National Taiwan University

Computer and Information Networking Center

Application for Change of Faculty Account Administrator

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| Account ID |  |
| Name of New Account Administrator |  | Employee ID |  |
| Office No. |  | Mobile No. |  |
| Additional Remarks |  |
| Account Regulations and Notices | 1. The faculty account administrator must be an NTU employee with a valid employee ID.
2. The faculty account shall be deactivated upon the end of the administrator’s employment.
3. The unit head shall supervise all work-related handover and apply for a change in administrator if the faculty account still needs to be used.
4. For cybersecurity purposes, the administrator is reminded to update the account password on a regular basis at http://changepassword.cc.ntu.edu.tw
5. Please read and abide by the following regulations:
	1. *National Taiwan University Campus Network Usage Regulations*
	2. *National Taiwan University Computer and Information Networking Center Network Service Account Management Regulations*

Detailed provisions of the aforementioned regulations are available in the “Regulations” section on the NTU Secretariat website.  |
| Application Date |  | Contact No. |   |
| Signature or Seal of Processing Clerk |  | Email | @ntu.edu.tw |
| Signature or Seal of the Head of the Preliminary Processing Unit (department, graduate institute, or division) |  | Signature or Seal of the Head of the Final Processing Unit (college or office) |  |

Form No. QP-AC40-02-02 Form Ver. 2020/07/30