學生網路請假操作流程

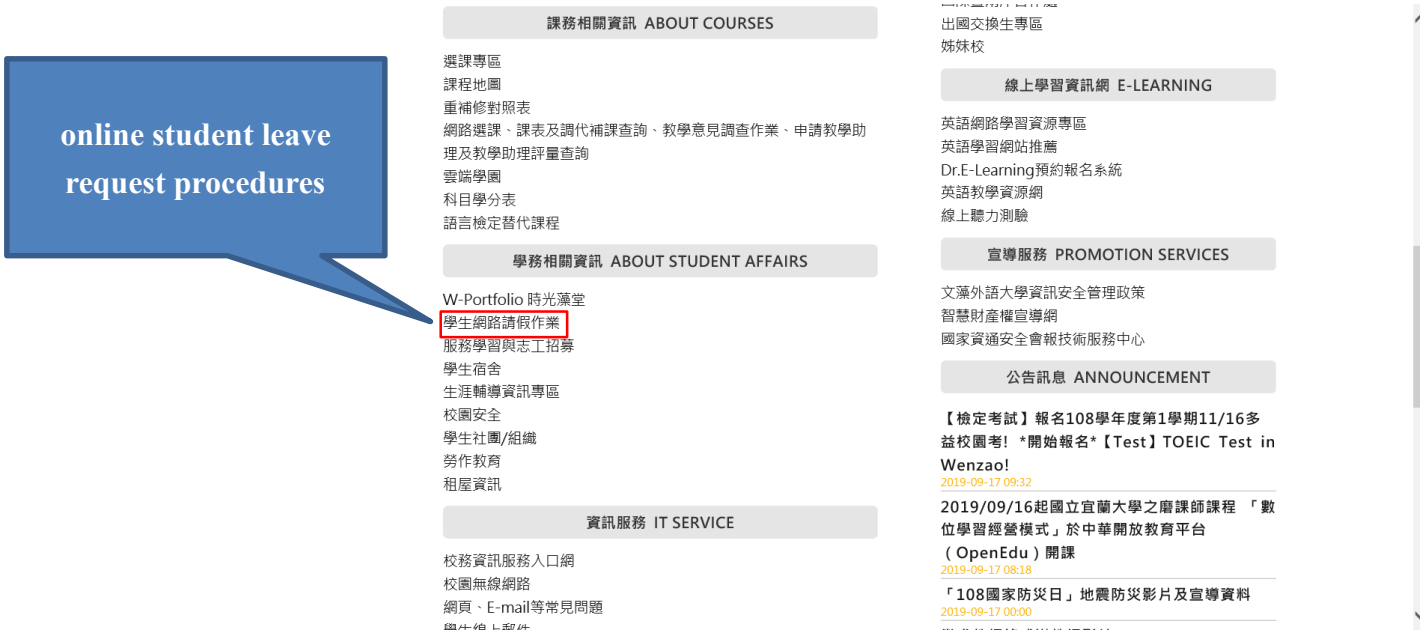
Online Student Leave Request Operation

(圖一)登錄「文藻首頁」→選取「在校生」

Online Leave Request Operation: choose “current student.”

(圖二)點選『學務相關資訊』→『學生網路請假作業』

Click “online student leave request procedures”



