

# Apply for NTHU staff email account

A NTHU staff can apply for her/his NTHU student email account via **Academic Information Systems (AIS)**. The procedures list below:

## 1. Login from Academic Information System

1. Connect to <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/index.php?lang=english>
2. Enter your AIS password.
  - o **NOTICE** If you forgot your AIS password, please click “[Forgot your password?](#)” below “login” on the page of AIS system for help.

3. Select “**Computer and Communication Center Services**” first, and then “**Division of Network Systems**”.
4. Click the URL “**Division of Network Systems**” on the right frame, and then your browser will be redirected to the service portal of **Division of Network Systems**



## Failed to redirect to the service portal

- If the error message like “**cannot get checksum or expired...**” appears, it means that the URL is expired due to over the valid period of 2 minutes after its generation. Please **click the “Division of Network Systems” on the left menu** (or login AIS again) to generate another valid URL.
- If the error message like “**IP mismatch...**” appears, it means that your IP address connecting to the portal differs from that to the AIS. Please keep your IP address always the same while performing manipulation.

## Succeed in redirecting to the service portal

- If like the below window shows, it means that you successfully connect to the service portal of Division of Network Systems (the URL is like **https://ua.net.nthu.edu.tw/portal/...**)

Student/Staff-ID	00000000000000000000
Name	林明志
English Name	Lin Ming-Zhi
From	lin.ming.zhi@nctu.edu.tw
Login Time	2025-06-03 07:19:00
Language	zh
Condition	正常

## 2. Apply for an email account

1. On the service portal of Division of Network Systems, click “**New Email Account**” of the left menu.

Student/Staff-ID	00000000000000000000
Name	林明志
English Name	Lin Ming-Zhi
From	lin.ming.zhi@nctu.edu.tw
Login Time	2025-06-03 07:19:00
Language	zh
Condition	正常

2. Read **Network Usage Policy** first, and then click option “**Accept and Continue.**”

New Email Account

Step: 1 Read regulations 2 3 4

## National Tsing Hua University Network Usage Policy

Approved on May 23, 2002 by the Committee of Computer & Communication Center

1. This document constitutes a campus-wide policy intended to allow for the proper use of all National Tsing-Hua University computing and network resources, effective protection of individual users, equitable access, and proper management of those resources. The document is based on "Campus Network Usage Policy, Ministry of Education (MOECC)".
2. To cope with the problems derived from network usage, "Campus Computer

I certify that the information which I have provided on this application is complete and correct. I will abide by all regulations from the Computer and Communication Center.

Reject Accept and Continue >> http://net.nthu.edu.tw/

3. Read **“Terms of Use for Email Accounts”** and then click option “Accept and Continue.”

New Email Account

Step: 1 2 Read regulations 3 4

## National Tsing Hua University Computer and Communication Center Terms of Use for Email Accounts

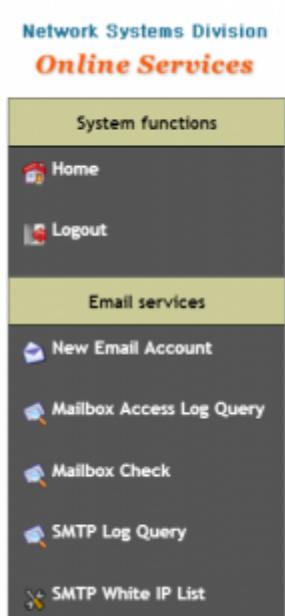
Passed at the Computer and Communication Center Network Systems Division Meeting held on July 7, 2005  
 Amended at the Computer and Communication Center Network Systems Division Meeting held on September 18, 2008  
 Amended at the Computer and Communication Center Network Systems Division Meeting held on November 13, 2008  
 Amended at the Computer and Communication Center Network Systems Division Meeting held on May 28, 2015

I certify that the information which I have provided on this application is complete and correct. I will abide by all regulations from the Computer and Communication Center.

Reject Accept and Continue >> http://net.nthu.edu.tw/

4. Set the data for your account

1. Select one name from the list to be your email account. The available names are automatically generated from your English name on passport, which is registered in [the Academic Information Systems](#).
2. Fill the fields of **“NEW PASSWORD”** and **“CONFIRM”** for setting your password.
  - o **NEVER send your password to anyone for anti-phishing.**



New Email Account

Step: 1 2 3 Set account 4

Student/Staff-ID :	████████	
Name :	████████	
English Name :	████████	
Email :	████████ @mx.nthu.edu.tw	
New Password :	*****	Strong password
Confirm :	*****	
Status :	New Apply	
<input type="button" value="Cancel"/> <input type="button" value="Apply &gt;&gt;"/>		

\* Password strength must be GOOD or STRONG before you will be able to submit.  
 \* Please refer to our site for further information: <http://net.nthu.edu.tw/>

<http://net.nthu.edu.tw/>

5. Click “Apply” and then your new email account will work in 10 minutes if no error occurs.

New Email Account

Step: 1 2 3 4 Check results

Results

Created new LDAP account: █████ @mx.nthu.edu.tw  
 Created user home directory  
 Quota (0KB/62914560KB)  
 .MBOX (2KB/3)

The above account will take effect in 10 minutes!  
[Click here for more information.](#)

<http://net.nthu.edu.tw/>

### 3. Designate email address for account notification

- Please refer to: <https://net.nthu.edu.tw/netsys/en:mail:email2>

From:  
<https://net.nthu.edu.tw/netsys/> - 網路系統組

Permanent link:  
[https://net.nthu.edu.tw/netsys/en:mail:application\\_staff:online](https://net.nthu.edu.tw/netsys/en:mail:application_staff:online)

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