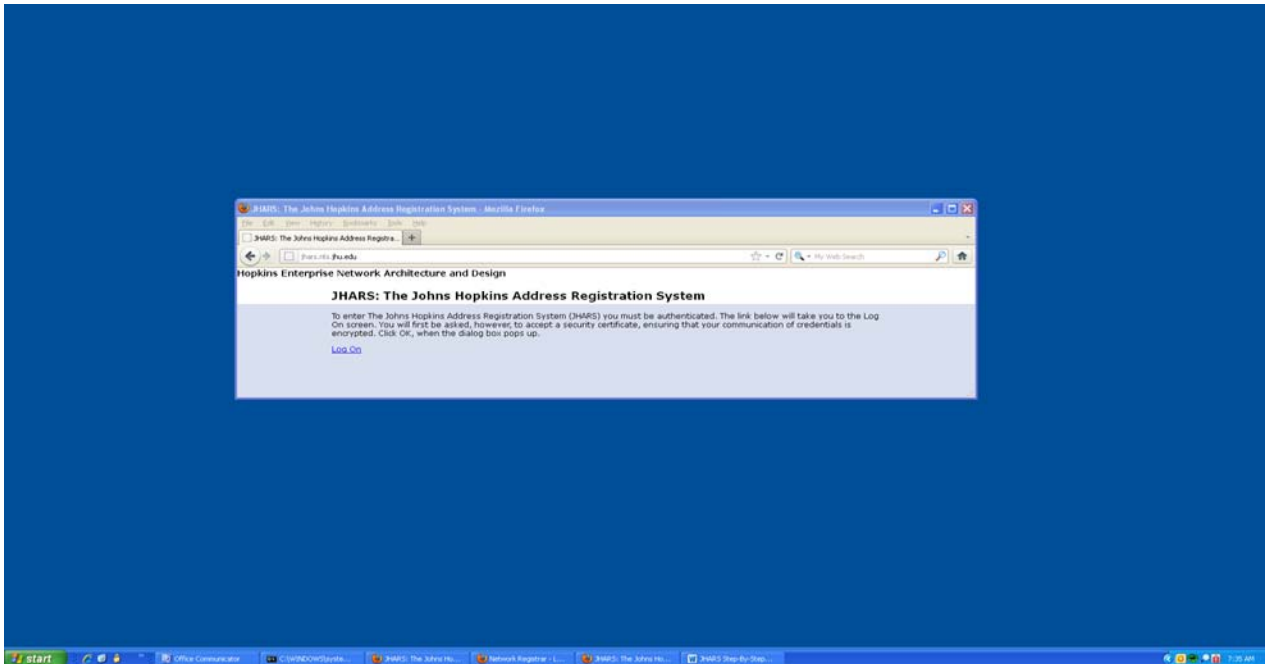
**Registration
Instructions for
DHCP, Reserved
& Static IP
Addressing**

The JHARS system provides an automated mechanism for registering devices for DHCP. In addition, the system provides a means to request a reserved IP address for a printer or server, along with DMZ and static addressing for devices that cannot run DHCP. To use JHARS you will need to know your JHED ID and password.

