

Date of Application : _____
(Year) / (Month) / (Day)

TUFS-ICC User Account Application Form

A TUFS-ICC user account consists of a combination of a user ID (referred to as the TUFS-ICC ID) and a password. It is used when logging into information systems and services provided by the Information Collaboration Center (ICC), such as Wi-Fi and email.

Please make sure to read the notes related to this application form provided on the reverse side.

User Status

<input type="checkbox"/> Board member	<input type="checkbox"/> Full-time teacher	<input type="checkbox"/> Part-time teacher
<input type="checkbox"/> Foreign teacher	<input type="checkbox"/> Foreign researcher (ILCAA)	
<input type="checkbox"/> Full-time clerical staff	<input type="checkbox"/> Part-time clerical staff	
<input type="checkbox"/> Other (_____)		

[manager's affiliation and signature]

Name (in Kanji or Katakana) _____

Name (in Roman Alphabet) _____

Affiliation _____ Room No. _____

[For Part-time Lecturers Only]
Faculty ID (Same as the User ID for the Academic Affairs System login) _____

Contact Phone Number (Ext. OK) _____

User Account Usage Period _____

You may choose your preferred User ID and email address name (the part before the “@” symbol).

Please provide one or more preferred choices.

■ Desired User ID

1st Choice _____ 2nd Choice _____ 3rd Choice _____

■ Desired Email Address Name

(As a general rule, users other than executives, faculty, lecturers, and researchers should use their full name.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

<< For Office Use Only >>

Date Received: Year: _____ Month: _____ Day: _____

Received by: _____

Remarks:

Important Notes

1. Notes on User ID and Email Address

Please submit your application in accordance with the 'Guidelines for System Naming' (see the URL below).

<http://www.tufs.ac.jp/common/icc/rule/iccuseofsystemnaming.html>

In addition, please note the following points.

- Allowed characters: lowercase letters (a–z), numbers (0–9), period (.), hyphen (-), and underscore (_)
 - * Uppercase letters are not allowed.
 - * The first character cannot be a number.
 - * Character limit: between 4 and 32 characters.
- User IDs must not contain easily guessable elements such as common words or only a first or last name.
- For security reasons, your desired user ID and email address name must be different.

2. Notes Regarding This Application Form

- By submitting this application form, you acknowledge that you have read and agreed to the "TUFS Information Collaboration Center Terms of Use."
- Obtaining multiple TUFS-ICC user accounts is not permitted. Only one account may be issued per person.
- After filling in the required information, please submit the form to the designated location.
- TUFS-ICC user account certificates are issued on ***Fridays for applications submitted by the previous Monday.***
Please collect your certificate at the location where you applied.