

# IGC IT Center User Guidelines for SUNY Korea New Students

Provided by SUNY Korea Student Services & Career Team

**For Questions:**

SUNY Korea Student Services & Career  
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IGC IT Center  
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Office Hours:  
Mon-Fri, 9am – 12pm / 1pm – 6pm  
Closed on weekends and public holidays

# IGC IT Center

You need to create an IGC ID in order to login to the housing application website.

Please visit IGC Center ([itcenter.igc.or.kr](http://itcenter.igc.or.kr)) to create an IGC ID.

IGC IT Center provides services as following:

- Housing application (check-in and check-out every semester)
- Software download (Windows 10, MS office programs and Hangeul)
- IGC student ID card application (campus building access)
- Facility rental services (cameras, beam projector, speakers, table PCs, laptops, etc.)

\*PLEASE do not create a temporary account through the IGC Housing Website.

## IGC IT CENTER: [itcenter.igc.or.kr](http://itcenter.igc.or.kr)



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**IGC IT CENTER**  
Providing the ultimate value  
We are value creators who provide the ultimate value.  
We encourages Creativity, Innovation, and Cooperation as a value creator.

**IT SERVICE**

- Network & Access
- IP Application
- Telephone Services
- VPN / Firewall Service
- Software Download
- ID card Services
- Rental Services
- Parking Permit Application
- Facility Reservation
- Help & Training Services

Notice Resources FAQs

- [IGC Library Info] Library system unavailable 18.12.13(12PM) ~ 17 (IGC관리자; 12/12/2018)  
[IGC Library Alert]IGC library system services, including our online catalogs, book check-out(in) will be unavailable to IGC Library users from Thursday...
- IGC ITcenter ID Confirm notice(SUNYK, FIT, GMU ONLY) (IGC 관리자; 09/07/2018)  
Hello, This is IGCITcenterWe recognized the inconvenience of the create an account,reset passwordprocess and developed it for your convenience.So...
- 2018 Spring IGC Broadcasting Studio Club New Member Recruitment 안내 (Hyunmin Lee, 23/05/2018)  
IGC 방송국 개국을 앞두고 글로벌 문화교류에 기여하고 캠퍼스 활성화 선도를 위한 제1기 방송국 운영국원을 아래와 같이 선출하고자 하오니 관심있는...
- 입주대학 학생을 위한 윈도우10 무상지원 안내 (IGC 관리자; 16/05/2018)  
우리IGC IT센터는 불법 소프트웨어 사용 방지 및 소프트웨어 구매비용 절감에 도움이 될 수 있도록 아래와 같이 윈도우10를 추가 지원해 드리오니 많은 ...

**MEMBER LOGIN** Please enter your ID / Password

User ID

Password

Save User ID

- Alerting network interruption
- Request for change
- Voce Of Customers
- Problem Management
- Knowledge searching
- Facility Reservation
- Group Communication
- Find Users

Why you need an IGC account?

Tech Support 032.626.0200  
itcenter@igc.or.kr

# IGC ID Application

You need to create an IGC ID in order to login to the housing application website.

Please visit IGC Center ([itcenter.igc.or.kr](http://itcenter.igc.or.kr)) to create an IGC ID.

As most of you won't have your Stony Brook/FIT e-mail account yet, please use your personal e-mail address to create an ID.

**\*NOTE:** Please use your personal e-mail address that you used for the admission application. The University won't be able to verify you if you use a different e-mail address here. If you'd like to change your e-mail address, please leave your message at [student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr).

The image shows a screenshot of a web registration form titled "Register". The form contains several fields with annotations in red and yellow boxes. The "E-mail" field is circled in red. A "Duplication Check" button is visible next to the User ID field. At the bottom, there is a checkbox for agreeing to terms and a link to the Privacy Policy.

Register	
Name in Full (Eng)	First Name Last Name <i>*If the name does not match with your admission application, it will be disapproved.</i>
Name(Kor)	홍길동 <i>*Please don't enter if you're not Korean.</i>
User Classification	Undergraduate
Gender	[Select]
University / Company	The State University of New York Korea
Department	other
Student / Emp. No	APP##### (SBU students) @##### (FIT students)
User ID	User ID Duplication Check
Password	
Re-enter password	
Mobile Number	(Only for the international student who has not your mobile number, you can put 000-0000-0000, but you may not get any notification or information from the All IGC Alert.)
E-mail	<i>*Personal e-mail address that you used for the admission application only.</i>
Note	<i>**Once your University e-mail account is generated, please replace your e-mail information at IGC IT Center</i>
In order to provide IT services, you agree that IGC Foundation utilize your personal information? <input type="checkbox"/>	
<a href="#">(Privacy Policy)</a>	

## Application Approval

Once you submit the IGC ID application (with your personal e-mail address), the University admin (Student Services & Career) will review your application and approve it.

During the office hours, it will normally be approved within 5-10 minutes. However, if it's not during office hours, it will be approved in the morning of the first business day after your application has been submitted.

Once it's been approved, you'll get a text message notification (if you have entered your Korean phone number.)

If you don't have a Korean phone number, you'll be notified via email.