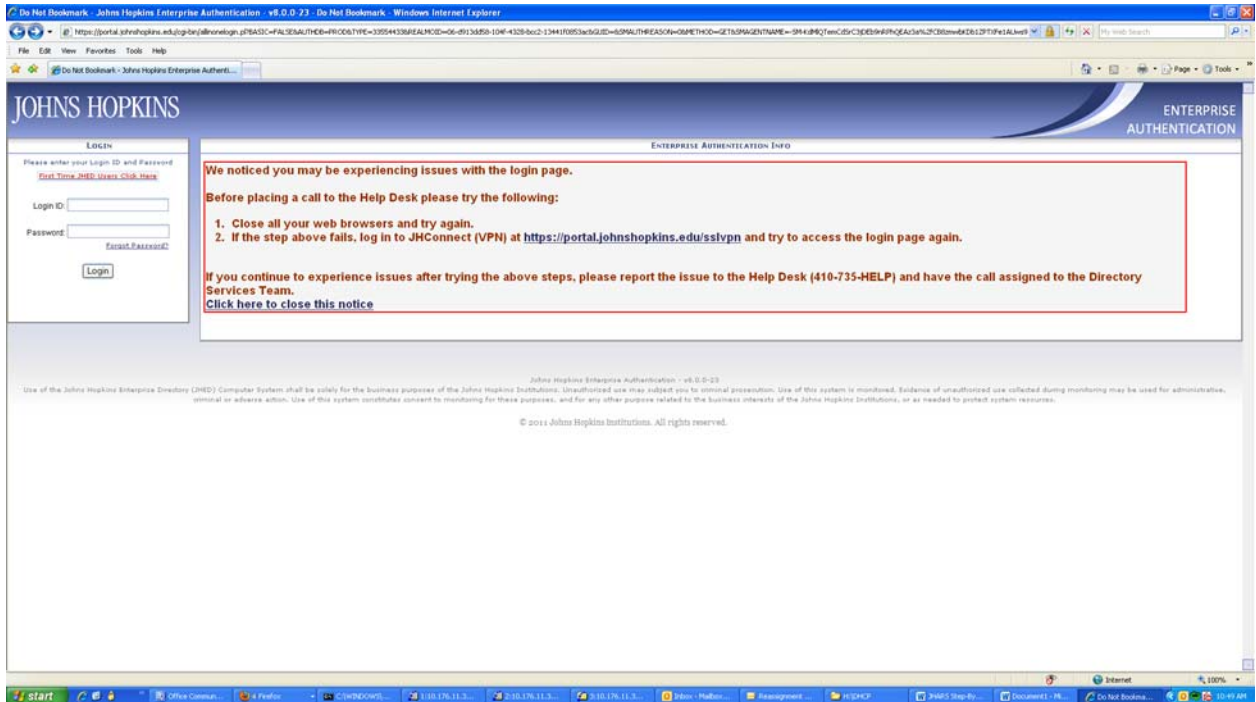
I. How to register a device for DHCP?

Step 1: Configure the device for DHCP.

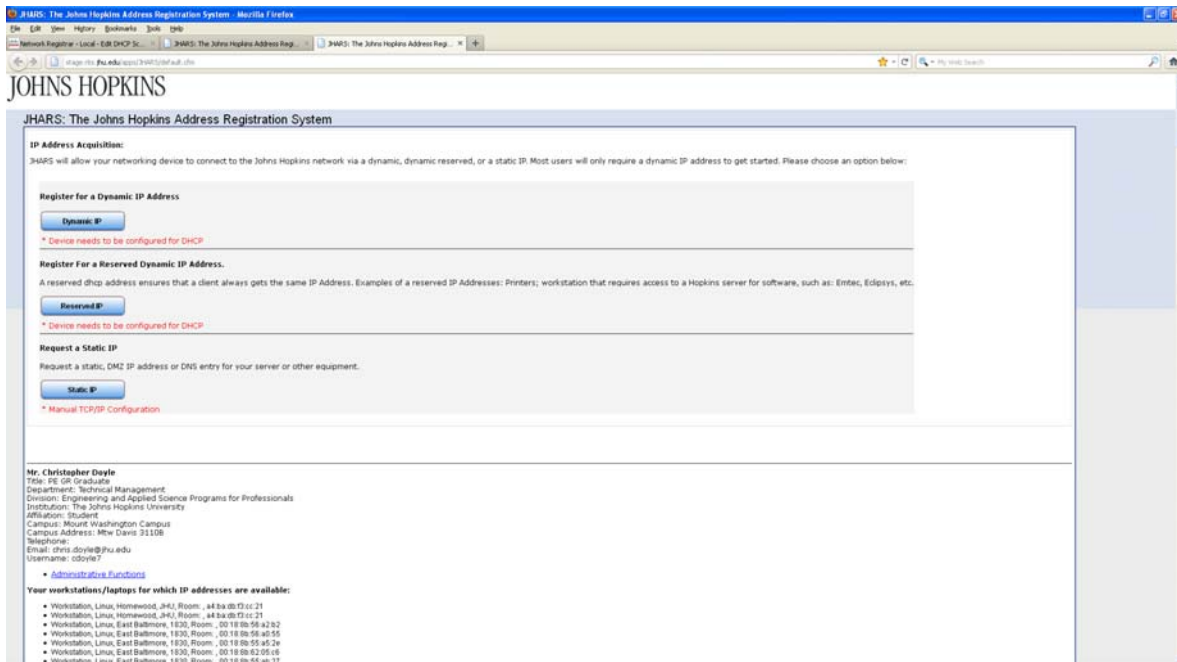
Step 2: Open a web browser. You will be automatically redirected to the JHARS site.



