e-IACUC and e-COMS
User Guide
Getting an HUID or Changing Information

OVERVIEW

e-IACUC and e-COMS receive faculty, student and staff contact information from Harvard's Identity Management System. Getting a Harvard University ID (HUID) or making an update to the information on file with your HUID may be necessary to ensure access and that notifications are sent to the correct email address.

<div style="border:1px solid black; padding:10px;">

Select the question you would like answered

How do I get an HUID and PIN so I can log in to e-IACUC or e-COMS systems?

I already have an HUID, how do I change my information in the directory?

</div>

How do I get an HUID and PIN so I can log in to the e-IACUC or e-COMS systems?

1. Complete the "Special ID Application" form, available at:
2. Complete all sections of the application, and include the following items:
    a. Information for the first section includes:
        o Email: Must have a valid active email address,
        o Company/Institution: May be marked "other: IACUC" or "other: COMS", and
        o Duration of stay: End Date: Temporary ID cards are valid for up to two years.
3. Leave the fields for "Supervisor's or Department Administrator's Authorizing Signature" **Name, Signature,** and **Harvard ID** blank. This will be filled out upon submission to eSupport@hms.harvard.edu.
4. Sign and scan form and email to eSupport@hms.harvard.edu to be processed.

- *Additional information about HUID: http://www.campusservicecenter.harvard.edu/services/id-cards*
- *If you have forgotten your PIN, please visit: http://reference.pin.harvard.edu/faq*

I already have an HUID, how do I change my information in the directory?

Students should make changes to name, address(es), listed phone, or official email data through your School [Registrar](). It may take a couple of days for a local change to display.

Faculty and staff should work with their local directory contact. If you don't know who that is contact the HMS IT Service Desk (617-432-2000) or email at itservicedesk@hms.harvard.edu

Notes:
- Changes to name, job title, or office mailing address must be done through your local HR office. These changes are submitted to central payroll by the local department, where they are entered into the PeopleSoft HRMS.
- Expect approximately 3 days for a local change to show.

e-IACUC and e-COMS
User Guide
Getting an HUID or Changing Information

- At least one email address must be marked as "official" in the directory. Please indicate which email should be noted as "official" to the person assisting with the directory update.