

## 文藻外語大學教職員識別證補發說明

### 一、遺失申請補發

- 1.請先至人事室網頁掛失一卡通識別證，登入帳號、密碼同校務資訊服務入口網。



職員證(一卡通)掛失系統登入

員編 account	<input type="text"/>
密碼 password	<input type="password"/>
<input type="button" value="登入"/>	

(登入帳號密碼同校務資訊服務入口網)

- 2.至出納組繳納識別證重製費 300 元。
3. email 收據掃描檔予人事室業務承辦人(ps1002@mail.wzu.edu.tw)，申請補發。
- 4.識別證重製完成，人事室通知領取新證。

### 二、污損消磁申請補發

- 1.請將識別證交人事室業務承辦人，進行污損/消磁處理。
- 2.識別證修復完成，人事室通知領取。

## Reissue of Faculty ID Cards of WZU

### I. Application for Reissue of an ID Card Due to **Loss**

1. Please report a lost ID card with iPASS functions on the Personnel Office's website. The login username and password are the same as those for the Information Service.



職員證(一卡通)掛失系統登入

員編 account	<input type="text"/>
密碼 password	<input type="password"/>
<input type="button" value="登入"/>	

(登入帳號密碼同校務資訊服務入口網)

2. Please pay NT\$300 for the reproduction of the ID card at the Cashier Section.
3. Please email a scanned copy of the receipt to the Personnel Office for a reissue application.(ps1002@mail.wzu.edu.tw)
4. Once your ID card is reproduced, you will be notified by the Personnel Office to collect it.

### II. Application for Reissue of an ID Card Due to **Contamination or Demagnetization**

1. Please hand the ID card to the Personnel Office to handle the contamination or demagnetization problem.
2. Once your ID card is repaired, you will be notified by the Personnel Office to collect it.