**Departmental UH Username Request Form**

**Please Print Clearly:**

Name of Requestor *: ______________________________________  Date: ____________

*Requestor must be a current UH faculty or staff

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

UH Email Account of Requestor: _____________ @ hawaii.edu

Name of Department: __________________________________________

*NOTE: All accounts must be renewed with ITS annually by Dec. 31st

Campus Address: _____________________________________________

Campus Phone: (        ) ______ - _______  Campus Fax: (        ) ______ - _______

Check One: □ New  □ Renewal  □ Change Owner  Requested (or existing) UH Username: ____________

□ Update  □ Instructional Course  (8 characters maximum)

Reason for requesting Departmental UH Username:

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

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

<table>
<thead>
<tr>
<th></th>
<th>Name: __________________________________</th>
<th>UH Email Account: _____________ @ hawaii.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UH Number: _ _ _ - _ _ _ _</td>
<td></td>
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<tr>
<td>2</td>
<td>Name: __________________________________</td>
<td>UH Email Account: _____________ @ hawaii.edu</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>UH Number: _ _ _ -</td>
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</tbody>
</table>

**Agreement:**

By signing below, I accept full responsibility for use of my department'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”.

Signed: __________________________________________  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: 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: ____________________________