

# 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"



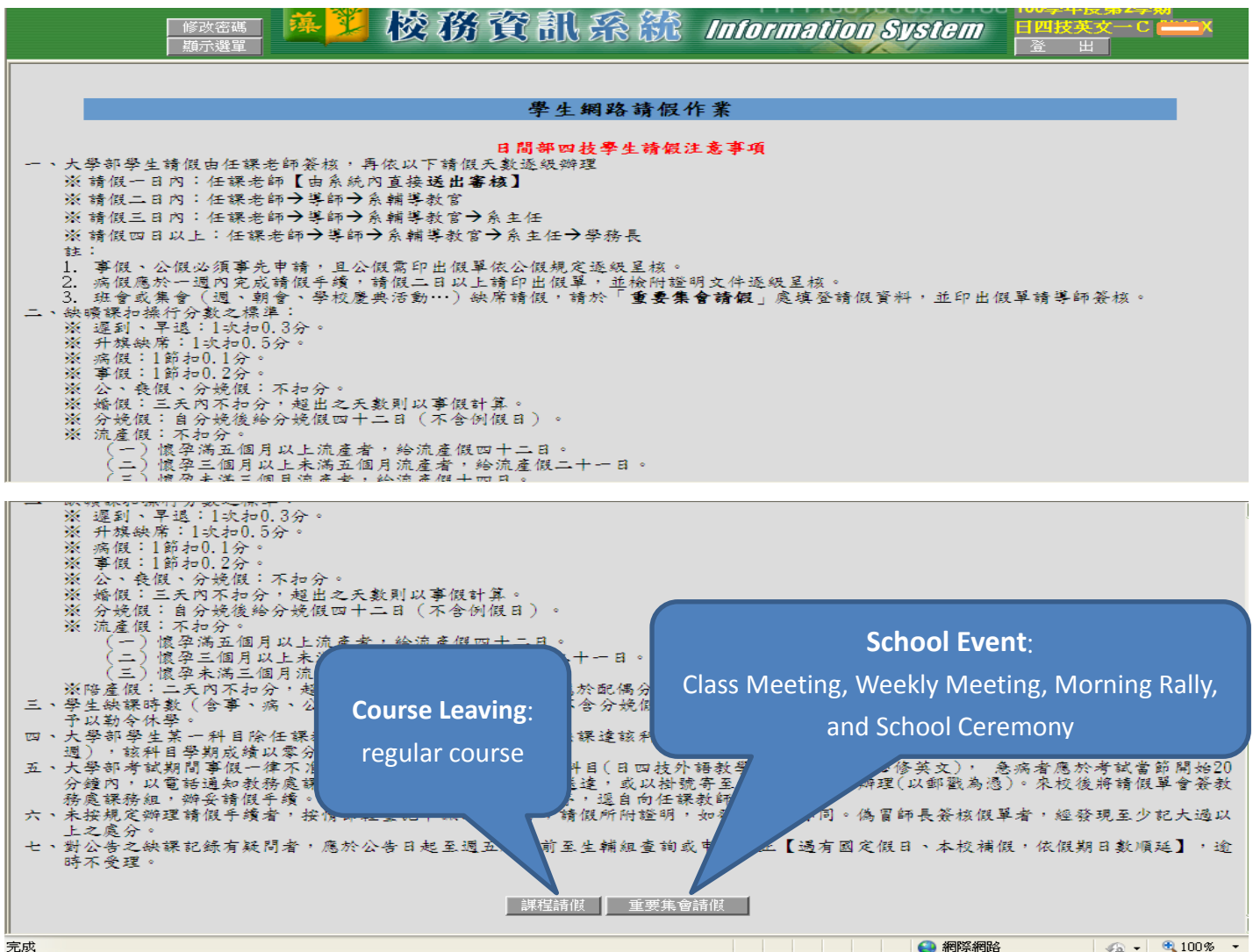
(圖三)登錄「帳號」、「密碼」(即登錄校務資訊系統的帳號、密碼)→確定送出

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



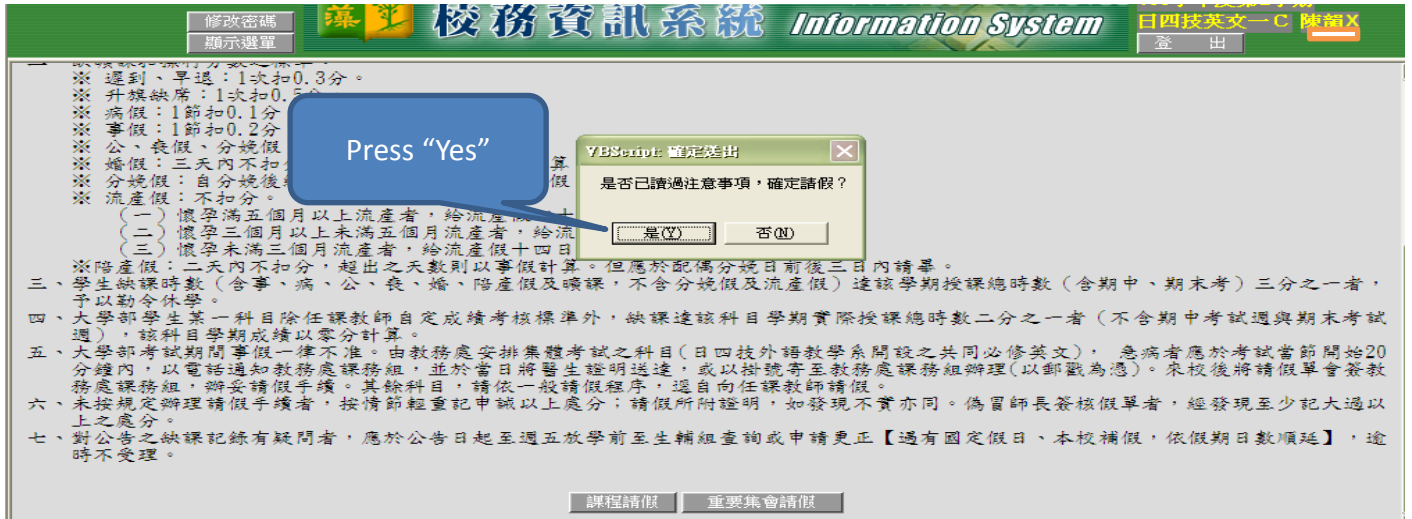
