

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)	<input type="checkbox"/>	TUFS-ICC Password (Blue Password) For reissuing (changing) the password used to log in to the Academic Affairs System and library PCs
		<input type="checkbox"/>	Network Password For resetting/changing the password used to access campus Wi-Fi (WLAno) and network services
App. 2	Email Address Change	<input type="checkbox"/>	For changing university email address due to name change
App. 3	Register Email for Microsoft 365 Password Reset	<input type="checkbox"/>	For resetting university-provided Microsoft 365 password when self-reset is unavailable (no recovery email registered)
App. 4	MFA Deactivation	OpenAM	<input type="checkbox"/> For deactivating MFA on OpenAM services provided by ICC
App. 5		Microsoft365	<input type="checkbox"/> For deactivating MFA on Microsoft services provided by the university

Affiliation	<input type="checkbox"/> Program / Major / Year (Undergraduate School) <input type="checkbox"/> Major / Course (Graduate School) <input type="checkbox"/> Other _____	
Student ID Number		
Name (in Kanji or Katakana)		
Name (in Roman Alphabet)		
TUFS-ICC Account User ID		
University Email Address (write everything before "@")		@tufts.ac.jp
Contactable Email Address (other than @tufts.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

- Submitting this form indicates your understanding and agreement with the “TUFS Information Collaboration Center Terms of Use.”
- (For Password Reissue) A new TUFS-ICC and network passwords will be reissued. **Once reissued, the current ones will no longer be valid.**
- Please write everything before “@” (e.g., full name and identifier such as x0, y0).
- Submit the completed form to the Information Collaboration Center reception (Library 4F, next to the elevator) with your student ID for identity verification.
- 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 4F, next to the elevator).
- 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: