IFS Course or Group
Home Directory Application

Information Technology Central Services   R1132 • October 2004

A Course or Group Home Directory provides users with common file storage (a directory is analogous to a folder on the Macintosh). These directories have their own uniqnames — just like you have one. To access the Course or Group Home Directory, each authorized user must have a uniqname, UMICH (Kerberos) password, and IFS Individual Home Directory.

If setting up a Course or Group Home Directory is not what you want to do, one of these other forms might help:

- *U-M Sponsored Uniqname Application and Compliance Agreement,* R1453
- *Faculty, Staff, Student Self-Funded UMCE Account Application,* A1001
- *Uniqname Application and Compliance Agreement,* R1133

For more information, please contact the ITCS Accounts Office, (734) 764-8000.

Today's Date: _____

SET UP INFORMATION

1. Select either Course or Group directory and **print** the required information. Course directories are named by the CRISP number; you may choose the uniqname for a group directory.

- **COURSE**   ❏ Expire at end of term   ❏ Ongoing
  NOTE: Course directories are provided at no cost; however, you must provide a short code in the Funding Information section on the reverse side. Your account will not be billed.

  CRISP Number (for example, Math 215) _____

  Full Course Name _____

- **GROUP**

  School or College Name _____

  Department or Unit Name _____

  Full Name and Description of Group _____

  Please provide 6 possible choices for your group directory uniqname. List them in order of your preference. Valid uniqnames are 3 to 8 lower case alphabetical characters (a-z) with no spaces or punctuation. For example, biodept, cancen, uhs, dental, biophys, msa, soas, lsa.

  1) ___ ___ ___ ___ ___ ___ ___ ___   4) ___ ___ ___ ___ ___ ___ ___ ___

  2) ___ ___ ___ ___ ___ ___ ___ ___   5) ___ ___ ___ ___ ___ ___ ___ ___

  3) ___ ___ ___ ___ ___ ___ ___ ___   6) ___ ___ ___ ___ ___ ___ ___ ___

2. Specify the amount of directory space (minimum 1 gigabye [GB]): _____ GB at $1.00 / month / GB

AUTHORIZATION INFORMATION

Please list the individuals who will have full access (overall administrative rights) to this directory. You can easily make additions, deletions, and changes to your directory after it has been created.

PRINT uniqname	PRINT Full Name

CONTACT INFORMATION FOR DIRECTORY ADMINISTRATOR (Please **print**.)

ADMINISTRATOR UNIQNAME		
ADMINISTRATOR LAST NAME	ADMINISTRATOR FIRST NAME	ADMINISTRATOR MIDDLE NAME
CAMPUS OR U.S. MAILING ADDRESS AND ZIP CODE		CAMPUS OR PRIVATE PHONE
E-MAIL ADDRESS		
GROUP E-MAIL ADDRESS WHERE WE CAN SEND NOTICES REGARDING SCHEDULED SHUTDOWNS (FOR EXAMPLE, NOTICES ABOUT MAINTENANCE AND SOFTWARE UPGRADES).		

FUNDING INFORMATION (Please select one funding option and **print** the requested information.)

❏ **U-M Department or Unit Shortcode**   ___ ___ ___ ___ ___ ___
   NOTE: You must provide a U-M Shortcode even if you are applying for a Course directory, for which there is no charge. Your account will not be billed for a Course Directory.

   Department or Unit Name _____

   Authorized Name _____

   Authorized Uniqname ___ ___ ___ ___ ___ ___ ___ ___

   Authorized Signature _____

❏ **U-M Student Organization Shortcode**   _9_ _3_ ___ ___ ___ ___
   Use of this account must be preapproved by the SOAS (Student Organization Accounts Services) office — 763–5767.

   Student Organization Name _____

   Authorized Name _____

   Authorized Uniqname ___ ___ ___ ___ ___ ___ ___ ___

   Authorized Signature _____

Submit completed application to: ITCS Accounts Office
530 South State Street, Michigan Union, Lower Level
Ann Arbor MI 48109-1349

(734) 764-8000

FAX: (734) 647-4278

Accounts Office Use Only

Date Processed _____   By Whom _____   Service Order # _____

Uniqname _____   ITCS Department/Unit Code _____