



**GRAND VALLEY
STATE UNIVERSITY**

IT HelpDesk - 010 Mary Idema Pew Library, Allendale, MI - 616-331-2101

Full Name: _____

GVSU Email: _____

Date: ____ / ____ / _____

Student Network Username: _____

Ethernet IP Address: ____ . ____ . ____ . ____

Ethernet Physical (Adapter) Address: __ : __ : __ : __ : __ : __

Wireless IP Address: ____ . ____ . ____ . ____

Wireless Physical (Adapter) Address: __ : __ : __ : __ : __ : __

Grand Valley State University (hereinafter referred to as GVSU) has notified me via its representative that file-sharing of copyrighted material has been detected originating from my computer and/or a device connected to the network using my username. File-sharing of copyrighted material was detected by a third-party and is linked to my device via the IP address and Physical (MAC) address that my device uses to access GVSU's network.

I understand that GVSU policy expressly prohibits file-sharing of copyrighted materials, as indicated in the **University Policies** document, Copyright Policy section: <https://www.gvsu.edu/policies/policy.htm?policyId=DA63007A-D16E-F3DB-8D7B31F6A4C26493> and in the **Computing Conditions of Use** policy, **item 3**: <https://www.gvsu.edu/policies/policy.htm?policyId=821DD178-92CC-5C81-65C19EFD76FAC207>.

I understand that I am responsible for any file-sharing of copyrighted materials that originates from my computer or any device connected to Grand Valley's network using my network account. This is my first offense and I promise not to illegally download, share, or stream copyrighted materials in the future. If copyrighted materials are shared via my device or network account in the future, that will constitute a second offense. I understand that on a second offense, my case will be turned over to the Dean of Students for further action, as per the Student Code (<http://www.gvsu.edu/studentcode/>): Article III – Judicial Process: http://www.gvsu.edu/cms4/asset/88B2A543-9EAE-C522-F8877F5A4BFC2C13/university_conduct_process_workflow.pdf

Sincerely,

SIGNATURE

Date: _____

How Do I Find My MAC Address/Physical Address and IP Address?

Windows 8 & 10 Operating Systems

Bring up the Windows Side bar (on the right side) and click on Settings icon at the bottom icon Settings.

At the top Click on Control Panel, when it opens, change the “View by:” in the upper left to large or small icons.

Double click on Networking and Sharing Center icon from the group

On the left side of the window, select “Change Adapter Settings”. Select either your Ethernet or wireless (if available) adapter as needed.

From there, right click on each to select Status, then click “Details” button to find your IP address, & MAC/Physical Address, and various other properties regarding your connection.

Windows 7 Operating System

Click on the Start menu (circle with the flag with four colors on it) in the lower left hand corner of the screen.

Go to Control Panel, when it opens, change the “View by:” in the upper left to large or small icons.

Double click on Networking and Sharing Center icon from the right

On the left hand side in the blue shaded region, select “Change Adapter Settings”. Select either your Ethernet or wireless (if available) adapter.

From there, click “Details” to find your IP, subnet, and various other properties regarding your connection.

Mac OS X

Open 'System Preferences' (from the Apple Menu or usually found in the Dock) and select Network.

Specify the interface on the list at the left.

For 'Built-in Ethernet', the IP address is on the right, then select the Advanced button. Use the Ethernet ID as your MAC or physical address.

For “WiFi”, the IP address is on the right, then select the Advanced button. Use the AirPort ID as your MAC or physical address.

****Please remove the file-sharing program from your computer or device!! If a second infringement occurs, you will need to report to the Dean of Students.**

Once you have filled out the paperwork and deleted the file sharing program from your computer, bring the paperwork to 010 Mary Idema Pew Library (Allendale).

If you have any problems contact the Helpdesk at (616) 331-2101.