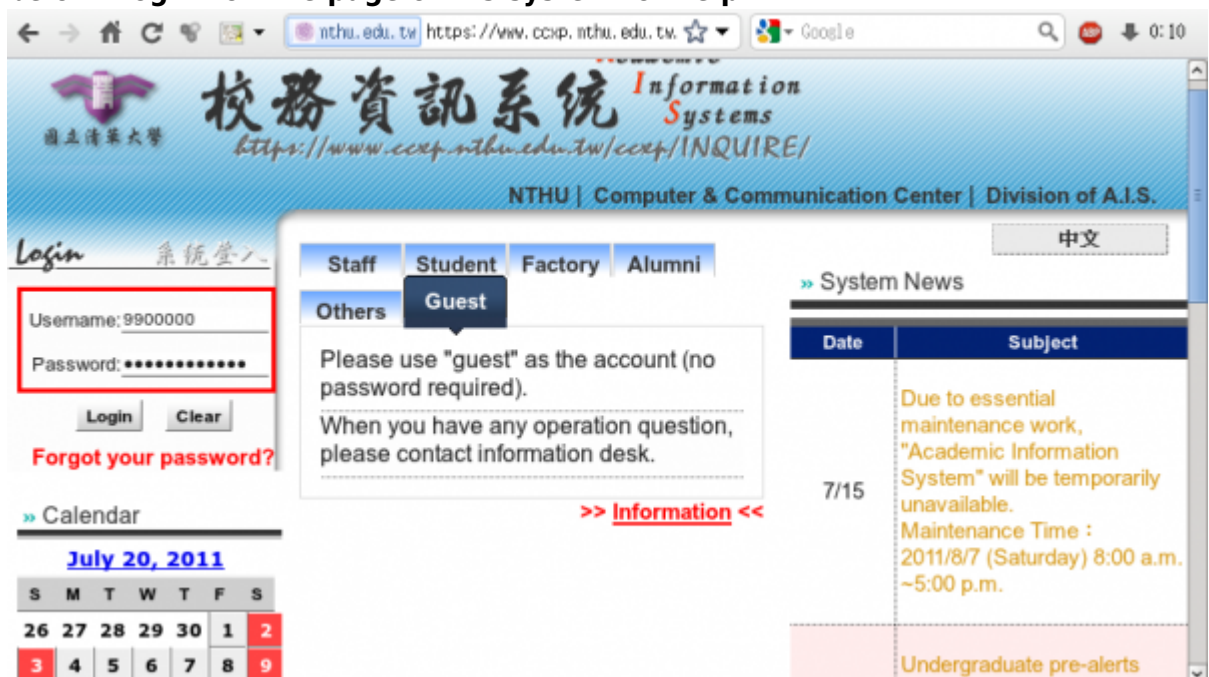


# Apply for NTHU student email account

A NTHU student 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**

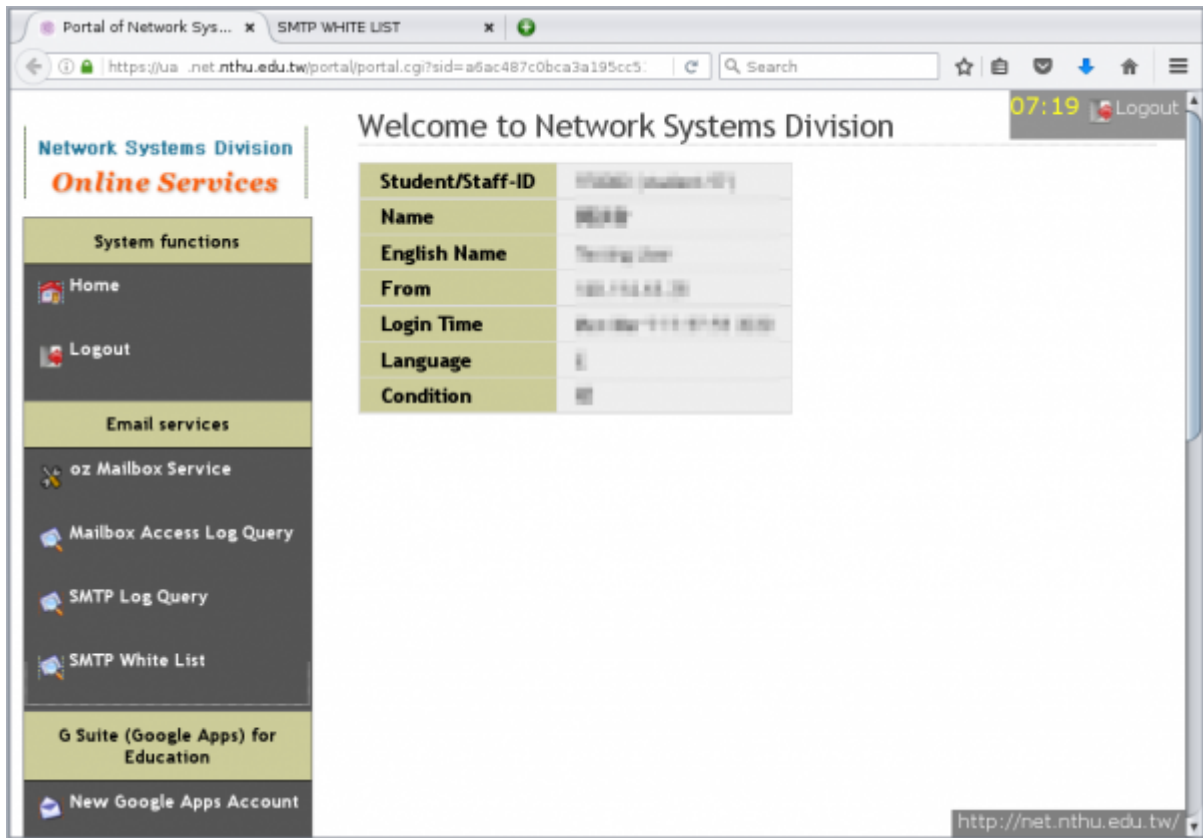


### Failed to redirect to the service portal

- 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.

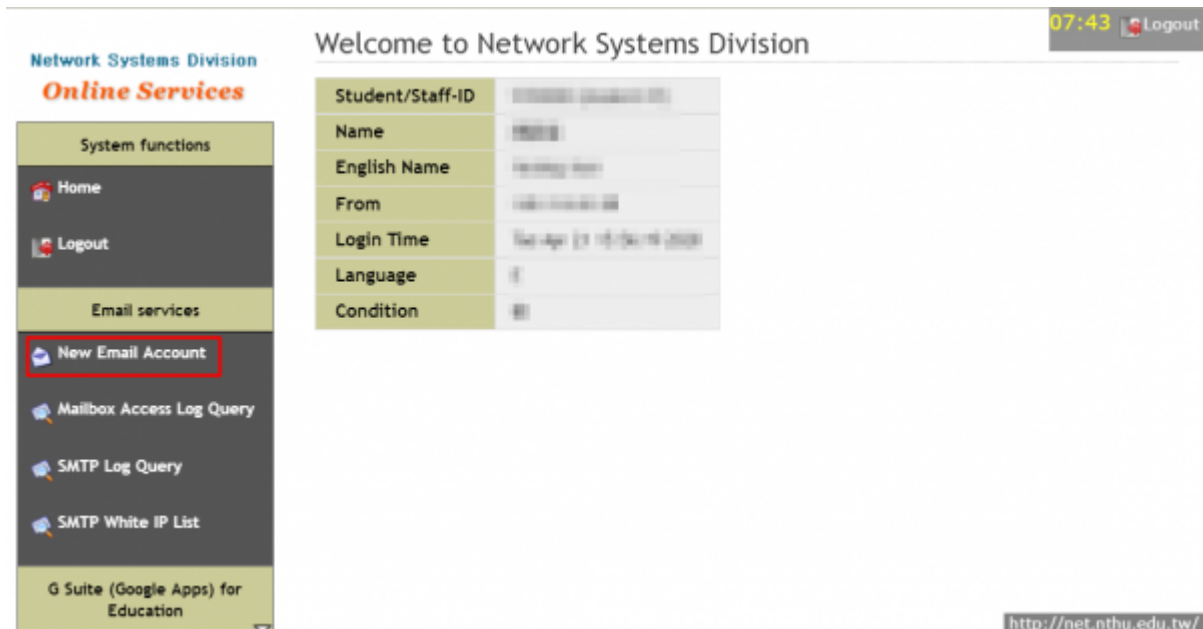
### Succeed in redirecting to the service portal

