

## 「新生入學指導請假」流程操作說明

### Explanation of the Process for New Student Orientation Leave Application

113 學年度新生入學指導請假流程，路徑說明如下：

The process for applying for leave during the 111th academic year new student orientation is as follows:

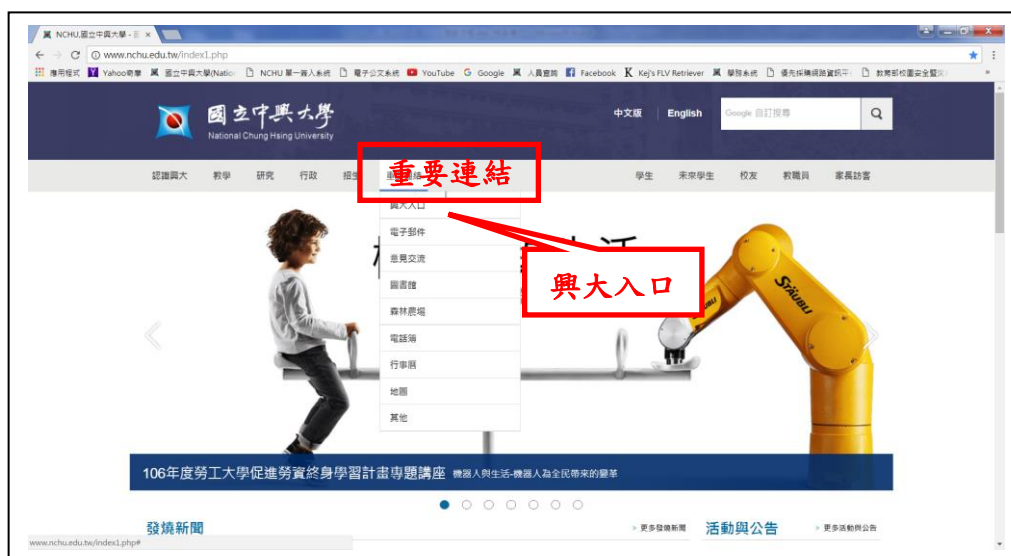
路徑：由「興大入口-單一簽入系統」登錄

Path: Log in through the "NCHU Portal - Single Sign-On System"

程序 1、進入國立中興大學首頁(<http://www.nchu.edu.tw/index1.php>)，點選「重要連結」後，選擇「興大入口」登錄。

#### Step 1

Go to the National Chung Hsing University homepage (<http://www.nchu.edu.tw/index1.php>), click on "Important Links," and then select "NCHU Portal" to log in.



程序 2、進入「興大入口-單一簽入系統」網頁後，輸入帳號(申請人學號)及密碼(申請人密碼)，再點選「登入」。

#### Step 2

On the "NCHU Portal - Single Sign-On System" page, enter your username (applicant's student ID) and password (applicant's password), then click "Login."



程序 3、進入網頁後，點選「學務資訊系統」。

Step 3

After logging in, click on "Student Affairs Information System."



程序 4、進入學務資訊系統後，點選「新生入學指導請假」，依表列選項完成點選，再行點選「儲存」鍵。

#### Step 4

In the Student Affairs Information System, select "New Student Orientation Leave Application," complete the options listed, and then click the "Save" button.



程序 5、資料送出前，請先行確認資料是否正確，若資料無誤，再點選「送出」鍵，傳送後資料即無法再行更改，如若資料有誤，請點選「修正」鍵，實施修正。

#### Step 5

Before submitting the information, confirm that the details are correct. If the information is accurate, click the "Submit" button. Once submitted, the information cannot be changed. If there are errors, click the "Edit" button to make corrections.



程序 6、資料完成傳送者，即呈現「已送出請假！」，代表已完成請假。



### Step 6

Once the information is successfully submitted, a message stating "Leave Application Submitted!" will appear, indicating that the leave application is complete.