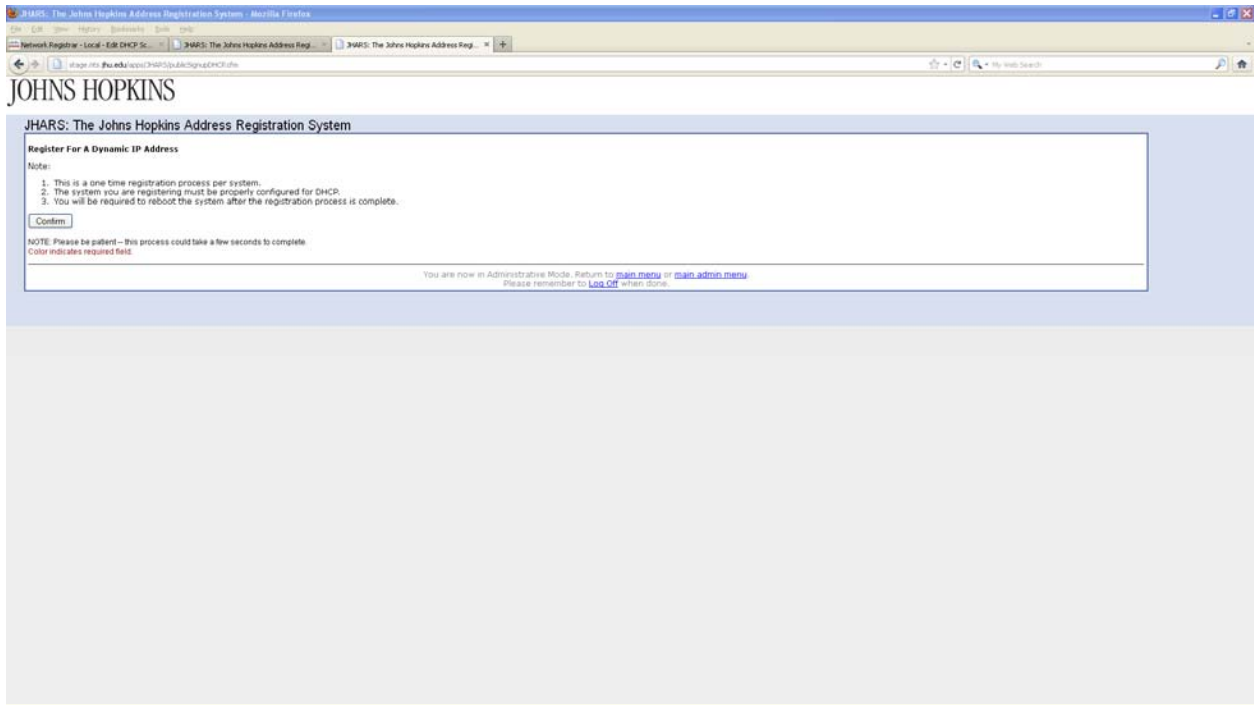
Step 2A: Click “log on”



Step 3: Log into JHARS using your JHED ID and password.



Step 4: Select register for a dynamic IP address “Dynamic IP”.

