

# 各項證明申請書電子化申請流程：

步驟 1：請至本校首頁 → 使用者入口列(教師 or 職員)

The screenshot shows the National Formosa University website. At the top, there is a navigation bar with links for Home, Faculty, Administration, Teaching, Education, Admissions, News, Research, Services, and Library. Below this is a large banner for the 114th academic year application process, detailing key dates and events:

- 1/15: 簡章公告、發售及下載
- 6/20: 公告實際招生名額
- 6/19~6/26: 國中集體通訊報名、個別網路報名、個別通訊報名
- 6/29: 國中集體與個別現場報名
- 7/4: 寄發『成績暨現場分發報到通知登記單』、第一次公告-參加『現場登記分發名單、時間及地點』
- ★7/9: 現場登記分發報到

Below the banner, there is a section for '使用者入口列' (User Login) with the following options:

- 新生
- 在校學生
- 教師
- 職員
- 未來學生
- 校友(校友資訊平台)
- International Student

The '教師' and '職員' options are circled in red, and the word 'or' is placed between them.

步驟 2：教師 → 行政資源 → 電子化表單線上簽核系統

職員 → 全校行政專區 → 電子化表單線上簽核系統

The screenshot shows two side-by-side menu panels. The left panel is titled '行政資源' (Administrative Resources) and lists various systems, with '電子化表單線上簽核系統' (Digital Form Online Approval System) circled in red. The right panel is titled '全校行政專區' (All-School Administrative Area) and lists similar systems, with '電子化表單線上簽核系統' circled in purple. To the right of these panels is the '使用者入口列' (User Login) section, which is identical to the one in the first screenshot, with '教師' and '職員' circled in red and 'or' between them.

### 步驟 3: 電子化表單線上簽核系統登入(校務行政帳號密碼)



### 步驟 4: 人事室 → 各項證明申請書 → \*號資訊填妥後 → 送出簽核

