

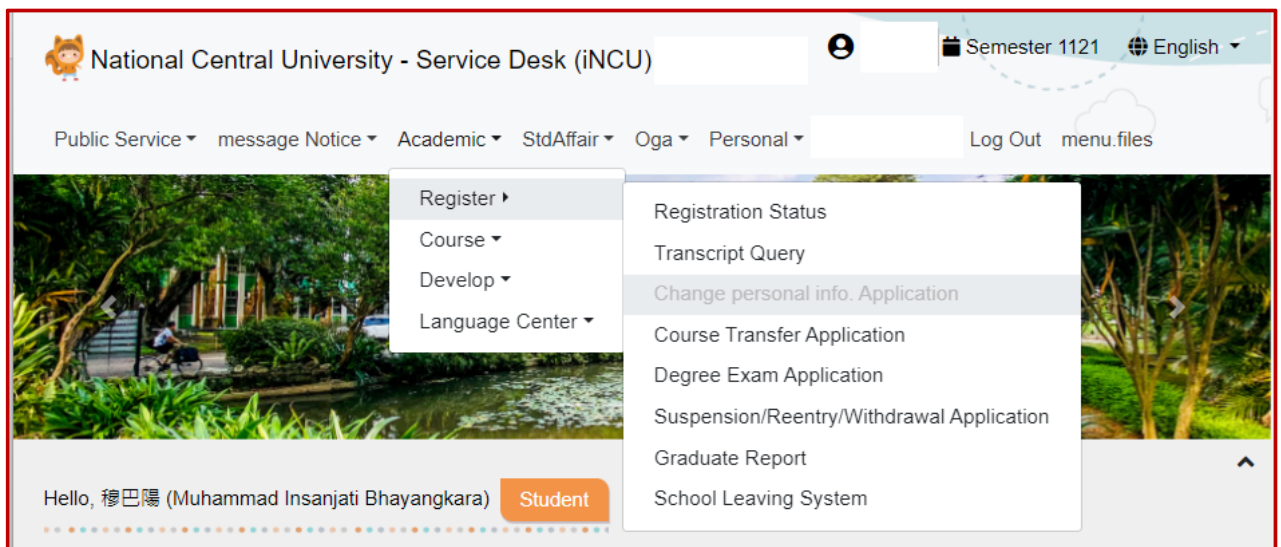
C07- Change personal info. Application

A. System login

1. NCU HomePage → NCU Portal → Enter Account、Password → Service Desk(iNCU)



2. Service Desk (iNCU) → Academic → Register → Change personal info. Application。



B. Application data entry

1. Press **Add** to create a new application for updating basic information.

The screenshot shows the National Central University - Service Desk (iNCU) interface. The top navigation bar includes the university logo, the name 'National Central University - Service Desk (iNCU)', a user profile icon, 'Semester 1121', and a language dropdown set to 'English'. Below this is a secondary navigation bar with links for 'Public Service', 'message Notice', 'Academic', 'StdAffair', 'Oga', 'Personal', 'Log Out', and 'menu.files'. The main content area shows a breadcrumb trail: 'Academic > Register > Change personal info. Application'. A large orange button labeled 'Change personal info. Application' is prominently displayed. Below it is a smaller 'Add' button. A system message banner indicates the 'Change Info Application Date' is from 08/01/2023 to 01/31/2024. At the bottom, a yellow box states 'No data'.

2. Please select ***Item to Be Changed** :
 - Legal chinese name altered
 - I.D. number altered 《《《 Select this option to update the ARC number.
 - Birth date altered
 - Permanent address altered

Please follow the instructions on the system page to complete the relevant information

3. Upload supporting documents, and then press **Save** .

The screenshot shows a form with several sections. The first section, labeled '*Item to Be Changed', contains a dropdown menu currently set to 'Select'. The dropdown list is open, showing options: 'Select', 'legal chinese name altered', 'I.D. number altered', 'birth date altered', and 'permanent address altered'. Below this is a section labeled 'Before Alteration'. The next section is '*After Alteration'. The final section is '*Attachments', which includes a 'Select File' button. At the bottom, a note specifies 'File format only : png 、 jpg 、 jpeg 、 pdf (Max 4MB)'.

The screenshot shows a single 'Save' button centered within a light gray rectangular box.

C. Submit application for review

1. Confirm that the entered information is correct, please press .

Academic Year / Semester	Application No.	Student ID No.	Name	Department	Item to Be Changed	Before Alteration	After Alteration	Status	Result	Management
1121	89322			Mechanical Engineering				Under application	-	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>

2. Double-check the data for accuracy, then press . The application case enters the review process.

Submit

Note: After submitting, no changes can be made.

3. Review completed, the system will update the personal information.