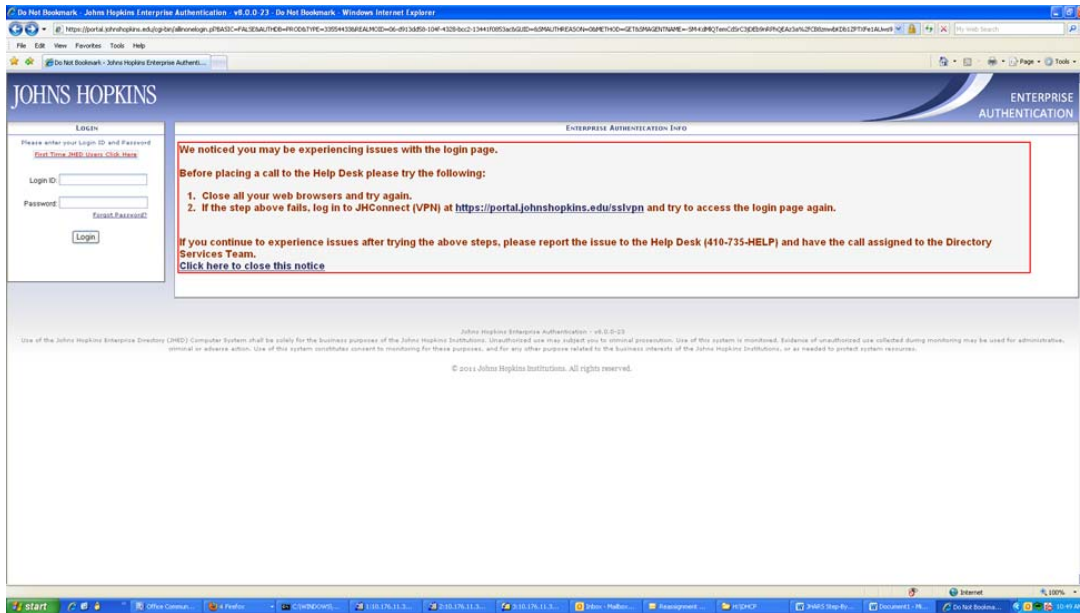


Step 5: Click “Confirm” to submit the request.

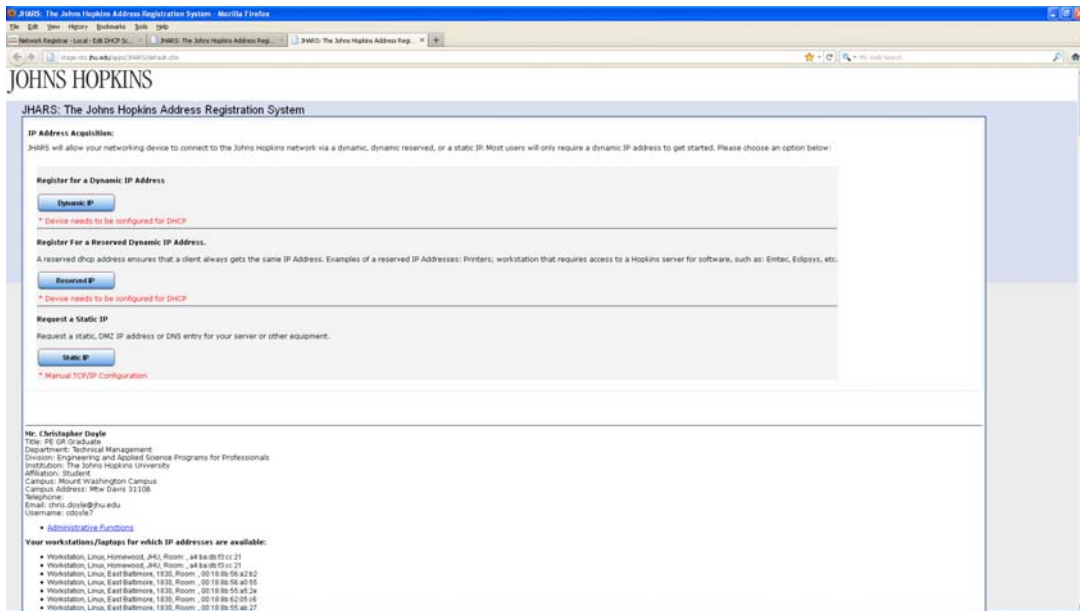
Step 6: Reboot to complete the registration process. After rebooting, the registered device will have access to the Hopkins network.

