

# UNIVERSITY COMPUTER CENTER

## Front Line Service

### **Creation and Modification of DILNET Account**

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for use in DilNet Wifi, CRS, WebMail, UVLE, iLib, and other UP Diliman Web services

**Availability:** 8AM - 5PM from Mondays to Fridays

**Services** The following services can be availed:  
1) Creation of new DilNet Account;  
2) DilNet Account recovery and Password Reset; and  
3) Update DilNet Account access type

**Eligibility:** The following may request the above services:  
1) Undergraduate and Graduate students;  
2) Transferees from other UP Units or universities;  
3) UP Faculty and Visiting Professors; and,  
4) UP Employees.

**Requirements:** The following documents are necessary for verification purposes:  
1) For students:  
a) Validated UP ID; or,  
b) Latest Form5 and any government issued ID with photo  
2) For Faculty and Employees:  
a) Appointment Papers; and,  
b) UP ID or any government issued ID with photo  
3) If request is filed through a representative, the following additional requirements are necessary, along with those listed in (1) or (2):  
a) signed Authorization letter;  
b) UP ID or any government issued ID with photo of representative; and  
c) Photocopy of both representative and requestor's IDs.

**Duration:** 4 - 5 minutes per request