



INFORMATION & COMPUTER SCIENCES
UNIVERSITY of HAWAI'I at MĀNOA

ICS Department Account Request Form

- Read the ICS Department Account Policies
- Incomplete, illegible, and or unsigned forms will not be processed

Type or Print Legibly in Black or Blue Ink.

Name:

_____ Last, _____ First _____ MI

UH ID Number: _____

UH Email Address (e.g., foo@hawaii.edu): _____

Assigned Account: _____

I am: A student in ICS Course: _____ Section: _____

An ICS teaching/research assistant
for Course/Research Group: _____

Other: _____

I, the undersigned, agree to the ICS Department Account Policies, and am subject to the statutes and laws set forth by the State of Hawaii and the Federal Government.

Signature: _____ Date: _____

I am requesting a copy of this form

Approved By: _____ Signature: _____ Date: _____

For ICS department use

Domain: _____ Expiration Date: _____

Created/Updated by: _____ Date: _____

Verified by: _____ Date: _____

Qualifying for an ICS Department Account

Use of ICS department resources are restricted to the following:

- ICS/CIS faculty and staff
- ICS/CIS majors and graduate students
- Students enrolled in ICS undergraduate or graduate courses
- ICS/CIS visiting colleagues
- Students carrying out directed research under an ICS/CIS faculty member's supervision

If you are not affiliated with the ICS/CIS department, you do not generally qualify for an ICS Department account. Exceptions will be made on a case-by-case basis.

Applying for an ICS Department Account

1. Fill out the **ICS Account Request Form**. Students must have their instructor sign the form. ICS/CIS graduate students must have the appropriate Graduate Chair, Program Chair, or authorized representative sign the form.
2. When completed, submit the ICS Account Request Form to your instructor or advisor. Note: Incomplete, illegible, or unsigned forms will not be processed.
3. You will receive instructions in your UH email from the UH FileDrop system when your account is ready. If you have not received anything within five business days, contact your instructor or advisor for further assistance.

ICS Department Account Policies

The following policies apply to all ICS resources, including, but not limited to, the ICS department spaces, hardware, software, and other department assets.

1. You must abide by all UH policies. (<http://www.hawaii.edu/policy/> and <https://www.hawaii.edu/infosec/policies/>)
2. Any personal, commercial, or inappropriate use not related to educational and/or research activities is not permitted.
3. Do **not** store any data elements that are classified other than "public" as defined by UH data security standards. (<https://www.hawaii.edu/infosec/minimum-standards/>)
4. Use of unauthorized software/applications is strictly prohibited.
5. **Food and drinks are strictly prohibited in the labs (This includes water, gum, etc.).**
6. Sharing of accounts is strictly prohibited.
7. Users are allowed only a single log-on session at a time. Log off of your computer when you are finished.
8. Do not add/change/remove any ICS Department hardware assets. Consult with your instructor if additional accommodations are necessary.
9. ICS/CIS Staff, Faculty, and/or authorized department representatives will be present during classroom and lab activities.
10. Inappropriate or disruptive behavior is strictly prohibited.
11. You must follow all reasonable instructions from authorized department representatives pertaining to these policies.
12. Any violation of the above policies may result in disciplinary action.

All non-major student accounts will expire at end of each academic semester. All ICS/CIS major accounts will expire at the end of each academic year. Faculty/Staff accounts will expire upon separation from the department. The computing lab utilizes shared resources and storage is provided as a convenience for class-related data.

Account application requirements and ICS Department Account Policies are subject to change without prior notification. Please read all posted notices regarding policy changes in the ICS department spaces.