

The Media Center offers computer accounts for class work

The Media Center offers computer accounts for class work. By using this account, you can use the following services.

- As for part-time teachers teaching in a Computer Rooms / CALL rooms, it is necessary to apply for this account.
- Please note that **it takes three days to prepare an account**. We appreciate your understanding.

[Using the account for class work, you will be able...]

to log in to the computers in the Computer Rooms / CALL rooms

to obtain a fixed E-mail address(es).

to set Home pages for each class work , to use “moodle” “Terra” and “Resource Folder” (On request) etc.

- The Media Center does NOT create a personal computer account for part-time teachers; however, we offer this “account for class work” if it is necessary for teaching. (Application is required.)
- To use the moodle / Terra/ Resource Folder, additional application is required. For more details, please inquire at the Media Center.

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1. Qualification

- If you are teaching a class, you can apply for a computer account for class work.

2. Available period

- You may use the accounts during the semester or for a year, depending on your class(es). You may not continue to use them after the date below:
 - the Spring Semester classes : the last day of the semester (end of September)
 - the Autumn Semester classes and one-year-courses : the academic year-end (end of March).
- **You can NOT continue to use them, even if you were teaching the same classes in the previous semester.**

3. Application requirements

- You can use one account for each class. (You may apply for as many accounts as the number of classes you teach).
- If a class is taught by more than one teacher, each teacher can apply for an account.
- Even if you are teaching only once in a series of lectures, you can apply for an account.
- The accounts are separated from your personal accounts. Class work accounts have addresses that start with “lct” and numbers that help to identify the academic year of the classes.

4. Application procedures for computer accounts for class work

5. ■ Starting date for pre-application: Tuesday, January 10th, 2012 ■ Grant starting date: Monday, 5 March, 2012
 - i) You can use the subsequent page as the application forms. You can also download the forms from the Media Center’s Home Page. (<http://ccweb.cc.sophia.ac.jp/sinsei/index.html>)
 - ii) Please fill in the application form and submit it to the Media Center. (You can also send it by FAX: 03-3238-3623)
 - iii) When the application form is filled appropriately, a Written Permission (with the account and the password on it) will be handed to you 3 working days since the application has been submitted at the Media Center after grant starting date (Monday, 5 March, 2012). Please pick it up at the Media Center (You can NOT receive it by e-mail, telephone etc. for reasons of security).
 - **Please bring your Faculty ID card. (If you are a part-time teacher, please bring the new ID card which is issued for the 2012 academic year.)**
 - iv) The Written Permission is valid until the end of the period for use. When you no longer intend to use the account, please return the Written Permission to the Media Center.
 - You can no longer log in after the date. Please copy and save necessary data on CD-R or other media in advance.