



明志校園入口網系統

首次登入說明-新進人員適用

歡迎您來到明志科技大學!!

您的員工編號為：_____ (由人事室為您填上)

登入帳號為郵件帳號(需申請)，預設密碼為：身份證號碼(第一個字母需大寫)

『明志校園入口網』為提供所有校務資訊系統之單一入口平台，所有本校的校務系統、服務資源皆透過此平台連結，您登入後可獲得所有相關資訊文件，以利更快熟悉學校行政、教學與研究資源。

待人事資料建檔後(人事資料建檔進度，可洽詢人事室)，您即可依循下列步驟進入校園入口網。

1. 登入的網址為：<https://portal.mcut.edu.tw/>
2. 登入後請先點選『新進同仁帳號申請作業』，輸入員工編號與身份證字號啟動申請作業。

明志科技大學校園入口網

帳號
sibin

密碼
.....

登入

或者

使用 Microsoft 365 登入

密碼忘記了嗎?
帳號忘記了嗎?
新進同仁帳號申請作業
管理員資訊

請輸入員工編號與身分證字號

員工編號
[]

身分證字號
[]

送出資料

3. 待新帳號取名申請完成後，請以此帳號從校園入口網首頁登入，首次登入系統會強制要求修改密碼，密碼原則為8~20碼、英數並行且不可同員工編號。並要求提供一組校外信箱，作為日後密碼驗證及忘記密碼使用。



這是您第一次登入系統，請先修改密碼。

姓名	系統測試帳號
部門	系統開發組群組
新密碼
確認新密碼
校外的信箱	XX@outlook.com 校外個人信箱，作為日後密碼驗證用

- 密碼修改確認後，系統會重新跳至校園入口網首頁，請用新的密碼登入即可進入系統。
- 首次登入，部分應用程式因權限及群組尚在轉檔，故須等待約半小時後，才能正常使用。
- 若有任何操作上問題，可洽詢電算中心(分機:2270)，將竭誠為您服務。

◆ Microsoft 365 郵件、ERP 與 Notes 申請進度查詢

登入校園入口網>>應用系統>>校內帳號申請>>校內帳號申請狀況查詢

校內帳號申請狀況查詢					
單位	帳號	姓名	帳號類型	狀態	申請日期
系統開發組群組			ERP帳號	已完成	2012/05/23 09:49:33
			Mail帳號	已完成	2017/05/08 10:09:45
			Notes帳號	已完成	2010/08/27 20:23:01

◆ Microsoft 365 服務登入說明

- 學校電子信箱服務已經採用公有雲服務 Microsoft 365。開通約需 1-2 個工作天。
- 登入的網址為：<https://portal.office.com>
- 登入帳號為：郵件帳號@o365.mcut.edu.tw（因為是全世界通用，所以須整個輸入）
（o365 是取自原 Microsoft 365 名稱『office 365 的 o』，非數字的零）
- 預設密碼為：同校園入口網密碼



MCUT Portal System

First Login Instructions – For New Employees

Welcome to Ming Chi University of Technology (MCUT)!!

Your Employee ID: _____ (To be filled in by the Personnel Office)

Login Username: Your email account (must be applied for first), default password: Your ID number (first letter must be uppercase).

The “MCUT Portal” is a single-entry platform that provides access to all administrative information systems. All the university’s administrative systems and service resources are linked through this platform. After logging in, you can obtain all relevant information and documents, which will help you quickly familiarize yourself with the school’s administrative, teaching, and research resources.

After your personnel data is created (you can inquire about the progress at the Personnel Office), you can follow the steps below to access the MCUT Portal.

1. Login URL: <https://portal.mcut.edu.tw/>
2. After logging in, please first click on ‘**New Employee Account Application**,’ and enter your employee ID and ID number to initiate the application process.

The image shows two screenshots of the MCUT Portal login interface. The left screenshot is titled "明志科技大學校園入口網" and features a login form with fields for "帳號" (Account) containing "sibin" and "密碼" (Password) with masked characters. Below these fields is a red "登入" (Login) button. Underneath the button is a horizontal line with the word "或者" (or) in the center. Below this line is a button with the Microsoft 365 logo and the text "使用 Microsoft 365 登入". At the bottom of this form are links for "密碼忘記了嗎?" (Forgot password?), "帳號忘記了嗎?" (Forgot account?), "新進同仁帳號申請作業" (New employee account application), and "管理員資訊" (Admin info). The right screenshot is titled "請輸入員工編號與身分證字號" (Please enter employee ID and ID number) and contains two input fields: "員工編號" (Employee ID) and "身分證字號" (ID number). Below these fields is a red "送出資料" (Submit data) button.



- Once the new account naming application is completed, use this account to log in from the MCUT Portal homepage. The system requires you to change your password on the first login. The password must be 8–20 characters long, a combination of letters and numbers, and cannot be the same as the employee ID. You will also need to provide an external email address for future password verification and password recovery.

這是您第一次登入系統，請先修改密碼。

姓名	系統測試帳號
部門	系統開發組群組
新密碼
確認新密碼
校外的信箱	XX@outlook.com 校外個人信箱，作為日後密碼驗證用

- After confirming the password change, the system will redirect you to the MCUT Portal homepage. Please log in with the new password to enter the system.
- For the first login, some applications may require about half an hour to be fully operational due to permissions and group data transfer.
- If you encounter any issues, please contact the Computer Center (extension: 2270). We are here to serve you.

◆ Microsoft 365 Email, ERP, and Notes Application Status Inquiry

Login to the MCUT Portal >> Application Systems >> Internal Account Application >> Internal Account Application Status Inquiry

單位	帳號	姓名	帳號類型	狀態	申請日期
系統開發組群組	[Redacted]	[Redacted]	ERP帳號	已完成	2012/05/23 09:49:33
			Mail帳號	已完成	2017/05/08 10:09:45
			Notes帳號	已完成	2010/08/27 20:23:01

◆ Microsoft 365 Login Instructions

- The school's email service now uses the Microsoft 365 public cloud service. Activation takes about 1–2 business days.
- Login URL: <https://portal.office.com>
- Login Username: email_account@o365.mcut.edu.tw (since this is universally used, the entire address must be entered)
(o365 is derived from the original Microsoft 365 name 'office 365,' not the number zero)
- Default Password: the same as the MCUT Portal password