中央研究院電子郵件業務帳號更新申請表

Academia Sinica @gate Business E-Mail Account Renewal Application

請遵守「中央研究院各項資訊安全規章」

填表日期Date：\_\_\_\_\_\_\_\_\_\_

**申請人 Applicant** (限助研究員以上/研究助技師以上/一級單位主管/院本部單位主管/單位資訊業務主管)

Eligible: Assistant Research Fellow or above; Assistant Research Specialist or above; Institute Director; Administration Administrative Director; Department IT Supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 簽章  Signature |  |
| SSO帳號  SSO Account |  |

**原因 Reason(s)**

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|  |

**帳號名稱 Account Name**

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**使用期限 Expiration Date**

帳號申請使用期限為1年，期滿可再申請延用；未申請延長者，於期滿自動關閉。系統將自動於到期前4周、7天、3天及1天寄發提醒通知信。

Each account expires in one year, and may be extended. If we don’t receive an application for an extension, the account will be closed automatically. Reminder e-mails will be sent (4 weeks, 7, 3 and 1 day(s)) prior to the expiration date.

**帳號使用人 Account User**

□**同申請人以下免填 (Same as Applicant, Skip the form below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名  Name |  | | 簽章  Signature |  |
| SSO帳號  SSO Account |  | |
| 若無SSO帳號，請填寫以下灰色欄位 Please fill in the gray form below if you do not have SSO account. | | | | |
| 院外電子郵址  Non-AS Email Address | |  | | |

※若申請表提交後逾3個工作天未收到回函，請洽本處服務台(02-27898855)或利用電子服務台https://8855.sinica.edu.tw洽詢。

If you have not received a reply in 3 days, please call the ITS help desk +886-2-2789-8855 or visit https://8855.sinica.edu.tw.

**-------------------------------------------------資訊服務處辦理結果 Result ----------------------------------------------**

|  |  |  |  |
| --- | --- | --- | --- |
| 收件日期 |  | 帳號名稱 |  |
| 承辦人 |  | 科長 |  |