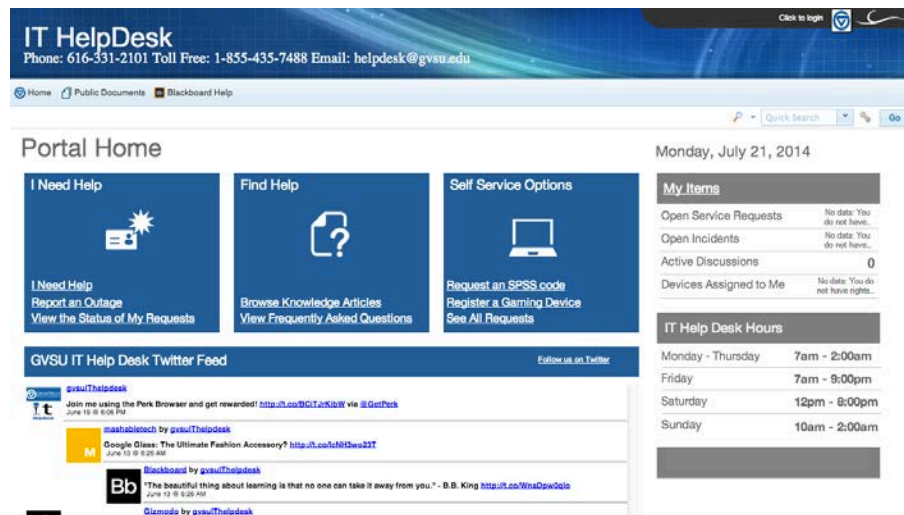


Registering a Gaming Device Online

- Go to www.gvsu.edu/itselfservice



- Under the box labeled “Self-Service Options” select “Register a Gaming Device.”
- Sign in using your **GVSU Network ID** and password.

The image shows a 'Cherwell Service Management' sign-in dialog box. It has a title bar with a close button. The main text says 'Sign-in' and 'Sign in with your GVSU network ID and password.' Below this are two input fields: 'User Name' (with the placeholder 'Enter your user name') and 'Password' (with the placeholder 'Enter your password'). At the bottom right are two buttons: 'Sign-in' and 'Cancel'.

- Select what type of gaming device you would like to register.
- Enter the device’s MAC address or Physical address.
- Select wired or wireless.

The screenshot shows the 'Service Request 15570' form in the GVSU IT HelpDesk system. The form is titled 'Service Request 15570' and has a 'Submit' button. Below the title, there's a 'Device Type' dropdown menu. Underneath is a 'MAC Address' input field. A note states: 'PD3 and Wi are only able to be registered on the wired network.' Below this are two radio buttons: 'Wired' (selected) and 'Wireless'. A small note at the bottom says: 'Please only choose one. If you choose more than one, we will default the choice to wired.'

- Hit “Submit.”