教職員服務證開卡操作說明

一、安裝 NTNU APP（已安裝者可跳過）：
請至本校資訊中心下載，網址如下：
https://www.itc.ntnu.edu.tw/index.php/iportal_app/
或直接掃瞄 QRCODE 進行安裝

二、點選教職員證開卡作業程式：

三、輸入服務證背面右下角之數字，並按下”開卡”

Employee Identification Card Activation Instructions

1、Install the NTNU APP (If you already, you may skip this step)：
Please log in to the Information Technology Center's website to download and click the link (https://www.itc.ntnu.edu.tw/index.php/iportal_app/), or directly scan the QR CODE for the installation.

2、Click to set up the Employee Identification card's activated function：

3、In the field below, enter the number in the lower-right corner on the back of the Employee Identification Card (as shown in the picture), and click "Activate" to complete the activation process.