學生宿舍線上床位選填流程教學

The On-line Room Registration Guide

第1階段 Stage 1

| 帳號登入
[選擇身分後登入]
Log In
[Choose Your Identity and Log In] | → | 選擇房間並輸入室友學號
及授權碼
Choose a Room and
Enter Your Roommates'
Student ID & Verification Code |

第2階段 Stage 2

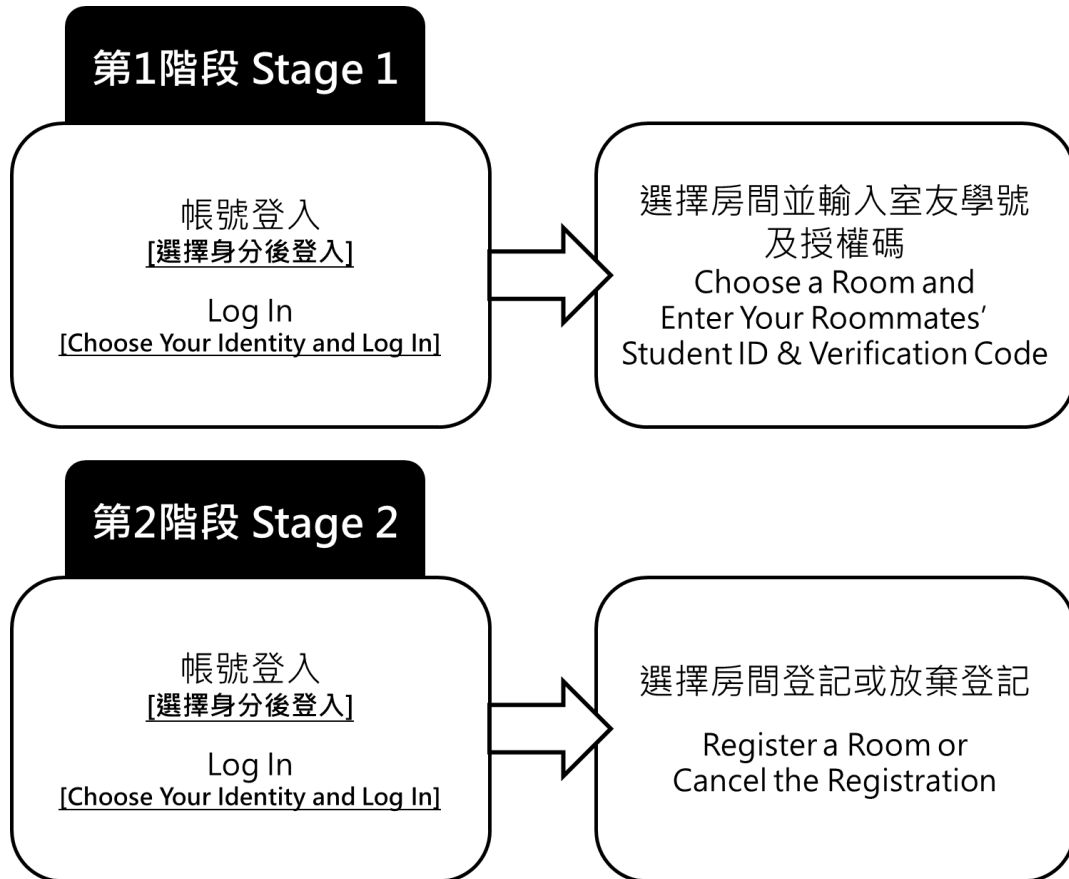| 帳號登入
[選擇身分後登入]
Log In
[Choose Your Identity and Log In] | → | 選擇房間登記或放棄登記
Register a Room or
Cancel the Registration |

注意事項：

第一階段是給需要湊成一間寢室的同學登記使用；第二階段是給全體同學登記床位，或是在第一階段登記後需要修改的同學。

Notice：

Stage 1 is ONLY for those who need to make up a room; Stage 2 is for every student to register a room, or those who need to modify the choice after registering in Stage 1.

1 帳號登入(Log In)

登入申請(log in)

學號Student ID No: [Student ID]

密碼Password: [Password]

登入 Sign in

第一次登入此新版成功入口請使用預設密碼:身分證後四碼+生日月日四碼
- 外籍生:學生證後四碼+生日月日四碼(mmdd)
- 非第一次登入可使用忘記密碼進行密碼修改

● 接著點選下方的「登入」進入到登入頁面後，輸入學生 ID 和密碼登入
系統。
First click "log in" below the main page, and enter your Student ID and
Password to log in the system (the password is the same as it in
Cheng-Kung Portal (https://i.ncku.edu.tw/en)).

第一階段 Stage 1

2 選擇房間並輸入室友學號及授權碼

(Choose a Room and Enter Your Roommates' Student ID & Verification Code)

❶

舍別**Dorm**：勝三, 樓層**Floor**：2 ▼, 寢室**Room**：0213 (3) ▼ (如需重整寢室資料重選『樓層』)
您選的 *[0213]* 是『寧靜房Silent Area』，需填**3**個床位。
The room you selected is Room *0213*. It's a room for 3 persons.

❷

編號	學號 Student ID	授權碼 Registration Code	檢查(請按) Click for data verification
1	I84071014	----	OK
2			check
3			check
4			check

⬇

舍別**Dorm**：勝三, 樓層**Floor**：2 ▼, 寢室**Room**：0213 (3) ▼ (如需重整寢室資料重選『樓層』)
您選的 *[0213]* 是『寧靜房Silent Area』，需填**3**個床位。
The room you selected is Room *0213*. It's a room for 3 persons.

