

勞動部勞動力發展署

Workforce Development Agency, Ministry of Labor

外國專業人員工作許可申辦網

Website of EZ Work Permit

僑外生

系統功能介紹

Introduction for the overseas Chinese
Student system function

網站操作手冊

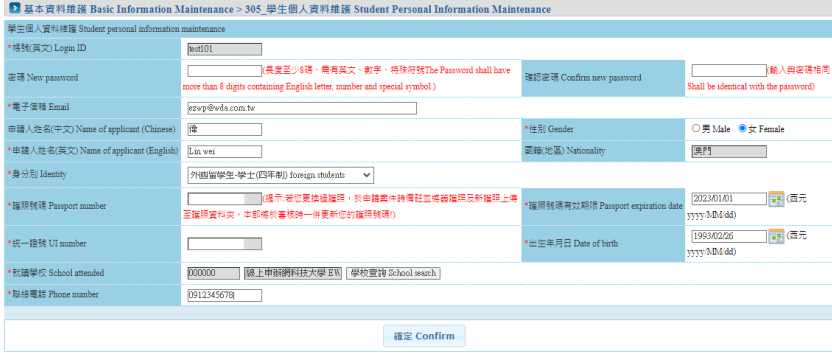
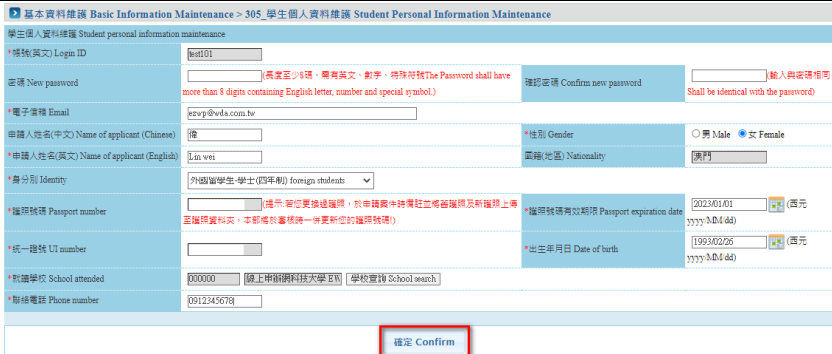
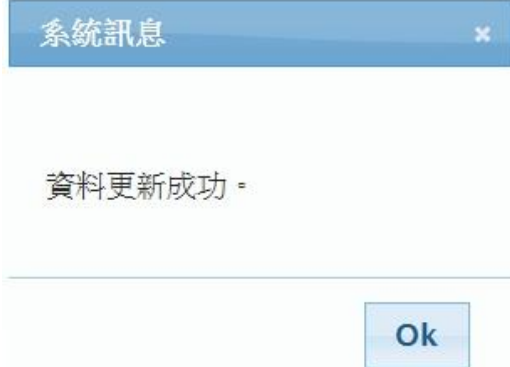
Website User Manual_

目錄 Table of Contents

1.	系統功能介紹 INTRODUCTION FOR THE SYSTEM FUNCTION.....	1
1.1.	學生個人資料維護 STUDENT PERSONAL INFORMATION MAINTENANCE.....	1
1.2.	學生案件管理 STUDENT APPLICATION MANAGEMENT.....	2
1.3.	學生行動裝置檢視專區 ELECTRONIC SERVICE OF STUDENT WORK PERMIT.	3
1.4.	學生登出網站 WEBSITE LOGOUT.....	4

