

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

TUFS-ICC User Account Change Request Form (For Students)

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

Basic Information

Application Type [Multiple selections allowed]			Description
App. 1	Password Reset (TUFS-ICC Account)	☐	TUFS-ICC Password (Blue Password) For reissuing (changing) the password used to log in to the Academic Affairs System and library PCs
		☐	Network Password For resetting/changing the password used to access campus Wi-Fi (WLANo) and network services
App. 2	Email Address Change	☐	For changing university email address due to name change
App. 3	Register Email for Microsoft 365 Password Reset	☐	For resetting university-provided Microsoft 365 password when self-reset is unavailable (no recovery email registered)
App. 4	MFA Deactivation	OpenAM	☐ For deactivating MFA on OpenAM services provided by ICC
App. 5		Microsoft365	☐ For deactivating MFA on Microsoft services provided by the university

Affiliation	☐ Program / Major / Year (Undergraduate School) ☐ Major / Course (Graduate School) ☐ Other _____		
Student ID Number			
Name (in Kanji or Katakana)			
Name (in Roman Alphabet)			
TUFS-ICC Account User ID			
University Email Address (write everything before "@")			@tufs.ac.jp
Contactable Email Address (other than @tufs.ac.jp, e.g., @gmail.com)			
Reason for Application (briefly)			

Individual Information

App. 2: Email Address Change

Email Address to Be Applied For (New Address)

App. 3: Email Address for Microsoft 365 Password Reset Registration

Email Address to Be Registered

Note:

Please write your personal email address other than "@tufs.ac.jp" (e.g., @gmail.com).

If it is the same as the non-@tufs.ac.jp contact email address written above, please indicate so.

App. 4/App. 5: Deactivation of Multi-Factor Authentication (MFA)

Contact Email Address

Note:

Please write your own email address other than "@tufs.ac.jp" (e.g., @gmail.com).

If it is the same as the non-@tufs.ac.jp contact email address you wrote earlier, please indicate so.

Important Notes

1. Submitting this form indicates your understanding and agreement with the “TUFS Information Collaboration Center Terms of Use.”
2. (For Password Reissue) A new TUFS-ICC and network passwords will be reissued. **Once reissued, the current ones will no longer be valid.**
3. Please write everything before “@” (e.g., full name and identifier such as x0, y0).
4. Submit the completed form to the Information Collaboration Center reception (Library 2F, next to the circulation desk) with your student ID for identity verification.
5. The TUFS-ICC User Account Notification (Reissue) and Email Address Change Notification will be issued ***on Fridays for applications submitted by the previous Monday***. Please collect them at the Information Collaboration Center reception (Library 2F, next to the circulation desk).
6. To correct your name or email address on the TUFS-ICC User Account Notification, please use a separate application form.

<< For Office Use Only >>

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

Received by: _____

Remarks: