

Ref. No.

CFe-148b  
(12/2015)

**The University of Hong Kong**  
**Information Technology Services**  
**Application for Event Manager Account in HKU Event Management System**  
**(HKUEMS) - For Student Societies Only**

**Notes:** For applications from the student societies, please get the endorsement from the CEDARS (Section 3).

**Section 1: Applicant's Personal Particulars**

Name:	<input type="text"/>	E-mail Address:	<input type="text"/>
Student Number:	<input type="text"/>	Student Society:	<input type="text"/>
Phone Number:	<input type="text"/>	Position in Student Society:	<input type="text"/>

**Section 2: Student Society's Webmaster Account Information**

1. Webmaster account name:
2. For those societies without a webmaster account, please specify:  
The computer account name should be 4-8 characters (can be lower-case letters or digits) where the first two must be lower-case letters.  
The Information Technology Services has the final choice on the account name to be allocated.  

<input type="text"/>	<input type="text"/>	<input type="text"/>
1st Preference	2nd Preference	3rd Preference

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**Policies & Regulations and Data Privacy Information**

I have read and understood the Policies & Regulations, Personal Information Collection Statements and Privacy Policy Statements of the Information Technology Services posted at <http://www.its.hku.hk/about/policies>

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Name	Signature	Date
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**Section 3: Endorsement from the CEDARS**

Staff Number :	<input type="text"/>	E-mail Address :	<input type="text"/>
Phone Number :	<input type="text"/>		

I endorse / do not endorse\* this application. (\* please delete as appropriate)

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Name	Signature	Date
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**To be completed by the Information Technology Services**

Application is:

Successful

Checked by:  Date:

Approved by:  Date:

Created by:  Date:

Unsuccessful

Reason: