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**Departmental Account Application Form**

***Applicant must be the Chairperson/Head of the Department\****

***\* Department includes Academic Unit, Research Unit, Administrative and Service Unit***

**Application Procedures**

1. The applicant must be the Chairperson/Head of the Department\*. The chairperson can also authorize his/her staff as a Coordinator. The nominated Coordinator will be the primary contact person on the ITSC computing account matters in the future.

**Rules to Note**

1. All ITSC computing resources must be used in accordance with the policies and guidelines stated in *Computer Network Policies and Guidelines on Access and Usage* (<http://www.itsc.cuhk.edu.hk/en-gb/it-policies/net-guide-use>).
2. The computing resources must be used, in an efficient and non-wasteful manner, and **NEVER** for commercial purpose.
3. The password granted to you must be kept **CONFIDENTIAL**.
4. The Chairperson/Head shall be the applicant of computing resources. The appointed Coordinator shall be responsible for management of the computing resources granted, and should work closely with ITSC on implementing relevant policies.
5. Any user who violates the Centre’s rules and regulations will have his/her computing account and privileges revoked.
6. Users are advised to backup their important information (such as email) frequently.

**Personal Data Collection**

1. The personal data provided on this form will be used by

* ITSC to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by ITSC
* ITSC to contact you

1. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
2. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
3. You have the right to check whether ITSC holds personal data on you. You can submit your request through Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/) or in writing to “*Head of* *User Support Division, Information Technology Services Centre*”.
4. Details on the use of personal data by ITSC can be found at <https://www.itsc.cuhk.edu.hk/en-gb/it-policies/pps>.

**Form Submission**

1. To expedite the process of your application, the information/documents must be supplied/produced/completed.
2. You can scan and e-mail the form to [aims@cuhk.edu.hk](mailto:aims@cuhk.edu.hk) with a photocopy of the applicant’s CU Link Card for identity verification.
3. Either the Chairperson or Coordinator (if specify) will receive a reply through email in THREE working days.
4. For any enquiries, please write to ITSC Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/).

**Section A: General Information of the Department**\*

(Please note that the maximum department name is 60 characters only.)

|  |  |
| --- | --- |
| Name of Department\* |  |

**Section B: General Information of the Chairperson/Head of the Department**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff / Computing ID No. |  | Title | Prof / Dr / Mr / Mrs / Ms | | Name in Chinese  (if applicable) | |  |
| Name in English |  | | | | | | |
| Contact E-mail  Address |  | | | Contact Phone No. | |  | |

**Section C: General Information of the Coordinator** *(if any)*

(To be the primary contact on computing account matter)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff / Computing ID No. |  | Title | Prof / Dr / Mr / Mrs / Ms | | Name in Chinese  (if applicable) | |  |
| Name in English |  | | | | | | |
| Contact E-mail  Address |  | | | Contact Phone No. | |  | |

**Section D: Accounts Required**

[ ] Renew/Close the Project Account (Computing ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ] New Application

|  |  |  |
| --- | --- | --- |
|  | **Account Type** | **Major Software / Services Available** |
| [ ] | OnePass Account | An access to the Campus-wide E-mail System and CUHK OnePass System. |
| [ ] | Office 365 Account | Facilitates collaboration in Staff Cloud Tenant |
| [ ] | Web Address Redirection | ***Provides a readable URL for your website*** |
| **Desired URL** (i.e. address to be published to the public. Please find the guideline at <http://www.cuhk.edu.hk/internal/support/webhost-policy.htm#listing>. Department/unit could be assigned with http://www.cuhk.edu.hk/deptname:  **Destination URL**  **Effective Period:**   |  |  |  |  | | --- | --- | --- | --- | | Indefinite /From\*: |  | To: |  |   *(\*Please delete where appropriate.)*  **Web Administrators** (required):     |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name (in English) |  | (in Chinese) |  | | | Contact E-mail Address |  | Contact Phone |  | | | | Computing ID |  |  | |  | | | |  |  |  | |  | | | |
| [ ] | Web Hosting Service | ***Provide Web Hosting Service for University’s departments to host their departmental homepage.***  ***For projects and events, the address would start with*** [***http://www.cuhk.edu.hk/event/***](http://www.cuhk.edu.hk/event/) ***(such as*** [***http://www.cuhk.edu.hk/event/it\_conference***](http://www.cuhk.edu.hk/event/it_conference)***) and*** [***http://www.cuhk.edu.hk/proj/***](http://www.cuhk.edu.hk/proj/) ***(***[***http://www.cuhk.edu.hk/proj/it\_study***](http://www.cuhk.edu.hk/proj/it_study)***) respectively if they are not residing under their departmental homepage.*** |
| [ ] I would like to create a dynamic website (a CMS-based) and design it   |  |  |  | | --- | --- | --- | | [ ] | by department own self |  | | [ ] | By vendor. Please specify |  | | [ ] | I have not yet decided. |  |   [ ] I would like to create a static website (html-based) on CUHK webserver  [ ] I would like to request change / additional of chief web administrator  **URL** (i.e. address to be published to the public. Please find the guideline at <http://www.cuhk.edu.hk/internal/support/webhost-policy.htm#listing>. Department/unit could be assigned with <http://www.cuhk.edu.hk/deptname>:    **Chief Web Administrator**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name (in English) |  | (in Chinese) |  | | | Contact E-mail Address |  | Contact Phone |  | | | | Computing ID |  |  | |  | | | |  |  |  | |  | | | |
| [ ] | Mailman Mailing List | ***Allows a single email address to point to a number of subscribed e-mail addresses managed or provided by the department*** |
| ***List name***        (The list name should be descriptive and related to the purpose of your list, preferably with an abbreviation identifying your department, e.g. *itsc-news*.) |
| ***Description of the List*** |
| ***List Administrators*** (required):     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name (in English) |  | (in Chinese) |  | |  | | Contact E-mail Address |  | Contact Phone |  | |  | | Computing ID |  |  | |  | |  |  |  |  |  |  |  | |
| ***Authorized CUHK Email Address to Email this List***  ***(***whose message would be automatically accepted and emailed) |
| ***List Moderation*:**  All emails, except from authorized CUHK email address, sent to the list are moderated by the list admin. These email requests will be  [ ] Discarded from the system automatically (Default)  [ ] Held and waited for list admin to approve or deny them. |

**Section E: Justification**

Please state the purpose of using the computing account(s) selected in Section D**.** *Otherwise, your application may not be considered and the form will be returned to you.* Please use a separate sheet if necessary.

**Section F: Signature**

Department Chairperson / Head

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| --- | --- | --- | --- | --- | --- |
|  | | |  | |  |
| Signature with Department Stamp | | |  | | Date |
| ( ) | | |  | |  |
| Name in Print | | |  | |  |
|  |  |  | |  | |

**Section G: Office Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Received by |  |  | Date |  |
| Authorized by |  |  | Date |  |
| Processed by |  |  | Date |  |
| Remarks |  |  |  |  |