

IASBS Computer Center Instruction

❖ Defining new username for new members:

International students should visit the computer center for applying for a username. This username will be applicable for using different services such as email, printer, or Wifi. This username will also be used as your academic email address and is not changeable after confirmation by the system administration. Members who have already defined a username in the previous years are able to either choose the same username or select a new one.

Password:

Your initial password will include the first letter of your last name plus your national ID(for Iranian Citizens) or Passport Number(for the citizens of the other countries). For example, a person named Ali Mohammadi whose national ID or Passport Number is **4294457418** will be set to:

m@4294457418

To keep your account secure, please change your account as soon as possible. To change your password, please use the email system which we have talked about in the pages ahead.

Username regulations:

- ✓ It should not be less than 6 and more than 16 characters long.
- ✓ It should be a combination of the first name and the last name.
- ✓ You can only use A-Z, underscore, hyphen or dot.
- ✓ It has to finally be confirmed by the system administrator.

1. University website URL: <http://www.iasbs.ac.ir/>