

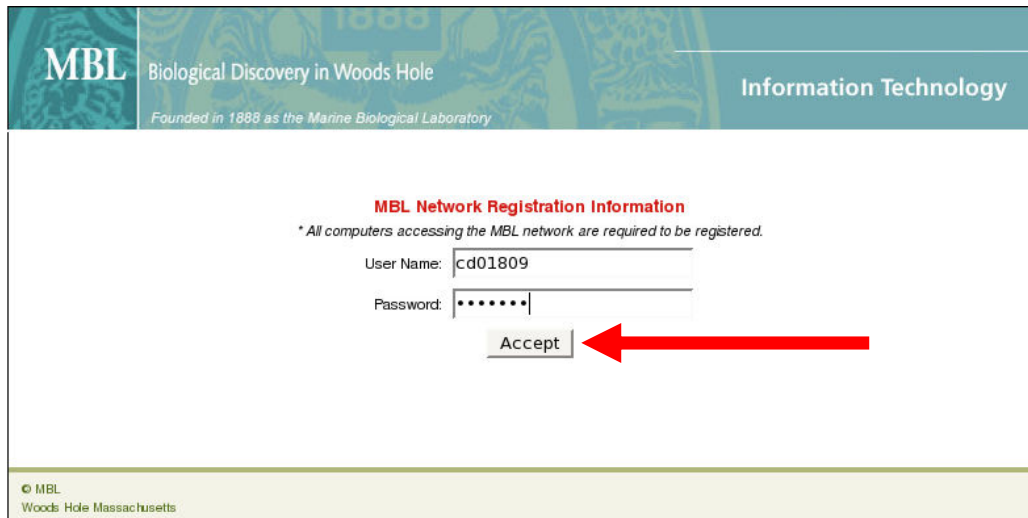
## Register a Computer on the MBL Wired Network

These instructions apply for all computers and operating systems

Your computer must be configured for Dynamic Host Configuration Protocol (DHCP) to register your computer. This allows your computer to receive a dynamically assigned IP Address from the MBL.

Instructions for configuring your computer for DHCP are provided on the MBL IT Web Site, at [www.mbl.edu/it](http://www.mbl.edu/it). Note: This is how most computers are configured by default.

1. Connect your computer to the MBL Wired Network using a standard Ethernet cable. Once connected open a web browser and go to <https://registration.mbl.edu/>. You will be directed to the “MBL Acceptable Network Usage Policy Page”. You must acknowledge and agree to abide by the terms stated on this page by clicking "Accept" to register your computer.
2. Enter your **User Name** and **Password**. Click “Accept”.



MBL Biological Discovery in Woods Hole Information Technology  
Founded in 1888 as the Marine Biological Laboratory

**MBL Network Registration Information**  
*\* All computers accessing the MBL network are required to be registered.*

User Name:

Password:

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**Note: Your “User Name” and default “Password” are the first initial of your first name followed by the first initial of your last name and the 5 digit number from your MBL ID Card. Use all lower case letters.**

Example: Charles Darwin with MBL ID Card number 01809

User Name: cd01809  
Password: cd01809

3. Enter the required information on the “MBL Network Registration Information” page. All fields are required to complete the form. Click “Accept”.

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User Name:

Computer Name:

Contact Phone Number:

Room Number:

Building:

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4. Upon successful registration you will receive the message “Registration Complete”. You will be prompted to reboot your computer and upon reboot you will be successfully registered on the MBL Network.

Note: If you are a MBL year round employee or researcher you will be assigned a reserved IP address that will be the permanent IP Address for your computer’s registered network interface card for the duration of your stay at the MBL.

\* Computer registrations will expire when the MBL card which it was registered with expires or after 6 months of not being connected to the MBL Data Network.

If you experience any problems please contact the MBL IT HelpDesk by phone at extension 7654 or by email at [helpdesk@mbl.edu](mailto:helpdesk@mbl.edu). You may also submit a HelpDesk ticket by going to the web site <http://helpdesk.mbl.edu/> and filling in the required information. A member of the IT Department will contact you regarding your request. The MBL IT office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Thank You,  
MBL Information Technology Department