

# E-Mail 申請流程 (How to apply email account)

本所同仁於完成人事報到程序後，且人事已將資料傳至計算中心並生效後（**新進人員請於單位兼辦人事登錄資料後 1 小時再申請**），請至中研院首頁 <https://www.sinica.edu.tw>，點選人頭像：



點選「帳號申請」



直接線上申請網址：<https://fipa.apps.sinica.edu.tw/index.php/ssop/select-account-action>  
帳號申請的畫面如下：



English

員工帳號 (SSO)

帳號申請

請選擇您需要的服務：

帳號申請 密碼設定

IT Help Desk 02-27898855 | © 2021 Academia Sinica

完成帳號申請後，您的 email 完整格式將會是 XXXX@[gate.sinica.edu.tw](mailto:XXXX@gate.sinica.edu.tw) 的 email 的型式。  
同仁可由中研院首頁 <https://www.sinica.edu.tw> -> 「行政人員」-> 「Webmail 服務」進入 gate  
線上信箱 或 由物理所首頁->所內專區->線上信箱 登入。  
直接網址：<https://gate.sinica.edu.tw/>



中央研究院  
ACADEMIA SINICA

帳號：

密碼：

☐ 記住帳號 ☐ 開新視窗

登入

語言 - Language :  
體中文

密碼設定/修改/重設-Set/Change/Reset  
password:

- [員工帳號- SSO account](#) (限院內IP/Campus IP Only)
- [業務帳號- Bussiness account](#)

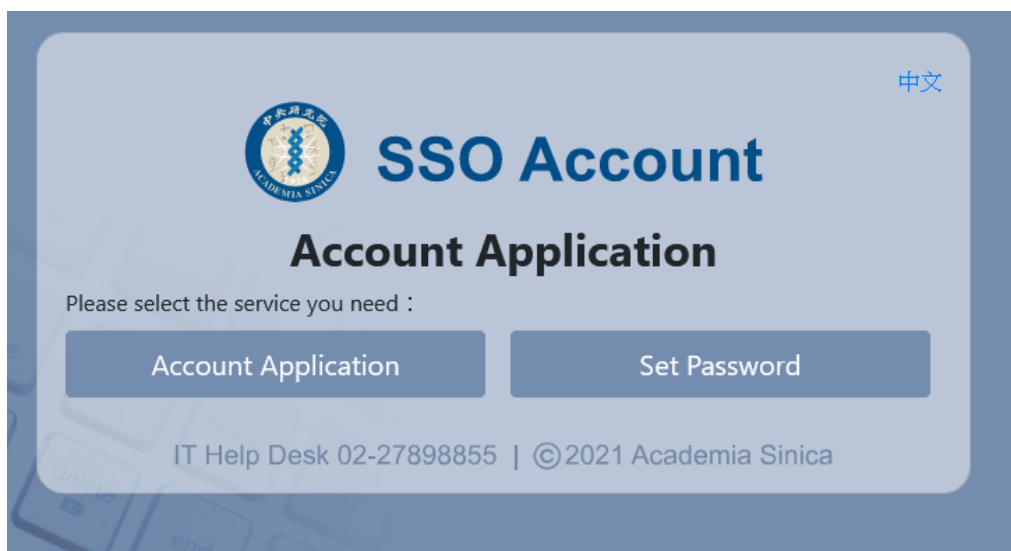
[郵件服務指引](#)，[SPAM Firewall System](#)  
[資訊處電子服務台-Help Desk](#)  
電話-Tel: +886-2-2789-8855

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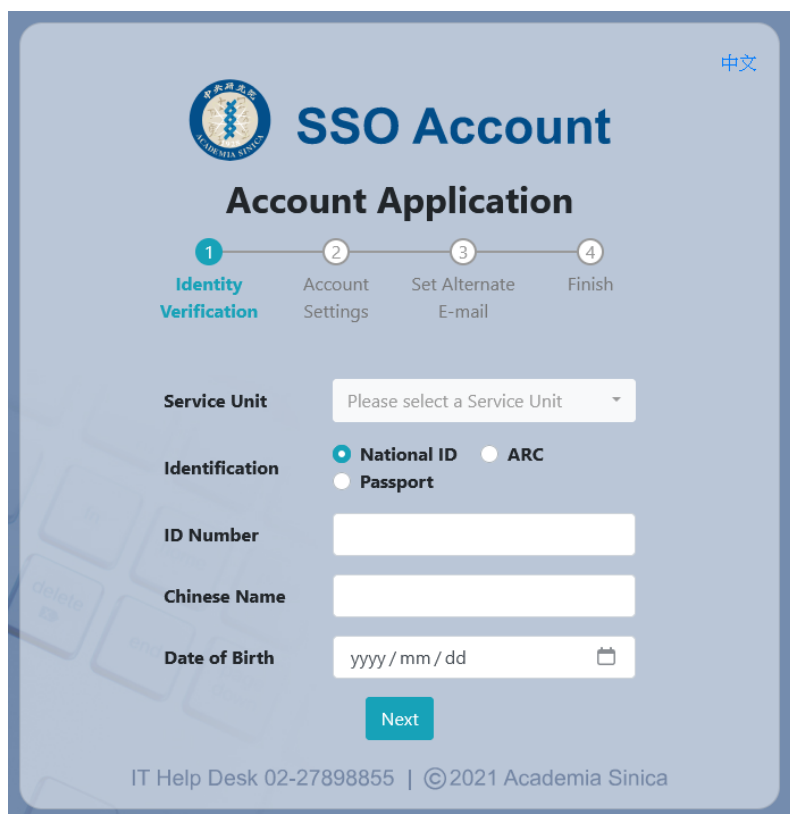
# How to apply email account

New employees should wait one hour after their personal login details have been recorded to apply., please go to the English Administrative Service HomePage :

<https://fipa.apps.sinica.edu.tw/index.php/ssop/select-account-action?hl=en> -> "Apply An Account"



The image shows the 'SSO Account Account Application' page. At the top right is a '中文' (Chinese) link. The page features the Academia Sinica logo and the title 'SSO Account Account Application'. Below the title, it says 'Please select the service you need :'. There are two buttons: 'Account Application' and 'Set Password'. At the bottom, it says 'IT Help Desk 02-27898855 | © 2021 Academia Sinica'.



The image shows the 'SSO Account Account Application' page with a progress bar and form fields. The progress bar has four steps: 1 Identity Verification (highlighted), 2 Account Settings, 3 Set Alternate E-mail, and 4 Finish. The form fields are: 'Service Unit' (a dropdown menu with the text 'Please select a Service Unit'), 'Identification' (radio buttons for 'National ID' (selected), 'ARC', and 'Passport'), 'ID Number' (a text input field), 'Chinese Name' (a text input field), and 'Date of Birth' (a date picker with the format 'yyyy/mm/dd'). A 'Next' button is at the bottom. At the bottom, it says 'IT Help Desk 02-27898855 | © 2021 Academia Sinica'.

After completing your account request, your email full format will be [XXXX@gate.sinica.edu.tw](mailto:XXXX@gate.sinica.edu.tw).

You can use the direct URL: <https://gate.sinica.edu.tw/> to login the gate email account, or by the English phys home page : <https://www.phys.sinica.edu.tw/> -> Internal Links -> Webmail to login.