中央研究院電子郵件業務帳號異動申請表

Academia Sinica @gate Business E-Mail Account Modification 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 |  |

**用途 Purpose**

|  |
| --- |
|  |

**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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**異動項目** (可複選)

**Item(s) to modify** (multiple choice)

□ 帳號申請人 Account Applicant

□ 帳號使用人 Account User

□ 用途 Purpose

□ 密碼重置 password Reset

**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 |  |