II. How to request a static IP address?

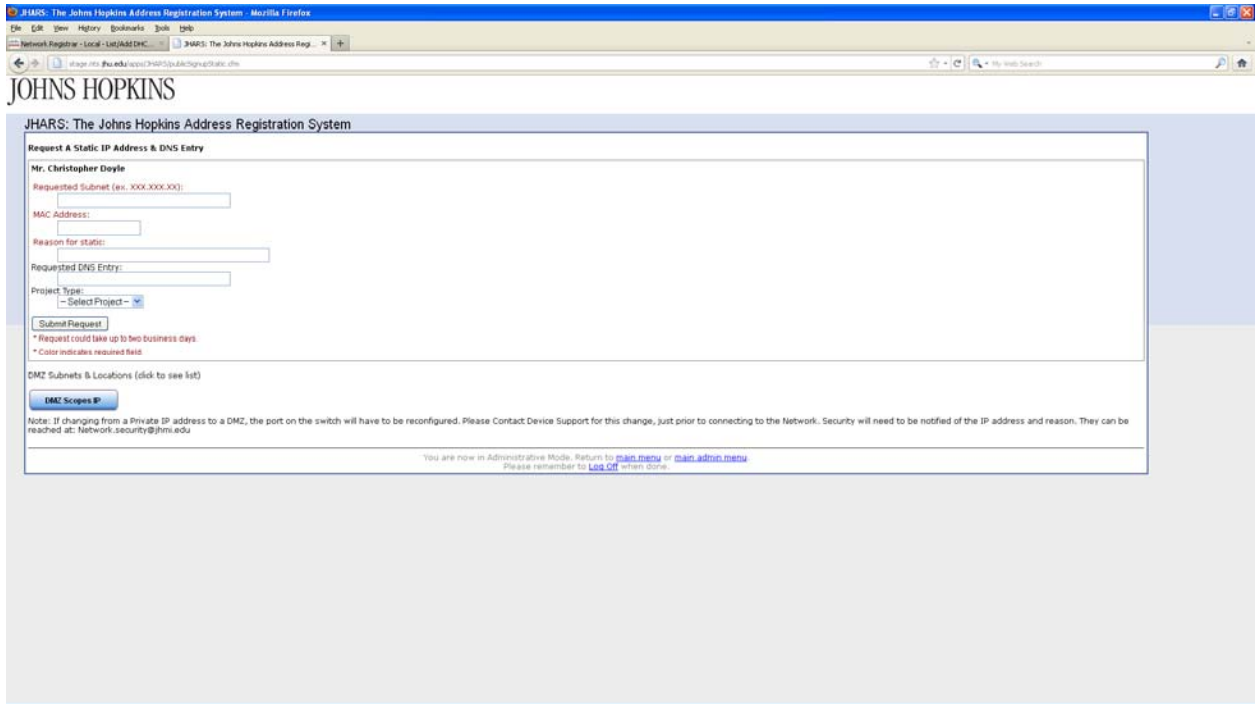
Step 1: From a registered laptop or workstation, open a web browser and go to: <https://jhars.nts.jhu.edu>.



Step 2: Log into JHARS using your JHED id and password.

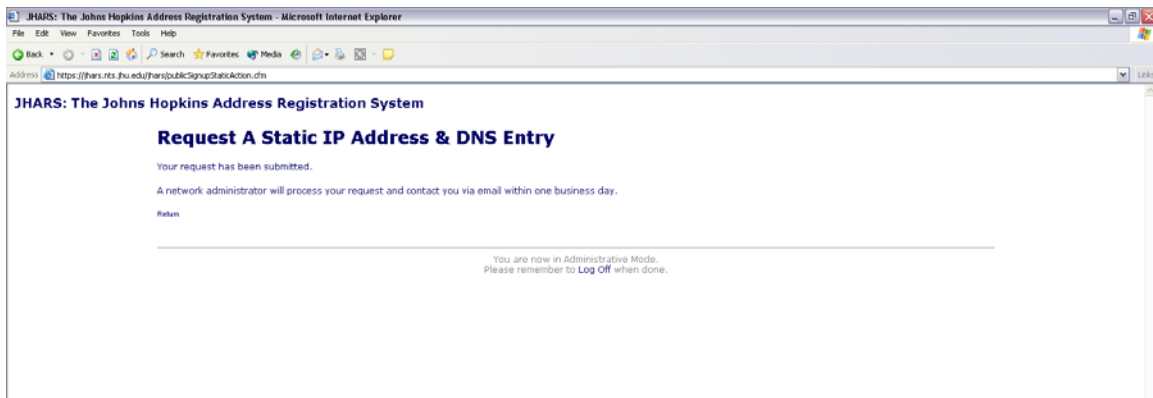


Step 3: Select Request a static IP “Static IP”



