**NCKU Computer and Network Center**

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

 **Date of application: \_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD)**

1. **Basic data of applicant or unit/department/institute user**

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

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

1. **Please select the required services:**
* **Application for a business or temporary business email account or a task force email account**

(Please set an account name (user ID) containing 4–12 characters. The first character must be an English letter, while others can be a combination of alphanumeric characters and the underscore)

Self-defined account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD)

Self-defined password: (at least 8 alphanumeric characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **First-time application of a regular unit/department/institute email account**

(Account format: em+extension number, e.g. emxxxxx)

Unit/department/institute extension number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-defined password: (at least 8 alphanumeric characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Change Password**

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

Reset password (at least 8 alphanumeric characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Signature of applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Signature of head of applicant unit/department/institute:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

1. This NCKU email account is intended for communicating school information. The server name is ncku.edu.tw and Email address is account@ncku.edu.tw.
2. When applying for (change) an email account over the counter, NCKU staff shall bring their NKCU ID and citizen ID.
3. When applying for an email account for the first time, a regular unit/department/institute shall submit the evidence of unit/department/institute establishment.
4. When applying for a business or temporary business email account or a task force email account, please submit the reasons for application, approval document, or evidence of unit establishment. Each email account will expire in two years and is valid for extension.
5. When using a NCKU email account, please follow the internet use convention and etiquette. Do not let others use the NCKU email account. Keep the password properly. When interference with the normal operations of the NCKU email system is detected, this Center may immediately terminate the right to use of the respective email accounts.
6. After evaluation and approval, an email account is ready for use after three workdays. This Center will make no further notice. When using the email account for the first time, please log into the webmail (https://mail.ncku.edu.tw) and set a stronger password first to prevent email account theft.
7. If you are any questions, please contact the consultation service of this Center at (06) 275-7575 ext. 61010.

***Computer and Network Center Handler:*** ***Network Section Chief:***