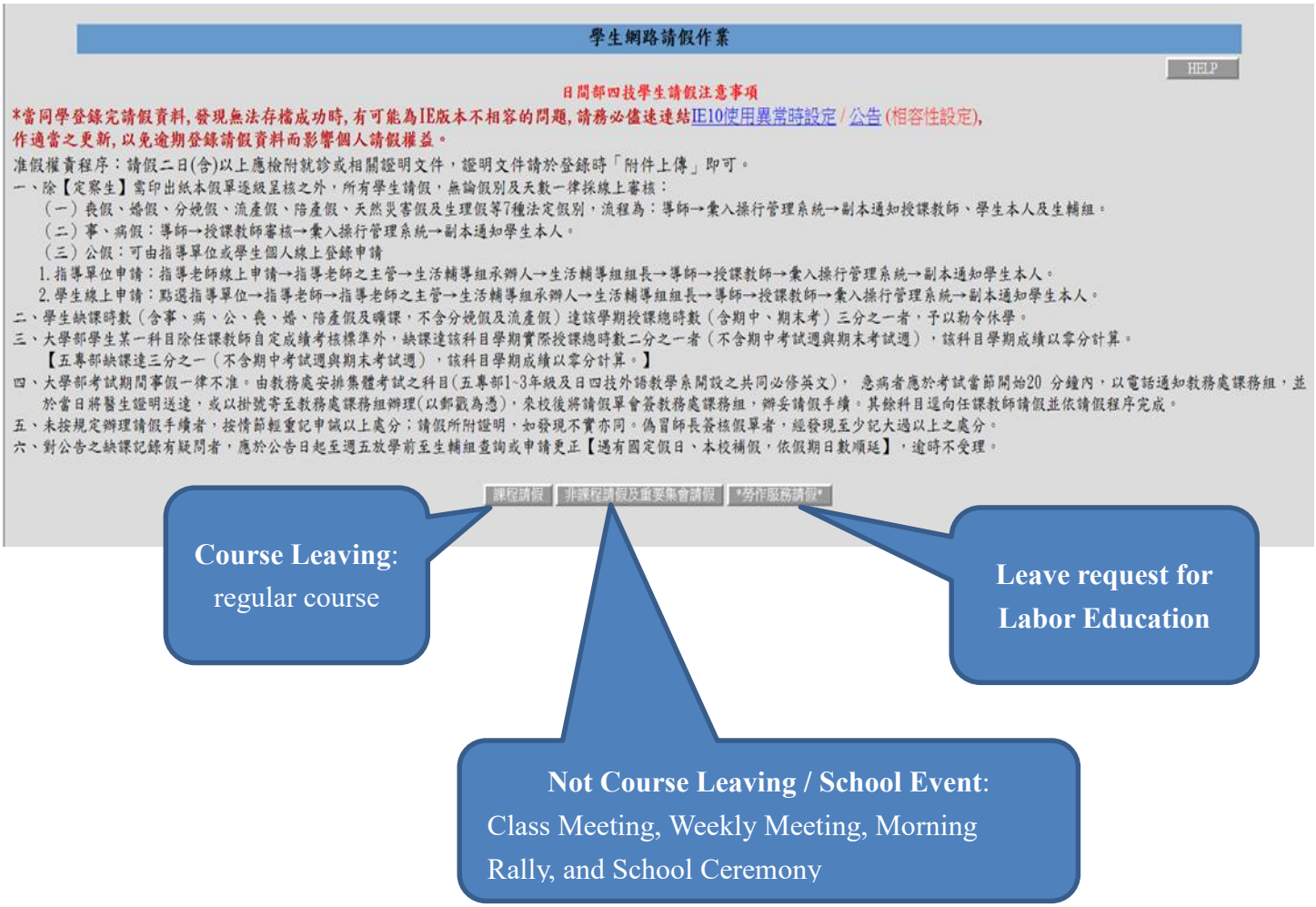
(圖三)登錄「帳號」、「密碼」（即登錄校務資訊系統的帳號、密碼)→確定送出

Log into your account number(student ID NO.) and password→submit

(圖四)閱畢「學生請假注意事項」→進入「課程請假」、「重要集會請假」或「勞作服務

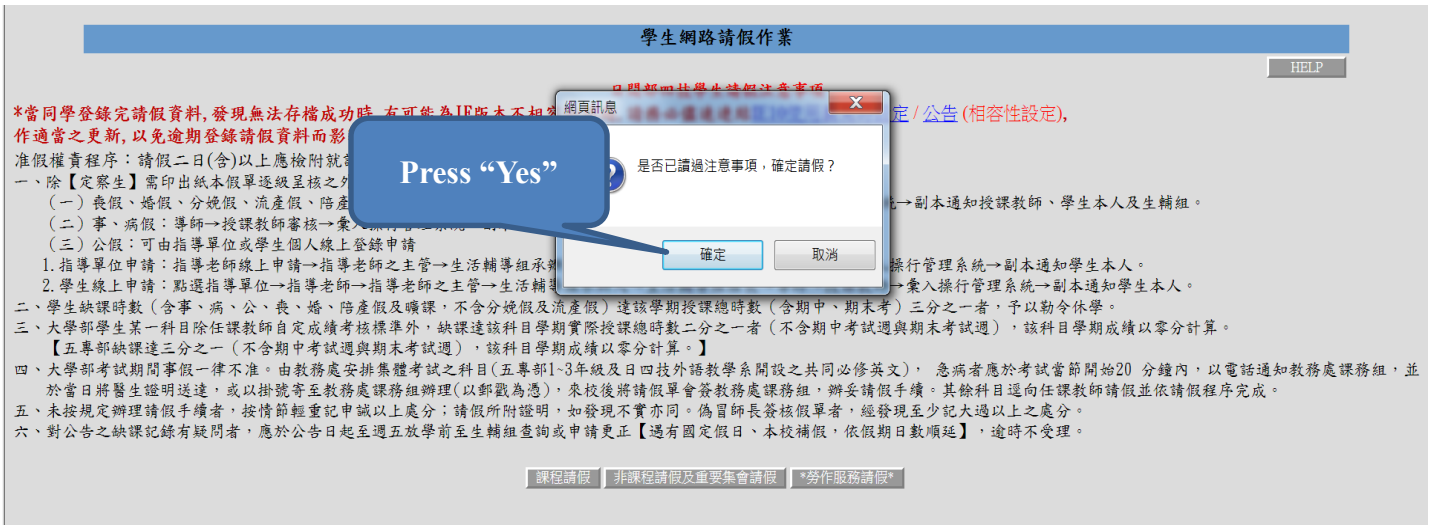
請假」