編號	學號 Student ID	授權碼 Registration Code	檢查(請按) Click for data verification
1	I84071014	----	OK
2	B24061914	4273	OK! clean
3	I64066099	8877	OK! clean
4			check

● 進入系統後，首先填寫想要住的樓層以及寢室。
After entering the system, first check the preference of the floor and the room.

● 接著填寫預先找好的室友，並填寫他們的「學號」以及「床位登記授權碼」，並按下「check」，顯示 OK 時代表沒問題。
Then, fill in your roommates' Student ID and Verification Code, and click "check" to verify it.

● 送出此表單後出現如下畫面代表床位選填成功，請勾選同意條款並登出。
The figure below shows the room registration is done. Accept the agreement and log out.

☑ *同意遵守勝三宿舍住宿公約。I agree with the agreement of this dorm. Download the file of the agreement. [檔案下載 Download]

恭喜你，已完成床位選填！Registration completed!系統已發出email通知。The system is sending you the notification e-mail.
如事後需要修改，請於第2階段床位選填時個別上線處理。You may revise you own room registration in Stage II.
請登出！Sign out!

= 結束並離開 Sign out.=

注意事項：

(1) 第一階段需要湊滿一間才能在此階段登記，如範例中 0213 房有三個床位，因此 I84071014 這位同學需要額外再找兩位「同樣也抽到此棟宿舍」的同學才能登記。

(2) 若忘記床位登記授權碼的同學請於系統首頁的部分輸入自己的學號，授權碼就會寄到信箱裡。

(3) 在登記後若需要做修改，請在第二階段時再做修改。

Notice：

(1) In Stage 1, every room should be filled for registration. Like the example above, Room 0213 has 3 beds, so Student I84071013 needs to find 2 other roommates which also can register in this dorm.

(2) If someone forget his Verification Code, please go to the main page and enter the Student ID, like the figure below. The Code would be sent the email after a few minutes.

(3) If there is a need for revision after registration, please wait for the available time of Stage 2, log in and modify.

系統說明 | Remarks

1. 第一階段授權碼查詢(結果寄到信箱)：
Enter you student ID number to inquire your verification code and check your email for the result of your inquiry.

>>> 學號 [   ] 查詢

2. 此處所填之email及連絡電話為你個人住宿期間之連繫管道，請務必填寫正確。如因填寫不實或有誤，而影響您個人權益，本組恕不負責。
To receive the latest and important information while staying in dorm, please make sure to provide correct email address and contact phone number. The applicant shall be responsible for the consequences arising from incorrect information.

第二階段 Stage 2

2 選擇房間登記或放棄登記

(Register a Room or Cancel the Registration)

a 您目前登記(The dorm and room you've registered)：勝三,0213

我現在不要住宿了！(I'd like to CANCEL my room registration!) [我要放棄選填]
請注意：此選項將刪除您的申請資料，但您還是可以在線上床位選填期間再次登記。
提醒您，中籤後沒有進行床位選填將被視為『放棄中籤資格』。ATTENTION! Clicking this
button, you will delete all your registration records and thus be regarded as giving up your
on-campus accommodation! Nevertheless, you can register again before the end of Stage
II, i.e. April 19th

b 想換寢室可直接在下方選取，系統將重新設定。You may revise your room registration in the following section.

舍別**Dorm**：勝三, 樓層Floor：[請選擇... ▼], 寢室Room：[顯示資料... ▼] (如需重整寢室資料重選『樓層』)
寢室屬性Room Classification...
室友...

注意事項Remarks：

• 選填床位時需等待系統回應成功方可關閉頁面。DO NOT close the browser before the system responds!

☐ *同意遵守勝三宿舍住宿公約。I agree with the agreement of this dorm. Download the file of the agreement. [檔案下載 Download]

[送出資料(Send Data)]

(a) 需要放棄床位的同學：
進入頁面後勾選「我要放棄選填」，接著看到如下的畫面，注意放棄後在期限內仍可重新登入選擇床位。

(a) For those who need to cancel the registration:
After entering into the system, click "I'd like to CANCEL my room registration!", then you would see the page looks like the below. Noted that you can log in again to choose the room after cancel the registration in the available time (like (b)).

您已刪除您的申請資料，但您還是可以在線上床位選填期間再次登記。
提醒您，中籤後沒有進行床位選填將被視為『放棄中籤資格』。

You've deleted all your registration records and thus been regarded as giving up your on-campus accommodation! Nevertheless, you can register again before the end of designated time.

[= 結束並離開 Sign out.=]

(b) 需要選填或更換床位的同學：
進入頁面後選擇樓層和寢室後，勾選同意事項並送出。在看到以下的畫面即代表完成登記!

(b) For those who need to choose or revise your room:
After entering into the system, choose your favorite floor and room, then check the agreement and click "Send Data". You would see the page looks like the following figure, which means the registration is done.

☑ *同意遵守勝三宿舍住宿公約。I agree with the agreement of this dorm. Download the file of the agreement. [檔案下載 Download]

恭喜你，已完成床位選填！系統已發出email通知。
如事後需要修改，請於床位選填登記期間上線處理。
You have completed your room registration and the system has sent you a notification email. To revise your registration, please log in the system by the end of stage 2.
請登出！

= 結束並離開 Sign out.=