



DIRECTORATE OF IT & SS  
University of Kashmir

Application Form for Department Website User Credentials

1. EmpCode \_\_\_\_\_
2. Name \_\_\_\_\_
3. Department \_\_\_\_\_
4. Designation \_\_\_\_\_
5. Email-ID \_\_\_\_\_
6. Mobile-No \_\_\_\_\_

Certified that:

- Particulars given above are correct
- I shall strictly abide by the rules of University
- I shall be entirely responsible for maintaining the secrecy of the user name and password allotted to me.
- Any unauthorized communication from my User ID will make me liable for any action against me by the University authorities under law.

Sig. of Applicant  
Dated-

Note: On first login user should change the default password given. User may also change the password frequently to prevent any unauthorized access

Certificate

Certified that \_\_\_\_\_ is authorized to maintain Departmental Website  
(Name of user)  
for \_\_\_\_\_  
(Department / Section / Directorate / Center / etc.)

Seal & Signature of the Authority

Receipt

Received User Name \_\_\_\_\_ and Password from Directorate of IT & SS.

Sig. of Applicant  
Dated-

Department URL: \_\_\_\_\_  
User Name: \_\_\_\_\_ Password: \_\_\_\_\_  
**Important Note:** You must change the default password on first login