(圖四)閱畢「學生請假注意事項」→進入「課程請假」或「重要集會請假」

Select "Leave request for course" or "Leave request for school event"



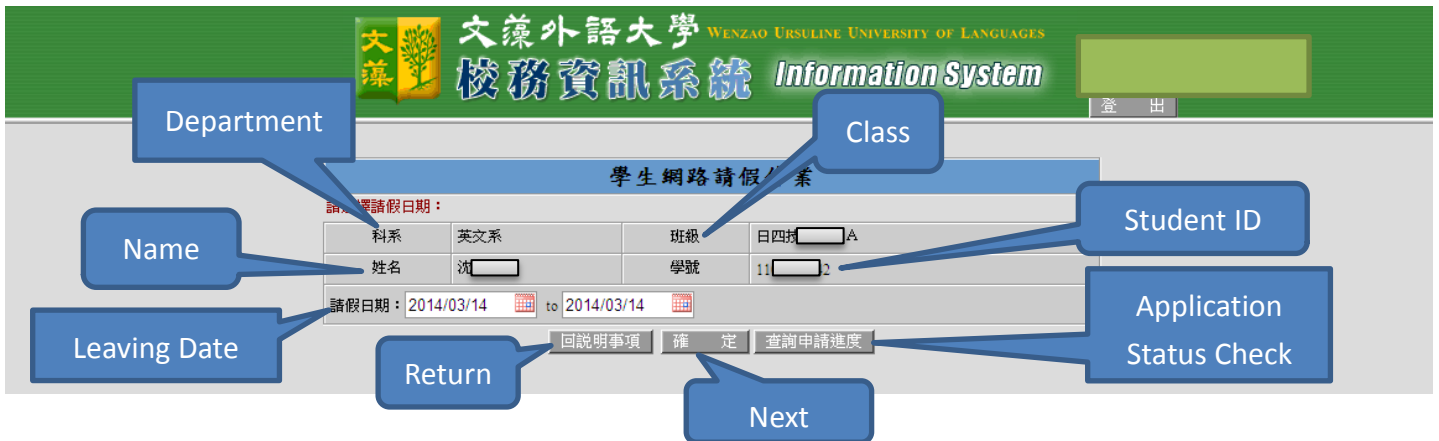
(圖五)閱畢請假注意事項→請按「是」，並進入「課程請假」

After reading the rules of leave request, press Yes.



