Application Form for Changing the Password of an Email Account

Notes:

1. This application form is intended for **teachers, staff, and students who have forgotten their password** and wish to create a new one (**not applicable to alumni and public accounts**).

2. Applicants must present their service or student cards when applying. If an applicant appoints an appointee to submit an application on their behalf, a letter of appointment and the appointee's service or identity card must be presented in addition to the documents required to be submitted by the applicant (all documents must be originals).

3. Applicants must set their own password. The password should consist of **6–8** letters, numbers, or ASCII symbols found on US keyboards. All **letters must be lowercase**. **Be sure to fill out your account number and password neatly and clearly** so that the relevant procedures can be completed properly.

Date of application	Unit/department	Name	Account No.:	New password	Remarks
					#You will be asked to change the password you entered here immediately after logging in#

-------------------------------------(The following stub is to be kept by the applicant)-------------------------------------

Account number and password memo (filled by the applicant)

Applicant:

Account No.:

Password: (when entering the password, remember that upper and lowercase letters are regarded as different characters)

National Chengchi University Computer Center Email Account Usage Guidelines

1. The password change usually takes one to three working days from the date of the request (extended in the case of public holidays). You can try to log in with the new password after one working day. If you have any questions, please call campus extension 67157 during business hours or email help@nccu.edu.tw.

2. Your account number and password can be used for the following services without further registration.
iNCCU Personal Web Portal (https://i.nccu.edu.tw),
NCCU Web Mail (https://nccu.edu.tw/),
Remote learning WM5(https://wm5.nccu.edu.tw),
Campus wireless network (Wi-Fi),
Virtual private network (VPN).

3. Your email address is account_number@nccu.edu.tw, and the mailbox capacity is 10 GB for staff and 2 GB for students.

4. If you have any questions about the iNCCU Personal Web Portal, please contact the Computer Center at extension 67599.

5. If you have any questions about email system or personal websites for faculty and staff, please dial campus extension 67157.

6. If you have any questions about the distance learning portal, please dial campus extension 63378.

7. If you have any questions about WiFi on campus or VPNs, please dial campus extension 62544.