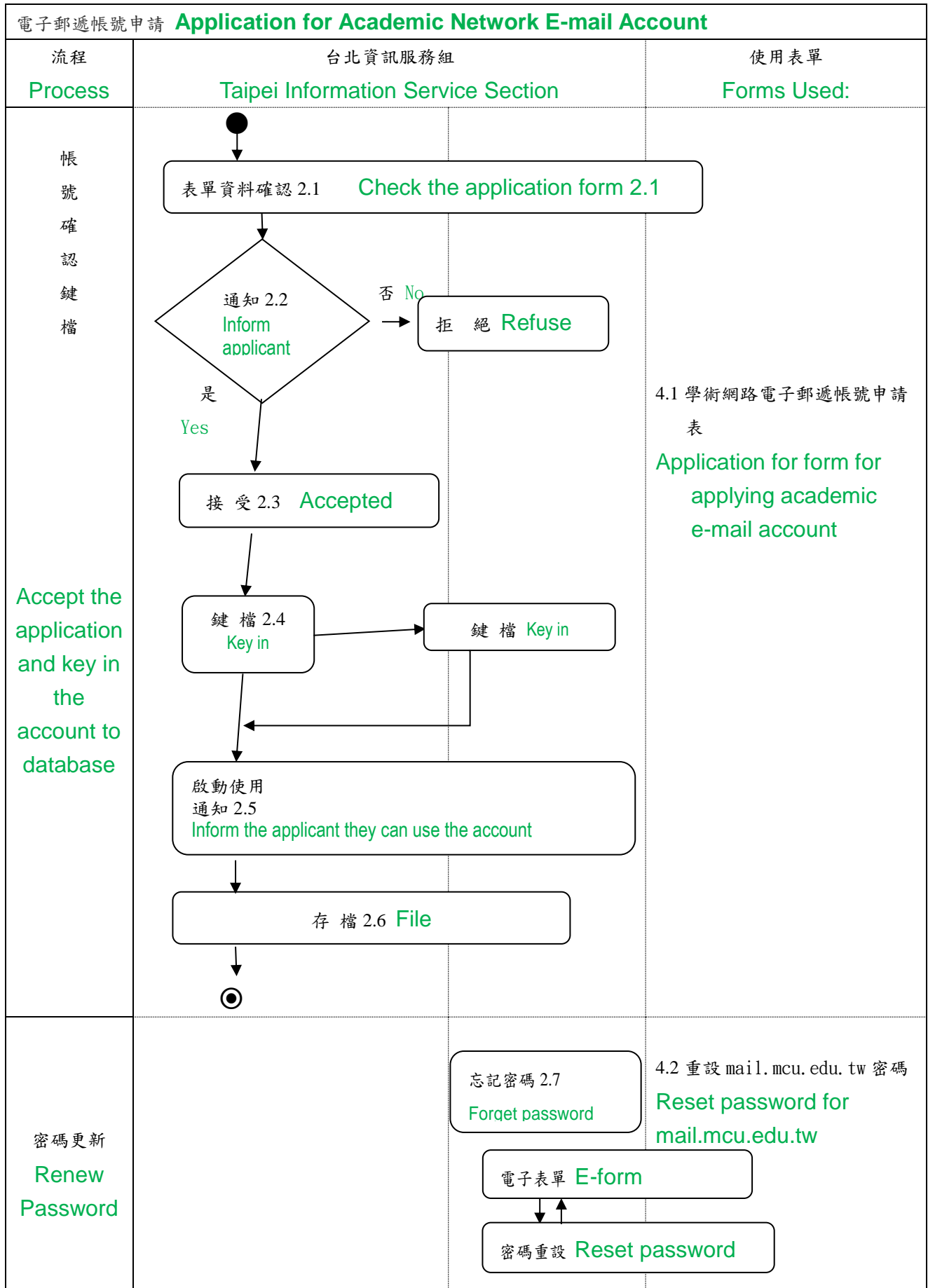


# 學術網路電子郵遞帳號申請流程

## Application for Academic Network E-mail Account

### 1. 流程圖 Flow Chart



## 2. 作業程序： Operations Procedures:

本校教職員均可上網申請電子郵遞帳號，以便於訊息傳遞，提高行政效率。 All MCU faculty and staff members can apply for e-mail account so that information can be transferred to promote administrative efficiency.

- 2.1. 表單資料確認：依電子表單中之表單申請人所填資料，查看主檔內帳號是否已有設定、是否為重覆申請。 Confirm application information: Information filled in to the application form is checked to see that there is no duplicated account
- 2.2. 通知：帳號如已有人使用，通知申請人更改帳號勿與他人帳號相同，若為重覆申請依實際需求接受申請另鍵帳號或拒絕。 Inform: If an account name is already in use, inform the applicant to select another account name; if it is a duplicated application, advise the applicant to apply for another account if needed or refuse the application.
- 2.3. 接受：申請表單內填入內部意見（對內記錄）及外部意見。（告知申請者帳號及使用說明） Accept: Record both opinions from inside and outside the unit the application form (Advise the applicant of their account user name and provide User Guide to them.).
- 2.4. 鍵檔：Key in:
  - 2.4.1. 鍵入申請者個人資料於教職員帳號資料庫。 Key in the personal information of the applicant to the faculty and staff member account database.
  - 2.4.2. 鍵入申請者個人資料於gmail端。 Key in the personal information of the applicants to gmail system.
- 2.5. 啟動使用通知：通知帳號可使用、使用方式。（申請者可透過表單查詢） Inform the applicant that the account is now available: Inform the user that their account is available now and how to use it (Applicant can query through the e-form system).
- 2.6. 存檔：資料存檔及定期備份處理。 Filing: Save the file and perform regular data back ups.
- 2.7. 忘記密碼：填寫表單設立新密碼，透過表單查看重設是否作業完成。 Forgot password: Fill in the form to reset a new password; applicants can check the process through the e-form system.

## 3. 控制重點： Key Control Points:

- 3.1 申請電子郵遞帳號，是否依規定程序辦理。 Is the process of applying e-mail account dealt with in accordance with the regulations?
- 3.2 重設電子帳號密碼，是否依規定程序辦理。 Is the process of resetting password for e-mail account dealt with in accordance with the regulations?

## 4. 使用表單： Forms Used:

- 4.1 學術網路電子郵遞帳號申請表 Application form for applying for academic network e-mail account
- 4.2 重設mail.mcu.edu.tw密碼 Reset password for mail.mcu.edu.tw

## 5. 依據及相關文件： Basis and Relevant Documents:

無 N/A