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| 紀錄編號. / NO | | |  | | | 填表日期. / Date. | |  | |
| 申請人  Applicant | |  | | | | 申請單位  Unit | |  | |
| 教職員编號  Staff No. | |  | | | | 分機  Ext. | |  | |
| 亞洲網路帳號  Asia Network ID；ANID | |  | | | | 單位主管  Unit Chief | |  | |
| **申請類別 Group Type** | | | | | | | | | |
| **單位業務承辦人員** (新進人員請勾選下列任職屬性類別)，  □系所行政助理**(含教務、學務、學術研究、招生系統權限，須會辦授權)** □行政單位承辦人員(承辦業務系統權限)  □比照，教職員編號：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_之系統使用權限  □其他(請說明)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **※新進到職後，總務、人事、會計等相關基本系統權限預設即自動開放，毋須再新增申請。**  **※系所助理申請【教務、學務、招生、學術研究..】系統權限，須會辦系統權責單位取得同意後，方能開放系統功能。** | | | | | | | | | |
| **校務資訊系統功能** (新增校務資訊系統使用權限，請勾選下列申請系統類別；並說明申請授權功能項目)  □教務系統(Educational Management System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □學務系統(Student Affairs Management System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □總務系統(General Management System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □學術研究系統(Academic and Research System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □產學系統(Industry-Academia Collaboration System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □人事系統(Personnel Management system) □會計系統(Accounting Management System)  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □其他系統(Other System)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  授權功能( for authorization function)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **資訊發展處評估 Assess** | | | | | | | | | |
| 資訊處承辦(Administrator) | | | | | | | | | |
| 會辦單位  Associated Administration Department | | | | | | | | 資訊發展處  Office of Information and Communication Technology | |
| 業務承辦  Administrator  教務處  權責主管  Unit Director | 學務務 | | | 研發處 | 招生處 | | 其他單位 | 收件日期時間  Receive Time | 權責主管(Unit Director)  資訊長  Dean of OICT |

**各系統功能會辦授權單位如列表**

**System Authorize Department List**

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| **系統名稱**  **System Name** | **會辦單位 (授權)**  **Associated Administration Department (Authorize)** |
| 教務系統 Educational Management System | 教務處 Office of Academic Affairs |
| 學務系統 Student Affairs Management System | 學務處 Office of Student Affairs |
| 總務系統 General Management System | 總務處 Office of General Affairs |
| 人事系統 Personnel Management system | 人事室 Personnel Office |
| 會計系統 Accounting Management System | 會計室 Accounting Office |
| 學術研究系統 Academic and Research System | 研究發展處 Office of Research and Development |
| 產學系統 Industry-Academia Collaboration System | 產學營運處 Office of Industry-Academia Collaboration |
| 其他系統 Other systems | 請洽詢系統管理單位  Please contact the system management Department |