**NCKU Computer and Network Center**

**Application/Modification Form for Official Email System**

 **Application Date:**

1. **Person In Charge (Institution/Department) or Official Account Basic Information (Individual)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inst/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please Select the Related Procedure:**
* **First time Applicant** (Institution/Department)

Institution/Department Representative Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Account being em+ followed by representative extension: emxxxxx)*

* **Official or temporary official use** (Please do not fill in the expiration date field)

 Setup Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

 *(4-12 characters)*

 Setup Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(7-12 characters, the first character must be an English alphabet)*

* **Change Password**

 Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Input New Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(7-12 characters, the first character must be an English alphabet)*

1. **Personal Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Signature of Institution/Department Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instruction**

1. This official email mainly serves as a method of exchanging corporate information, the host name is email.ncku.edu.tw, and the corresponding E-mail Address is [*account*@email.ncku.edu.tw](%20account%40email.ncku.edu.tw).
2. Any application/modification by colleagues, please bring along employee ID card or ID card.
3. When applying for the first time, please attach the date of establishment for document verification.
4. For temporary official use account, please state the reason of application along with document identification or signature. Once approved, the duration of using an account is 1 year (extendable).
5. While using this service, please follow the Internet convention and protocol, no account sharing is allowed, any violation will result in account being terminated.
6. After being approved, the process will take 1 working day, the center will not make any further notification. First time user please use webmail (<http://email.ncku.edu.tw>) to log in, remember to double check the strength of your password to protect from being hacked.
7. This form can be obtained from NCKU Computer and Network Center or downloaded from our website <http://cc.ncku.edu.tw>.
8. Please contact us if you have any problems, we are located at 1st floor of Computer and Network Center, Phone: (06)2756727, (06)2757575 extension 61010.

*Received:* *Checked:* *Person in charge:*