



# e-IACUC and e-COMS

User Guide

Getting a HUID Number 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 Number may be necessary to ensure access and that notifications are sent to the correct email address.

### Select the question you would like answered

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

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

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

1. Complete the "Application for HUID Number" form, available on either the [COMS](#) or [IACUC](#) websites.
2. Complete all sections of the application, **EXCLUDING** the following items:
  - a. "ID# \_\_\_\_\_ / \_ issue code"
  - b. "Duration of stay: End Date \_/ \_/ \_ (to be completed by Authorizer)"
  - c. Supervisor's or Department Administrator's Authorizing Signature
    - o "Name (Print): \_\_\_\_\_"
    - o "Signature: \_\_\_\_\_"
    - o "Authorizing person must include Harvard ID# \_\_\_\_\_"
3. **Note:** For "Company/Institution" please put either "COMS" or "IACUC."
4. When complete, print, sign and scan form and email to [esupport@hms.harvard.edu](mailto:esupport@hms.harvard.edu) to be processed. **For research and support staff, please copy the Principal Investigator on this email.**

*\*\*Please note: You do not need to go to the ID office to obtain a HUID Number. This process can be completed by email.*

- Additional information about HUID: <http://www.campuservicecenter.harvard.edu/services/id-cards>
- If you have forgotten your PIN, please visit: <http://pin.harvard.edu/>

### 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.



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### *Getting a HUID Number or Changing Information*

**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](mailto: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.
- 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.