Application Form for Faculty and Administrative Staff of National Chengchi University to Change the Password of a Public Email Account

Application date: ___/___/___ (yyyy/mm/dd)

Unit name			
Account name	□ □ □ □ □ □ □ □ @nccu.edu.tw		
Applicant's name		Applicant's employee code	
Applicant's phone number		Applicant's email	
Application type ☐ Password change ☐ Account cancellation ☐ Account name change		Unit's seal	Unit head's seal

I. How to apply:

1. The applicant must bring this request and their service card to the service desk on the first floor of the Computer Center for processing.
2. The request is then sent to the Networking and Development Section of the Computer Center via an internal campus document exchange.

II. Issuance of a new password:

Once the change has been completed, the password will be sent to the applicant by email.