中央研究院電子郵件業務帳號申請表

Academia Sinica @gate Business E-Mail Account Application Form

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.

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

**用途 Purpose**

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**帳號名稱 Account Name** (3至15個英文小寫字母或數字，首位為英文字母)

The first character must be an English letter. Use only lowercase English letters a-z and numbers 0-9. 3 to 15 characters long.

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| 1 |  | 2 |  | 3 |  |

**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. | | | | | | |
| 中文姓名  Chinese Name | |  | 英文姓名  English Name | | |  |
| 服務單位  Unit | |  | 職別  Position | | |  |
| 辦公室電話  (O)TEL | |  |  | | |  |
| 電子郵址  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 |  |