

Information and Media Center Account

[Application for Creating an Account] (For who have no staff/student number)

_____ / _____ / _____

To Director of Information and Media Center

I hereby apply for creating Information and Media Center Account as follows.

	Classification <input type="checkbox"/> Member of University <input type="checkbox"/> External user		
(1) Both Member and External User	Department/Affiliated organization/company	Job title	Dispatching Staff • Other ()
	Name		
	Phone number		
	E-mail address※		
(2) External	Name of organization		
	ePPN*		
(3) Supervisor	Department		Job title
	Name		Username
	Contact	Extension ()	E-mail address :
(4) System to use	Please check the relevant box below. <input type="checkbox"/> e-Learning system <input type="checkbox"/> Research system <input type="checkbox"/> VPN <input type="checkbox"/> Traveling expense system <input type="checkbox"/> Library system <input type="checkbox"/> Other ()		
(5) Purpose of use	<input type="checkbox"/> Co-researcher (KAKEN researcher/ Kosen liaison project) <u>The theme of project :</u> _____ <input type="checkbox"/> It is necessary for the implementation of services such as maintenance work Attach a copy of the invoice for services, or invoice for measures to acquire goods, etc. <input type="checkbox"/> Other (Please explain the relevance and necessity to university work.) <u>Reason :</u> _____		

*** There are notes on backside.**

Signature of supervisor _____

From here, office entry

Username _____ ID number _____

Confirmation of contract period: _____ / _____ / _____ is the expire day.

* ePPN is abbreviation for eduPersonPrincipalName.

The detail is following.

<https://meatwiki.nii.ac.jp/confluence/display/GakuNinShibInstall/eduPersonPrincipalName>

Please inquire your department's user authentication infrastructure administrator if you are not sure.

- For external users, e-mail addresses other than the one issued by your institution will not be accepted.

- Refer the HP below for security policy.

http://www.tut.ac.jp/intr/image/append/gakusoku/dai4/13joho_policy.html

- Note for the use of computer and network

(Only available from the on-campus network)

<http://imc.tut.ac.jp/sites/default/files/netatcolor.pdf>

【Note】

This account will expire at the end of school year. Those who want to continue using the account should contact to Staff Room 1 (desk@imc.tut.ac.jp or Extension: 6639).

If the supervisor is no longer enrolled at the university, the account will be expired.

The supervisor will make sure that the user follows the University's security policy and precautions for using the center.

If user causes an accident on the use of network or computer, the necessary measures will be taken according to the policy.