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

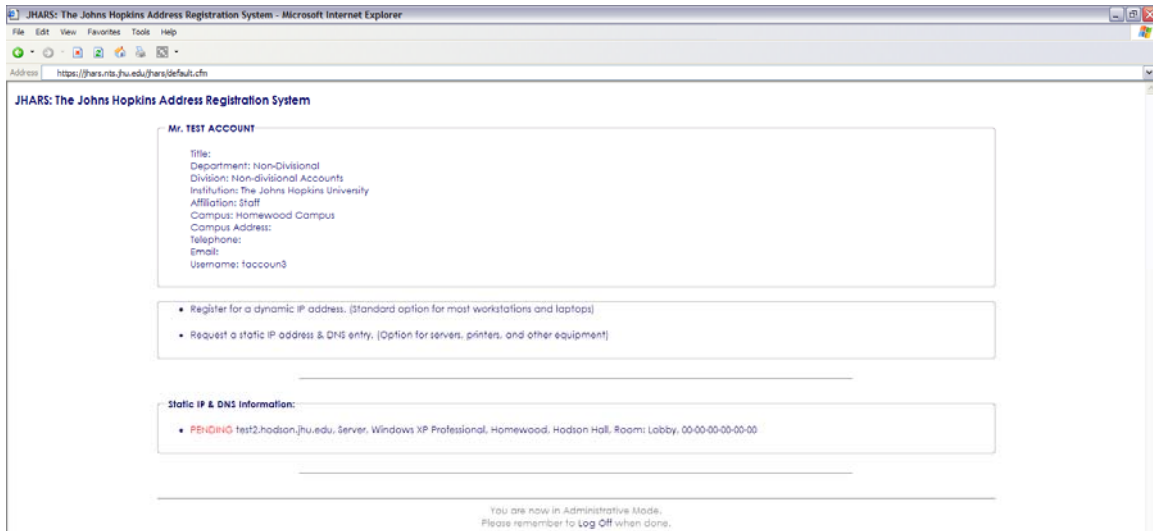
Step 5: Click “Submit Request”.



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.

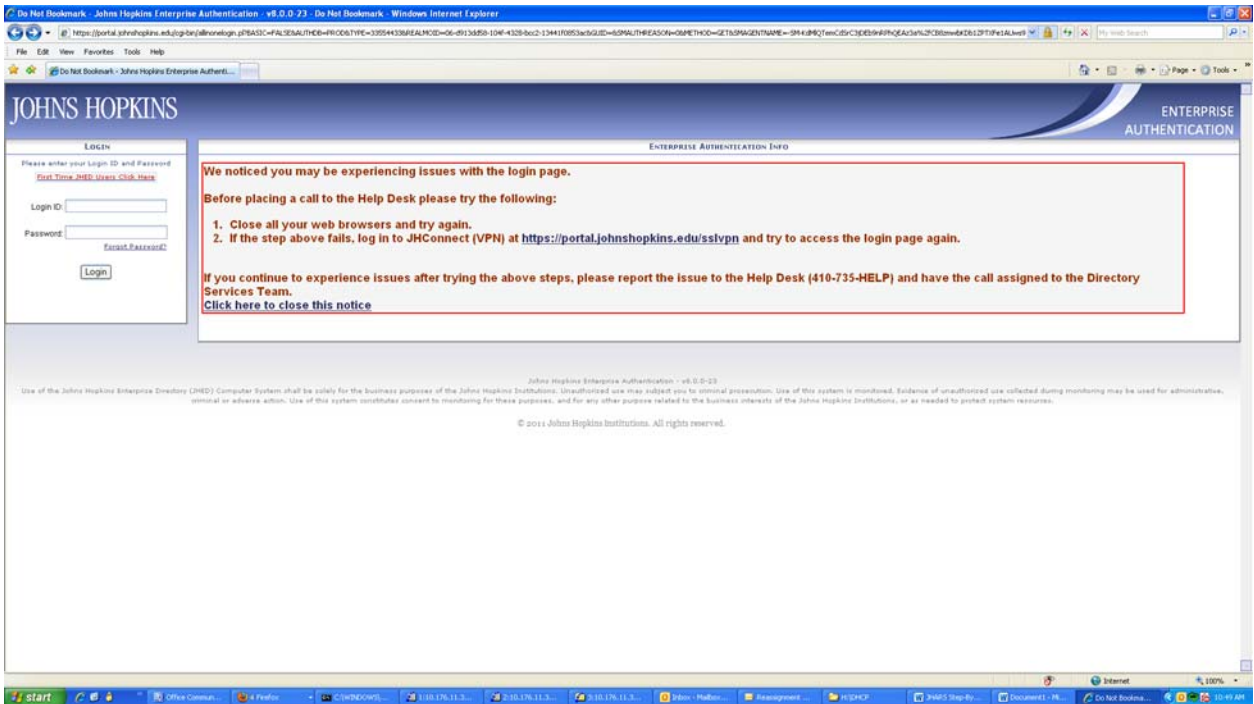
JHARS enables you to view all devices for which you have pending or assigned static IP addresses and DNS entries. To view static IP & DNS information, go to <https://jhars.nts.jhu.edu> and log in using your JHED username and password. Static IP & DNS information will appear in the “Static IP & DNS Information” section at the bottom of the page.



