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**Student Organization Computing Account Application/**

**Renewal/Closing Form**

**Application Procedures**

1. The applicant must be the chairperson of the Student Organization. The chairperson can also authorize his/her committee member as a Coordinator. The nominated coordinator will be the primary contact on the ITSC computing account matters.

**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 connection with CUHK student activities only, 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 shall be the applicant of computing resources. The appointed Coordinator shall be responsible for management of the computing resources granted to the student organization, 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, particularly before session transitions. In case the student organization could not complete the renewal as requested above, the stored information will be deleted permanently and could not be restored.

**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 “*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. The Chairperson will receive a reply through email or phone 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/).

**Part I – To be Completed by the Student Organization**

**Section A: General Information of the Student Organization**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Student Organization Account  Computing ID (if applicable) |  | | |
| Student Organization Name  (in English) |  | | |
| Student Organization Name  (in Chinese, if applicable) |  | | |
| Contact E-mail Address  (if applicable) |  | Contact Phone No.  (if applicable) |  |

**Section B: Information of the Chairperson**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student ID No. |  | | | Name in Chinese  (if applicable) | |  |
| Contact E-mail Address |  | | | Contact Phone No. | |  |
| Name in English |  | | | | | |
| Session for Current Cabinet | Commence on  (dd/mm/yyyy) |  | End on  (dd/mm/yyyy) | |  | |

**Section C: Information of the Coordinator** *(if any, see Rules to Note Point #4 for details.)*

(To be the primary contact on computing account matter)

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID No. |  | Name in Chinese  (if applicable) |  |
| Contact E-mail Address |  | Contact Phone No. |  |
| Name in English |  | | |

**Section D: Accounts/Services Required**

|  |  |
| --- | --- |
| [ ] | Renew/Close the Student Organization Computing Account  (Computing ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| [ ] | Renew/Close the Web Address Redirection (Please state the designated URL (<http://www.cuhk.edu.hk/student/>)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ] | New Application |

|  |  |  |
| --- | --- | --- |
|  | **Account/Service Type** | **Major Software / Services Available** |
| [ ] | E-mail System or Network Access | * An access to E-mail System * Provides an access to CUHK Wi-Fi Network, Campus Network and the Internet Services. See <http://www.itsc.cuhk.edu.hk/en-gb/all-it/wifi-and-network> for other details. |
| [ ] | Mailman Mailing List | ***Allows a single email address to point to a number of subscribed e-mail addresses managed or provided by your student organization.*** |
| ***List name***  (The list name should be descriptive and related to the purpose of your list, preferably with an abbreviation identifying your student organization, 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: Authorization Statement**

If you need to authorize the Coordinator (Section C) or another Committee member to submit and collect documents relating to this application, put a 🗸 in below box, fill in the information and provide a photocopy of CU Link card of the Chairperson AND the authorized member.

|  |  |
| --- | --- |
| *[ ]* | *I hereby authorize (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (SID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on my behalf to submit and collect documents/relating to this application.* |

**Section G: Signature**

Chairperson

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

**Part II – To be Endorsed by the affiliated College Office or Office of Student Affairs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff / Computing ID No. |  | Title | Prof / Dr / Mr / Mrs / Ms | | | Name in Chinese  (if applicable) | | |  |
| Name in English |  | | | | | | | | |
| Position |  | | | | | | | | |
| Contact E-mail  Address |  | | | Contact Phone No. | | |  | | |
| Department |  | | | | | | | | |
| Session for Current Student Organization Cabinet | Commence on  (dd/mm/yyyy) |  | | | End on  (dd/mm/yyyy) | | |  | |

*I warrant that all the information given in Section A and Section B of this application form is correct.*

Endorsed by

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

**Part III - Office Use Only**

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