



OnePass / CWEM Password Reset for Personal Account

Rules to Note

1. All ITSC computing resources must be used in accordance with the policies and guidelines stated in *ITSC User Reference RGEN002 Computer Network Policies and Guidelines on Access and Usage*. The document can be read on-line at <http://www.cuhk.edu.hk/itsc/publications/userdoc/rgen002.html>.
2. The computing resources must be used in connection with CUHK student activities only, in an efficient and non-wasteful manner, and **NEVER** for commercial purpose.
3. Any additional computing resources/quota granted has to be renewed on half-yearly basis.
4. The password granted to you must be kept **CONFIDENTIAL**.
5. Any user who violates the Centre's rules and regulations will have his/her computing account and privileges revoked.

Personal Data Collection

1. The personal data provided on this form will be used by
 - ITSC to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by ITSC
 - ITSC to contact you
2. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
3. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
4. You have the right to check whether ITSC holds personal data on you. You can submit your request through Service Desk at <http://servicedesk.itsc.cuhk.edu.hk> or in writing to "User Support Division, Information Technology Services Centre".
5. Details on the use of personal data by ITSC can be found at <http://www.cuhk.edu.hk/itsc/about/pdo.html>.

Form Submission

1. To expedite the process of your application, the information/documents must be supplied/produced/completed.
2. You can scan and e-mail the form to aims@cuhk.edu.hk with a photocopy of the applicant's CU Link Card for identity verification.
3. For password reset,
 - Staff applicant: The new password will be sent to the applicant either by (i) intra-departmental mail to applicant's department or (ii) email if personal e-mail address is provided.
 - Student applicant needs to provide a copy of CU Link Card for identification. After receiving and verifying the application form, the new password will be sent either by (i) postal mail if a stamped self-address envelope is provided or (ii) by e-mail if personal e-mail address is provided.
4. For other application request, you will receive a reply through email, internal mail or phone in THREE working days.
5. For any enquiries, please write to ITSC Service Desk at <http://servicedesk.itsc.cuhk.edu.hk>.

Section A: General Information

Staff / Student Computing ID No.		Title	Prof / Dr / Mr / Mrs / Ms	Name in Chinese (if applicable)	
Name in English					
Contact E-mail Address			Contact Phone No.		
Department	MBA Program in Finance (FMBA)				

Section B: Services Required

Reset Campus-wide E-mail System (CUHK OnePass (CWEM)) Account Password (Password will be generated by the system)

Section C: Signature

(**Signature**) _____
Name in Print Date

Section E: Office Use Only

Received by _____ Date _____
Authorized by _____ Date _____
Processed by _____ Date _____
Remarks _____