- 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/...**)



## 2. Apply for an email account

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



2. Read [Network Usage Policy](#) first, and then click option **“Accept and Continue.”**

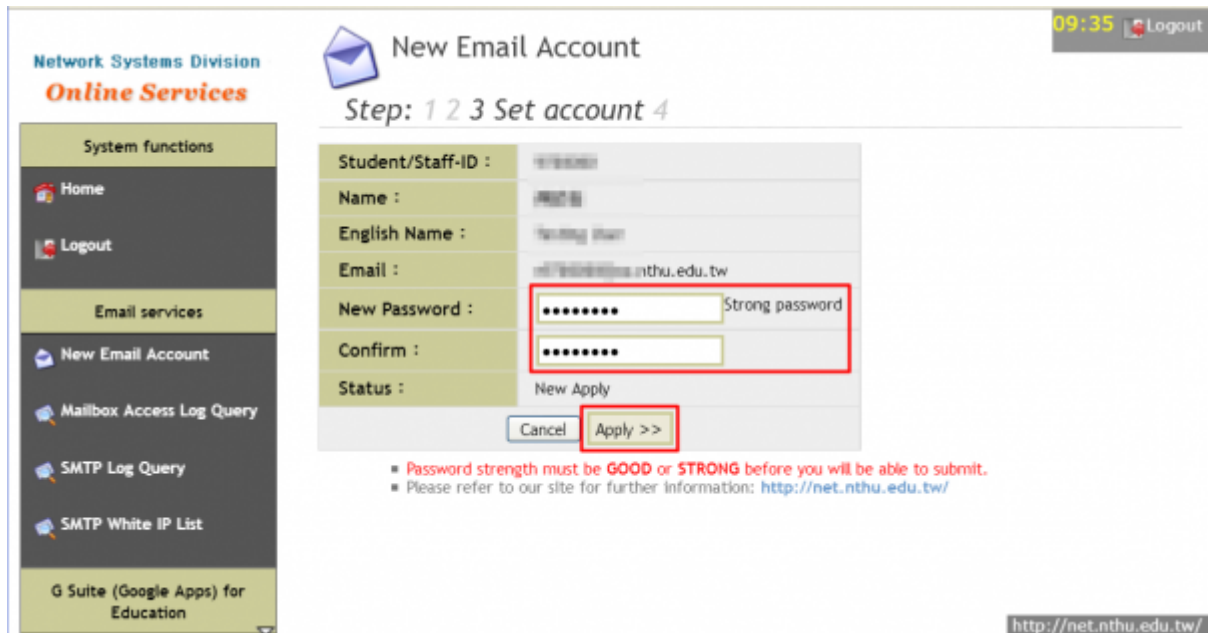
The screenshot shows a web interface for creating a new email account. On the left is a sidebar menu with categories: 'System functions' (Home, Logout), 'Email services' (New Email Account, Mailbox Access Log Query, SMTP Log Query, SMTP White IP List), and 'G Suite (Google Apps) for Education'. The main content area is titled 'New Email Account' and shows 'Step: 1 Read regulations 2 3 4'. The primary heading is 'National Tsing Hua University Network Usage Policy'. Below the heading, it states the policy was approved on May 23, 2002. The first regulation describes the policy's purpose for resource management. The second regulation is partially visible. At the bottom, there is a certification statement and two buttons: 'Reject' and 'Accept and Continue >>', with the latter highlighted in red. A clock shows 09:49 and a 'Logout' link is in the top right.