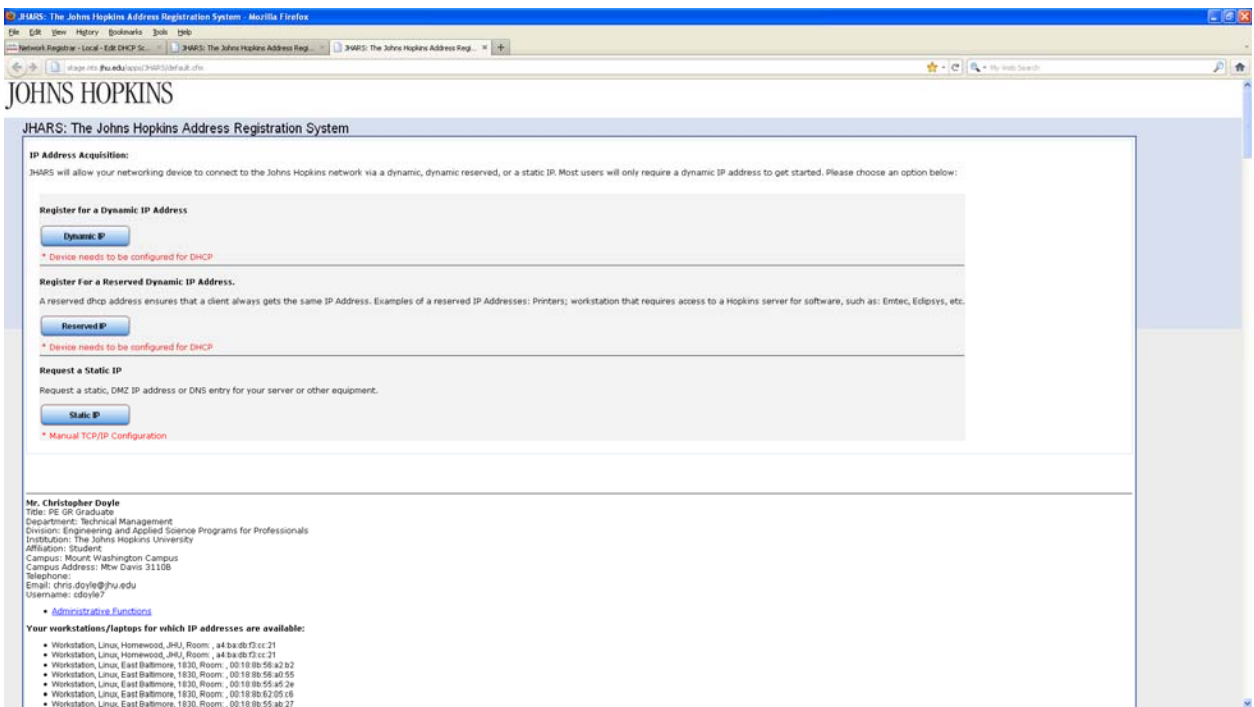
III. Registering for a reserved IP address

Step 1: Configure the device for DHCP.

Step 2: Open a web browser. You will be automatically redirected to the JHARS site.



Step 3: Log into JHARS using your JHED ID and password.



Step 4: Select register for a reserved dynamic IP address Reserved IP”.

There are two options to choose from. Option 1 is for a device that is currently on the Network and has obtained an IP address. The second Option is for a device requiring a reserved address that has not been previously registered in JHARS.

Option 1:

Using the drop-down, select the CNR (dhcp) server the device resides on. Then enter the current IP address obtained from the CRN server. Next enter the mac address (physical address) of the device and click on “Submit Request”.

Option 2:

Step 1: Enter the subnet the device will reside on.

Step 2: Enter the mac address of the device.

Step 3 (optional): Using the drop-down, select the project the device is associated with. A comment section is also provided for any notations you may have.

Step 4 Click on “Submit Request” to process your reservation request. There is a waiting period of up to 48 hours to complete this request. Do not connect the device to the Network until after the request has been completed.