

No of ISMS	NCHU-ISMS-D-027	Confidential level	secret	version	3.1
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The personal data collected here is for email accounts application only, and will not be used for any other purpose without the consent of the applicant. It will not be published anywhere, and will be protected under the NCHU data preservation and security policy.

National Chung Hsing University Computer and Information Network Center

Faculty and Staff Email Account Application Form

I. Notes :

1. Please fill in three sets of account names. If an account is already in use, the next one in line will be assigned.
2. Account naming rules :
 - Length should be between 3 and 15 characters.
 - Please use English initials as the primary basis for the username.
 - Only English letters and numbers are allowed, **The first character must be a letter**, and all letters must be lowercase.
3. Short-term part-time teachers are required to attach a copy of their appointment letter. The account usage period is limited to the duration of the appointment.
4. The usage period of the project common account is limited to the duration of the project. Please indicate the start and end dates of the project in the remarks column.
5. Please be sure to provide contact information and email so that you can be notified once the account is created (please primarily use your campus extension number for the phone).
6. After this form is signed and stamped by the unit supervisor, please submit it to the Computer and Information Network Center.

II. Account Application : (Please write the account names clearly and legibly)

Write Account Name : 1. _____ 2. _____
3. _____

III. Applicant Information :

Mailbox Classification	<input type="checkbox"/> Personal Mailbox <input type="checkbox"/> Shared Mailbox		
Name		Job Title	
Employee ID Number		Contact Phone Number	
Service Unit			
Contact Person's Name		Contact Person's Phone Number	
Contact Person's Email			
Remarks			
Unit Supervisor's Stamp			

Received by:	Built by:	Notification:	Remarks:
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