



# Database Add/Change Form

## Center for Instructional Support

Kuykendall Hall 107 & 103

Phone: (808) 956-8075 FAX: (808) 956-9535

Name (First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_

Status (check one):  Faculty  Staff  Lecturer (TA, GA)  Administrator

Office Address (Building) \_\_\_\_\_ (Room #) \_\_\_\_\_

Phone (office) \_\_\_\_\_ (home) \_\_\_\_\_ (other) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Office FAX # \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Department Office Address \_\_\_\_\_ Dept. Phone \_\_\_\_\_

**EQUIPMENT:** Most equipment is for on-campus usage. Camera restriction: on-island usage (except beaches). Call CIS to cancel reservations in advance. Return equipment as scheduled, in the same condition as received. If problems or delays occur, call CIS. Faculty may authorize student(s) to pick up equipment by supplying name(s) of student(s) in advance. Student must show valid UH ID card.

**ROOM SCHEDULING:** Inform CIS in advance if room is not needed. Faculty may arrange, in writing, for a student or TA to proctor a media room. If problems occur during room usage, call CIS for assistance.

**KEY CHECK-OUT:** Pick up keys for CIS equipment installed in general use classrooms in person and sign key receipt at CIS front office.

Return keys in person by the end of the semester/session.

Three Late Returns or "No Shows" result in a computer "lockout." Contact CIS for additional information.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_