

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.tufts.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.