表單下載及簽核系統操作說明

路徑：MyFCU → 九宮格/行政資源 → 公文管理/表單下載及簽核系統

範例：如果學生要找「學生學期成績複查申請書」表單

1. 選擇「學生」分頁

The screenshot shows the MyFCU system interface. At the top, there is a navigation bar with a home icon and the user name '黃家琳 您好'. Below the navigation bar, there are search criteria fields: '表單名稱' (Form Name), '表單代碼' (Form Code), and '申請方式' (Application Method). The '申請方式' field has three radio buttons: '不限' (Selected), '線上申請' (Online Application), and '僅供下載' (Download Only). There are also buttons for '開始搜尋' (Start Search) and '重設' (Reset). Below the search criteria, there are tabs for '各式表單範本' (All Form Templates), '表單申請' (Form Application), and '表單範本增修版' (Form Template Update). The '學生' (Students) tab is selected and highlighted with a red box. Below the tabs, there is a list of departments: '人力資源處', '人文社會學院', '大學社會責任中心', '金融學院', '研發發展處', '秘書處', and '財務處'.

2. 輸入表單名稱關鍵字 (舉例：成績)，點選開始搜尋，即可在下列找到表單

The screenshot shows the MyFCU system interface with search results. The search criteria fields are filled with '成績' (Grade) and '表單代碼' (Form Code). The '申請方式' field has three radio buttons: '不限' (Selected), '線上申請' (Online Application), and '僅供下載' (Download Only). There are buttons for '開始搜尋' (Start Search) and '重設' (Reset). Below the search criteria, there are tabs for '各式表單範本' (All Form Templates), '表單申請' (Form Application), and '表單範本增修版' (Form Template Update). The '學生' (Students) tab is selected and highlighted with a red box. Below the tabs, there is a list of search results. The search results are displayed in a table with columns for '表單名稱' (Form Name), '表單代碼' (Form Code), '版本' (Version), '生效日' (Effective Date), '管理單位' (Management Unit), and '操作' (Action). The search results are as follows:

表單名稱	表單代碼	版本	生效日	管理單位	操作
AA-RC-成績005：學士班學生創新學制學分採計申請表	F00465	v2	2025-07-16	教務處	文件申請 轉修第二主修 A填表 學分數
AA-RC-成績008：學生學期成績複查申請書	F00504	v3	2024-05-31	教務處	文件申請
AA-RC-成績009：成績優異提前畢業申請書(人社、建設、金融)	F00495	v1	2022-08-15	教務處	文件申請
AA-RC-成績009：成績優異提前畢業申請書(工程與科學、建築)	F00378	v3	2024-05-16	教務處	文件申請
AA-RC-成績009：成績優異提前畢業申請書(商)	F00377	v2	2022-08-15	教務處	文件申請
AA-RC-成績009：成績優異提前畢業申請書(資電、創能)	F00376	v2	2022-08-15	教務處	文件申請
AA-RC-成績010：遠甲大學放棄已採計轉系雙主修科目學分數申請表	F00300	v2	2022-08-15	教務處	解系雙主修 文件申請