Select “Leave request for course” , “Leave request for school event” or “Leave request for Labor Education.”



(圖五)閱畢請假注意事項→請按「是」，並進入「課程請假」

After reading the rules of leave request, press Yes.

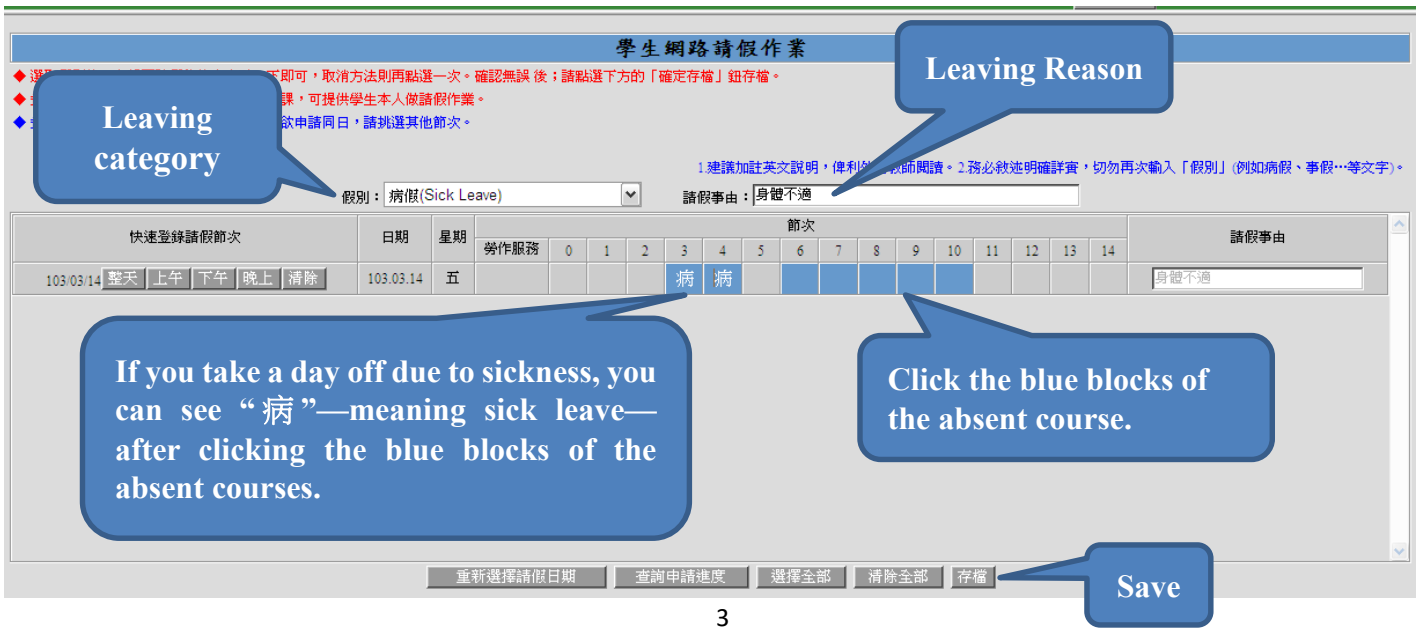


(圖六)正確登錄請假日期：

Register the date(s) for the leave.

