- 1) If the request concerns a new administrator and/or user, the responsible official of IAASARS forwards the request via email to the NOA helpdesk (helpdesk@noa.gr) specifying the names of the administrator and/or of the user, the office number, a short description of the hardware (e.g. PC, laptop) and the name that will be registered with the IP to the DNS. If the IP becomes obsolete, an email should be sent for its removal.
- 2) If the request concerns an existing administrator and/or user (mentioned in case 1), the request must be directly sent to the NOA helpdesk (helpdesk@noa.gr) adding as recipient the corresponding supervisor, specifying the names of the administrator and/or of the user, the office number, a short description of the hardware (e.g. PC, laptop) and the name that will be registered with the IP to the DNS. If the IP becomes obsolete, an email should be sent for its removal.

After the registration is finalized, a notification email with the IP is sent to the person(s) made the request.

The rest settings are:

Gateway: 195.251.203.1

Mask: 255.255.255.0

DNS: 194.177.210.211

Search domain: space.noa.gr