新生基本資料登入說明文件

Instruction for new students to register basic data

一、文件目的

協助新生順利完成註冊前的資料建檔作業。

This document aims to assist new students in successfully completing the pre-registration data setup process.

二、適用對象

首次登入[新生基本資料登入資料系統]新生

This document is intended for new students logging in to the New Student Data System for the first time.

三、系統需求

- 建議使用瀏覽器：Google Chrome、Microsoft Edge
- 網路環境：穩定的網際網路連線
- 裝置需求：桌上型電腦或筆記型電腦（建議解析度 1280×720 以上）
  Recommended browsers: Google Chrome, Microsoft Edge
  Network environment: Stable internet connection
  Device requirements: Desktop computer or laptop (recommended resolution 1280 × 720 or above)

四、登入步驟Login Steps

1.開啟登入頁面
Open the login page
2.學校新生資料登入系統首頁，如左側QRcode 或下方網址
Access the homepage of the New Student Data Login System using the QR code on the left or the website link provided below
https://campus4.ncku.edu.tw/wwwmenu/program/fresh/

1. **輸入學號與密碼**
   - 學號: Student ID

   密碼:本國學生請以身分證號作為預設密碼登入
   僑生、外籍生、陸生、交換生請以學號後4碼和生日4碼(MMDD)共8碼作為預設密碼登入。
   Overseas students and exchange students should use the last 4 digits of your student ID number combined with the 4-digit month and day of your date of birth (MMDD) as an 8-character password when logging in to the New Student Basic Data Entry System for the first time.
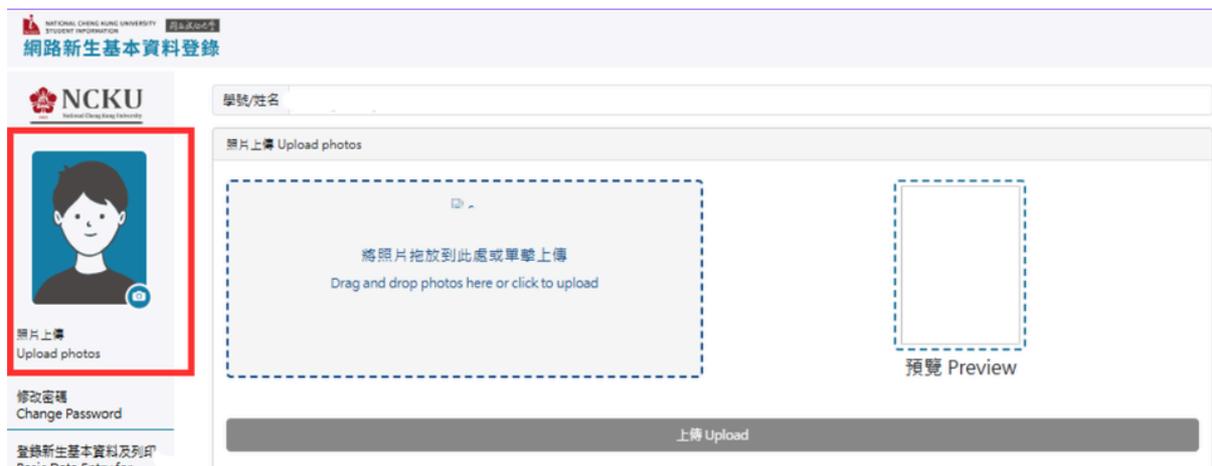   ※密碼輸入請注意大小寫。Passwords are case-sensitive

五、基本資料填寫流程

1.照片上傳 Upload Photo
學士班新生之照片，原則上逕以招生考試報名時所繳交之照片匯入，不受理更換。（含運動績優、個人申請、繁星推薦、分發入學等入學管道）。
登入系統後發現未有照片者請自行上傳，照片經確認後，不受理更換申請；如須更換學生證照片，應以補發證件方式辦理。

Students without a photo on file must upload their own photo.
Once the photo has been uploaded, requests for photo replacement will not be accepted. Any photo change must be processed through a student ID card reissuance procedure.

2.修改密碼 Change Password
為保障帳號安全，首次登入時強制修改預設密碼，請設定7-18碼，英文與數字組成的新密碼
For account security, you are required to change the default password upon first login. Please set a new password of 7–18 characters consisting of letters and numbers.

變更密碼Change Password

3.登錄新生基本資料 Basic Data Entry for New Student
請注意一定得按下確認存檔 SAVE 按鍵
Important: Please make sure to click the "SAVE" button to confirm and save your data.

4.前面三項皆完成，並重新整理網頁才會出現[新生證件上傳Upload Supporting Documents]上傳按鍵

After completing all three steps above and refreshing the web page, the [Upload Supporting Documents] button will appear in the system.

5.登錄新生綜合資料表(交換生/外籍生免填)

Student Personal Information Record (Exclude exchange students/international student)

六、新生證件上傳 Supporting Documents Upload

確認無誤後，點選「送出」完成資料上傳。
After confirming that all information is correct, click "Submit" to complete the document upload

如果你的上傳的資料內容不夠清晰或有缺件，您會收到補件通知，請依規定完成補件。
If the uploaded documents are unclear or incomplete, you will receive a notification requesting additional documents. Please follow the instructions to submit the required materials.

並請注意檔案大小的問題若您欲上傳之檔案超過 **2MB**，請於上傳前先自行將 PDF 壓縮至合適大小。
 If the file you wish to upload exceeds **2MB**, please compress the PDF to an appropriate size before uploading.

目前已有多種線上工具可供使用，請擇一您操作方便者即可。
 There are multiple online tools available; please choose the one that is most convenient for you.

七、常見問題 FAQ

問題 Issue	可能原因 Possible Cause	解決方式 Recommended Action
無法登入新生基本資料系統 Unable to log in to the New Student Basic Data System	帳號或密碼輸入錯誤 Incorrect username or password	確認帳號密碼是否正確，或使用「忘記密碼」功能重設 Please check whether your username and password are correct, or use the "Forgot Password" function to reset your password
無法上傳文件 Unable to upload documents	檔案大小或格式不符 File size or format does not meet requirements	確認檔案為 JPG、PNG 或 PDF 格式，大小不超過 2MB Please ensure the file is in JPG, PNG, or PDF format and does not exceed 2 MB.
新生基本資料送出後發現錯誤Errors found after submitting New Student Basic Data	已完成送出無法修改 Modifications cannot be made after submission	黃色欄位可自行更正，若有進一步問題聯絡註冊組各系所承辦人 Fields highlighted in yellow can be corrected by yourself. For further assistance, please contact the department coordinator at the Registration Division.

八、聯絡資訊

- **單位名稱**：成功大學註冊組
- **聯絡電話**：06-27575757#50120
- **電子郵件**：em50120@ncku.edu.tw
- **服務時間**：週一至週五 08:00–17:00，12:00~13:00 中午休息
  Office Hour. Mon. - Fri. 8:00 AM -12:00PM , 1:00PM- 5:00 PM
  TEL.+886-6-2757575#50120 ,FAX. +886-6-2766409 Email:em50120@ncku.edu.tw
  Registrar's Division (Yun-Ping West Building 1F)
  No.1, University Road, Tainan City 701, Taiwan (R.O.C.)