1. 系統功能介紹 Introduction for the system function


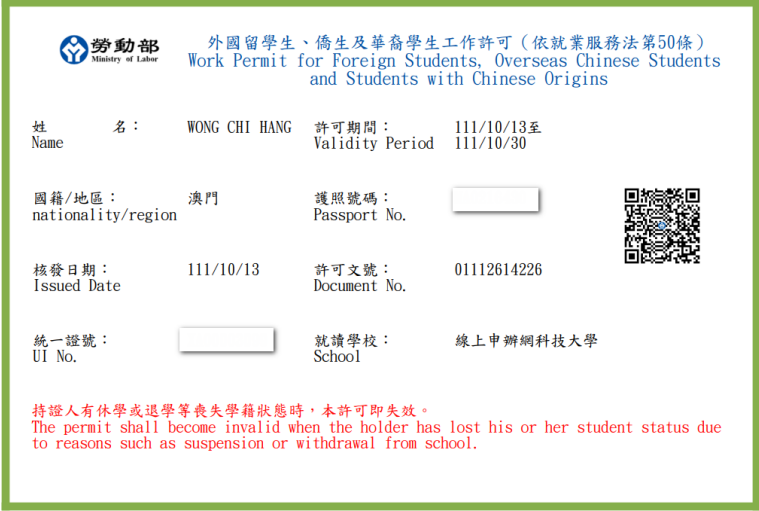
1.1. 學生個人資料維護 Student Personal Information Maintenance

<p>功能名稱 Function</p>	<p>學生個人資料維護 Student Personal Information Maintenance</p>
<p>功能說明 Description</p>	<p>所有使用者之個人基本資料與密碼修改 Student Personal personal information and password</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依第二章申辦網登入操作登入後，顯示網站首頁，點選「基本資料維護 > 305_學生個人資料維護」，顯示個人資料維護頁面</p> <p>After logging in to the website according to the steps in “二 Application Website Login”, you will see the homepage. Click “Maintain basic information > 305_Student Personal Information Maintenance” to show the “Maintain personal information” webpage.</p>	
<p>輸入相關修改資料或個人密碼，點選【確定】，網站會提示修改成功之訊息</p>	
<p>Revise personal information or password, and click “Confirm”. The website will show a window indicating that the information has been successfully revised.</p>	


1.2. 學生案件管理 Student Application Management

<p>功能名稱 Function</p>	<p>學生案件管理 Student Application Management</p>
<p>功能說明 Description</p>	<p>學生查詢及維護申請之案件 Review and manage students' applications.</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「第二章學生帳號/密碼登入」登入網站後，可透過「案件管理 > 260_學生案件管理」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > 260_Student Application Management”.</p>	
<p>點選查詢結果的案件序號或是後方的案件動作按鈕(如訂補正建立)，可進行案件的一般申請操作(如繼續未完成送出之案件)，或其他訂補正相關操作：</p> <ul style="list-style-type: none"> ● 訂正：參考第八章學生案件訂正 ● 補正：參考第八章學生案件補正 <p>Click the case number of the action button in the rear (such as Revise) to process the regular operation of the application (such as, continue with the unfinished application), or revise related operation:</p> <ul style="list-style-type: none"> ● Revision: Refer to 八 Application Revision ● Correction: Refer to 八 Application Correction 	

1.3. 學生行動裝置檢視專區 Electronic Service of Student Work Permit.

<p>功能名稱 Function</p>	<p>行動裝置檢視專區 Electronic Service of Student Work Permit.</p>
<p>功能說明 Description</p>	<p>行動裝置檢視下載 Download the Electronic Service of student Work Permit</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「第二章學生帳號/密碼登入」登入網站後，可透過「案件管理 > 261_行動裝置檢視專區」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > 261_ Electronic Service of Student Work Permit”.</p>	
<p>點選【行動裝置檢視下載】，確認案件資訊後，進行列印，或下載 PDF 檔。</p> <p>Click [Download the Electronic Service of student Work Permit], confirm the case information, print it, or download the PDF file.</p>	 <p>☺ 貼心小提醒 此為行動裝置檢視"工作許可資訊"，僅作為有工作許可的佐證，但不能當作工作證 (工作許可領取簡介流程可參閱第七章電子公文領取)。</p> <p>This is a mobile device view of "Work Permit Information" and is only used as proof of having a work permit. (The introduction process of receiving work permits can be found in Chapter 7 Receive the Electronic Document).</p>

1.4. 學生登出網站 Website Logout

<p>功能名稱 Function</p>	<p>登出網站 Website logout</p>
<p>功能說明 Description</p>	<p>登出網站 Website logout</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>於各頁面上方點擊【登出】即可登出網站</p> <p>Click “Logout” at the top of each webpage to logout of the website.</p>	
<p>網站提示「登出成功」</p> <p>The website will show a window indicating that “You have logged out successfully!”</p>	