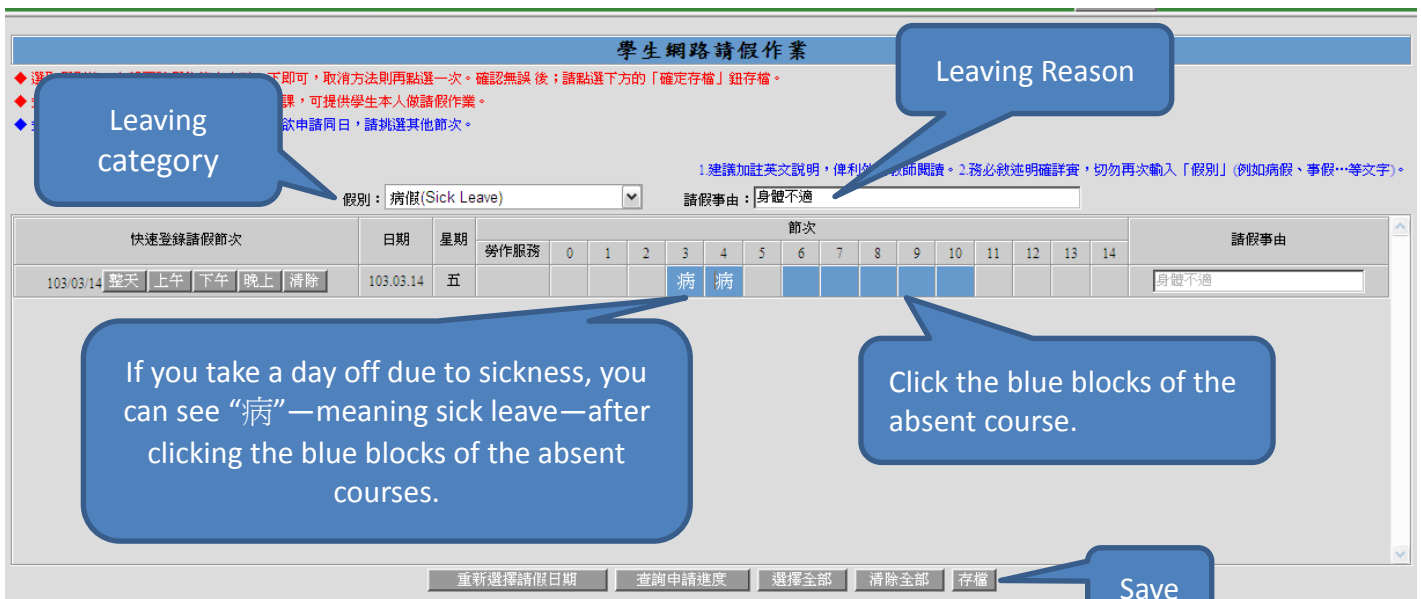
(圖六)正確登錄請假日期：

Register the date(s) for the leave



(圖七)選擇「假別」→詳細登錄「請假事由」

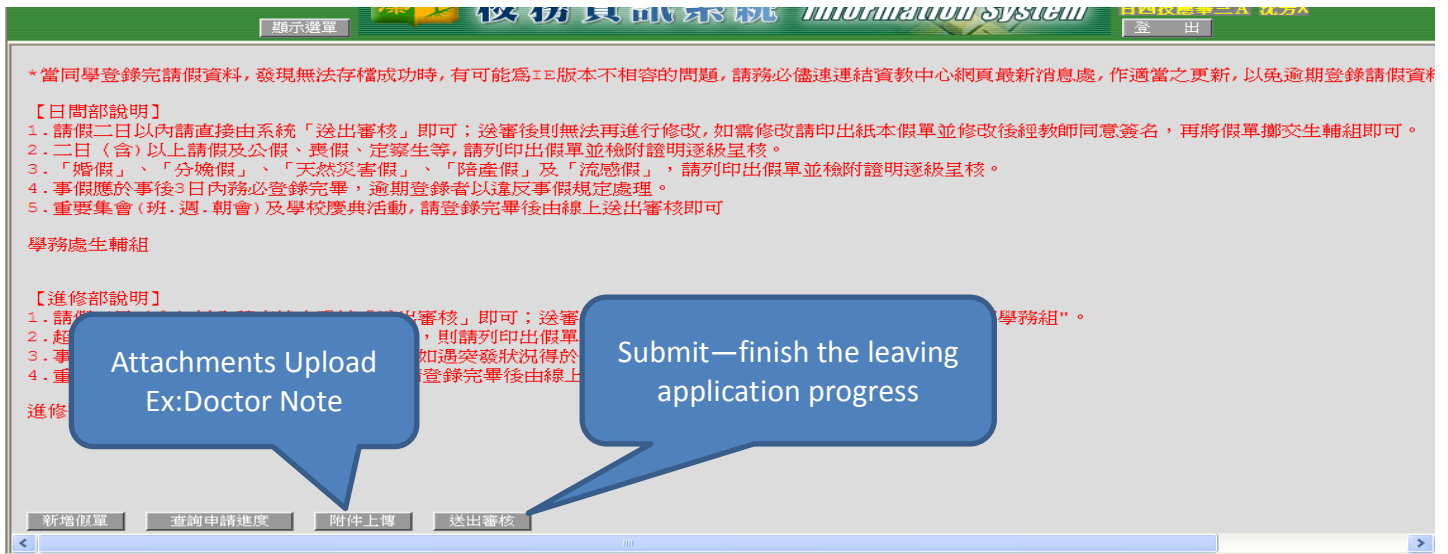
Choose "Leave category", and type the "Leaving Reason" in detail