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

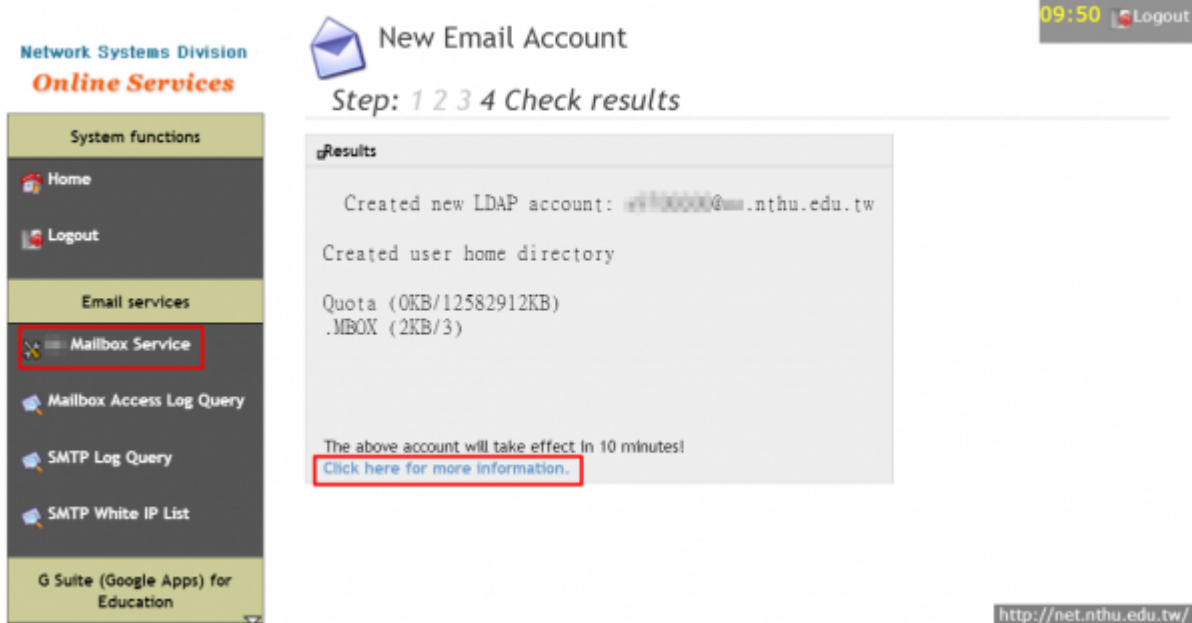
This screenshot is similar to the previous one, showing the 'New Email Account' page. The sidebar menu is identical. The main heading is 'National Tsing Hua University Computer and Communication Center Terms of Use for Email Accounts'. The text below the heading lists several amendments: 'Passed at the 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', and 'Amended at the Computer and Communication Center Network Systems Division Meeting held on May 28, 2015'. At the bottom, there is a certification statement and two buttons: 'Reject' and 'Accept and Continue >>', with the latter highlighted in red. A clock shows 09:53 and a 'Logout' link is in the top right.

4. Check the data and fill the fields of **“NEW PASSWORD”** and **“CONFIRM”** for setting your password.

- o **NEVER send your password to anyone for anti-phishing.**



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

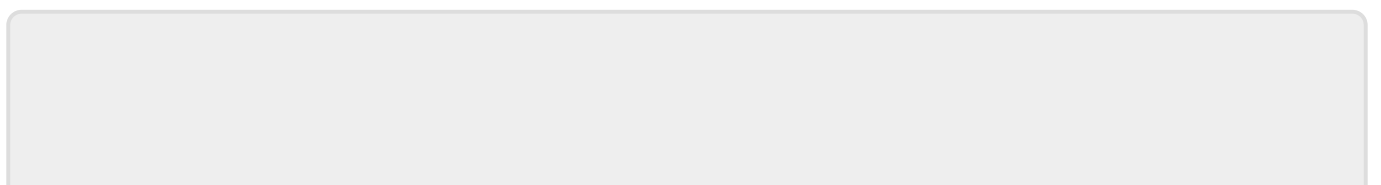


### 3. Designate email address for account notification

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

### 4. Apply for mail alias for NTHU student mailbox

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



From:

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

Permanent link:

[https://net.nthu.edu.tw/netsys/en:mail:application\\_student:new\\_std](https://net.nthu.edu.tw/netsys/en:mail:application_student:new_std)



Last update: **2020/12/11 09:29**