

# 明志科技大學

## 校園網頁更新異動申請單

填單人		填單日期	
異動類別	<input type="radio"/> 校首頁明志榮譽榜 <input type="radio"/> 校首頁熱門焦點 <input type="radio"/> 校首頁熱門焦點與榮譽榜 <input type="radio"/> 公告 <input type="radio"/> 網頁內容更新 <input type="radio"/> 單位名稱修改 <input type="radio"/> 校首頁快速連結 <input type="radio"/> 校首頁明志連結 <input type="radio"/> 校首頁 banner		
預計發佈時間			
異動內容說明			
異動網址			
附件	上傳網頁佈景主題異動製作相關照片。		

- ※本表一式一份：(1) 網頁管理者→申請單位主管  
 (2) 網頁管理者→圖資處協助製作→網頁管理者→申請單位主管  
 (核簽完通知核簽人員及圖資處主管)

※表號：A271030213

※說明：

- 一、此附件表單規劃設置於 OA 系統，申請異動時請至 OA 系統填單傳簽。
- 二、需傳簽至圖資處之異動類別：
  - 1、校首頁明志榮譽榜
  - 2、校首頁熱門焦點
  - 3、校首頁熱門焦點與榮譽榜
  - 4、單位名稱修改
  - 5、校首頁快速連結
  - 6、校首頁明志連結
  - 7、校首頁 banner

# Ming Chi University of Technology

## Application Form for Campus Website Update

Name of applicant		Date of completing the form (dd/mm/yyyy)	
Type of update	<input type="radio"/> MCUT Honor Roll on the website's homepage <input type="radio"/> Highlights on the website's homepage <input type="radio"/> Highlights and Honor Roll on the website's homepage <input type="radio"/> Announcements <input type="radio"/> Updates of the website content <input type="radio"/> Modification of the unit' s name <input type="radio"/> Quick links on the website's homepage <input type="radio"/> CUT's links on the website's homepage <input type="radio"/> Banners on the website's homepage		
Expected release time			
Description of the update			
Link of the update			
Attachment	Upload photos related to the changes in the theme of the website.		

※One copy of the form:

- (1) Website administrator → Unit Supervisor
- (2) Website administrator → Assistance from the Office of Library and Information Services → Website administrator → Unit Supervisor (Notify the approving officer and the Head of Office of Library and Information Services when the approval is complete)

※Form No.: A271030213

※Notes:

1. This attached form is prepared and set up in the OA system, please fill in the form and sign it in the OA system when applying for updates.
2. Types of updates that require signatures to be submitted to the Office of Library and Information Services:
  - (1) MCUT Honor Roll on the website's homepage
  - (2) Highlights on the website's homepage
  - (3) Highlights and Honor Roll on the website's homepage
  - (4) Modification of the unit's name
  - (5) Quick links on the website's homepage
  - (6) MCUT's links on the website's homepage
  - (7) Banners on the website's homepage