University of Hawai'i Information Technology Services

**Organizational UH Username Request Form**

**Please Print Clearly:**

Name of Requestor *: _____ Date: _____

**Requestor must be a current UH faculty, staff, or student*

UH Number of Requestor: _ _ _ _ - _ _ _ _

UH Email Account of Requestor: _____ @ hawaii.edu

Name of Organization: _____

*NOTE: Organization must be a Registered Independent Organization (RIO);* **All accounts** *must be renewed with ITS annually by Dec. 31st*

Campus Address: _____

Campus Phone: ( ) _____ - _____ Campus Fax: ( ) _____ - _____

Name, Phone, and UH Email Account of Faculty Advisor:

_____

Check One: ❒ New ❒ Renewal ❒ Change Owner ❒ Update ❒ Instructional Course

Requested (or existing) UH Username: _____ *(8 characters maximum)*

Reason for requesting Organizational UH Username:

**List of Person(s) authorized to use account *:**

** must be current UH faculty, staff, or student (maximum of 3)*

1. Name: _____ UH Email Account: _____ @ hawaii.edu
   UH Number: _ _ _ _ - _ _ _ _
2. Name: _____ UH Email Account: _____ @ hawaii.edu
   UH Number: _ _ _ _ - _ _ _ _
3. Name: _____ UH Email Account: _____ @ hawaii.edu
   UH Number: _ _ _ _ - _ _ _ _

**Agreement:**

*By signing below, I accept full responsibility for use of my organization's UH Username. I will ensure that all authorized persons understand and abide by the rules and regulations documented in "Use and Management of Information Technology Resources" and the "University of Hawai'i Student Code of Conduct".*

Requestor Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Campus RIO Approver Signature: _____ Date: _____

Please mail completed form to:

attn.: Help Desk
UH Information Technology Services
2565 McCarthy Mall, Keller Hall 213
Honolulu, HI 96822

OR

fax to:

attn.: Help Desk
UH Information Technology Services
fax: (808) 956-2108

If you have any questions, please call the ITS Help Desk at (808) 956-8883.

Confirmation will be emailed to the Requestor's email address.

For ITS use only

UH Username: _____ *Date created:* _____

*by:* _____ *Date notified*: _____

valid until: _____