(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)

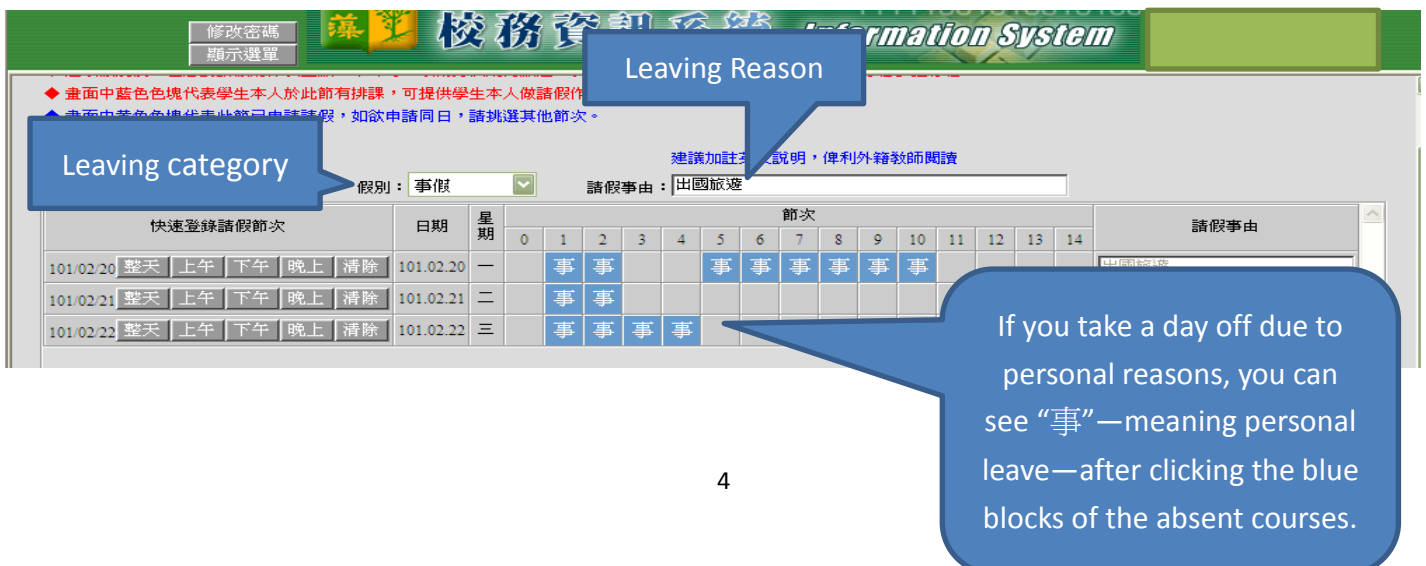


(圖九)請假二日以上：請正確登錄起迄日期 (例如：2014. 3. 12~2014. 3. 14)

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



(圖十一)存檔後，系統將彈跳提醒視窗：請假二日以上請印出紙本並附證明逐級呈核

Leave requests of more than 2 days, accurate dates have to be filled in and a printed document with certificate has to be prepared for further approval.



(圖十二)列印假單並依請假規定逐級呈核

假單編號: LA20120323550

學制及班級		日四技傳藝一B				學號		姓名		導師		導師簽名 (重要集會與請假二日以上會簽)					
日期	星期	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	事由
02/20	一		事	事			事	事	事	事	事	事					出國旅遊
02/21	二		事	事													出國旅遊
02/22	三		事	事	事	事											出國旅遊