(圖七)選擇「假別」→詳細登錄「請假事由」

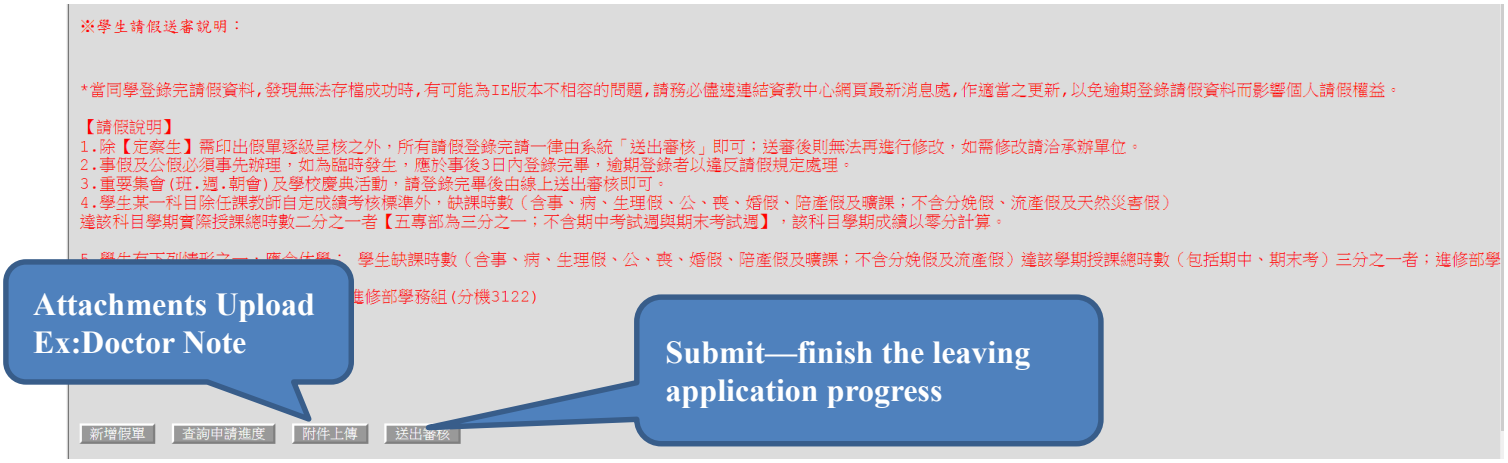
Choose "Leave category", and type the "Leaving Reason" in detail.



(圖八)送出審核：表示已完成請假程序 Click “Send” for approval

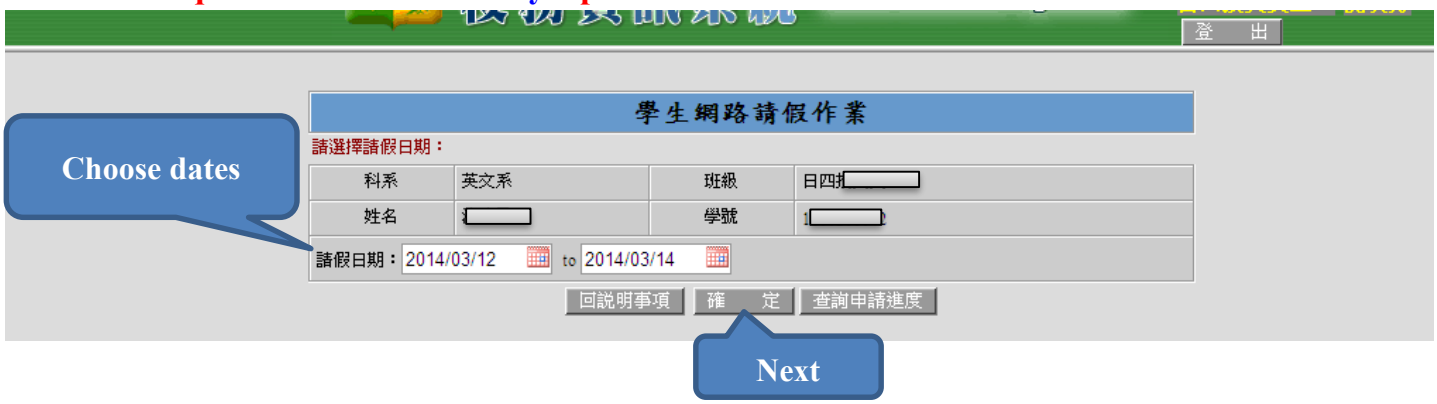
【系統另提供「附件上傳」的功能，倘若有相關證明請務必上傳】

IF you need, you can upload the attachment of your leave request. click “ Attachments Upload”. (the System will provide the online function)



(圖九)請假二日以上：請正確登錄起迄日期（例如：2014.3.12～2014.3.14)

The leave request is more than 2 days: please select accurate dates.



(圖十)請選擇「假別」，並詳細登錄「請假事由」，於請假節次點一下便出現「事」假。

Choose “Leave category”, and type the “Leaving Reason” in detail.