

基因體研究中心資訊服務簡介

6/28/2016

您好：

歡迎您成為基因體研究中心的工作伙伴！資訊組提供您在此工作的資訊相關服務如下：

一、 申請 SSO 帳號與 e-mail 帳號：

本院之 SSO 帳號由「院本部資服處」統籌管理，可用於多項院本部所提供的服務，包括 email 及院內 VPN 等，簡稱為「SSO 帳號」。您申請 SSO 帳號，即包括中研院的 e-mail 帳號。

SSO 帳號可於線上自行申請，唯申請人必須已完成報到手續，且個人資料已登錄於院方人事系統內。

申請網址：可至中研院網站首頁，點選「院內行政服務」、「帳號申請」，依指示填寫申請。

重要提醒：

1. 正式啟用：申請完成後約需 1 小時後始能正式啟用。首用之預設密碼為個人身份證字號(包括英文字母大寫)，如您為外籍人士則密碼為護照號碼或居留證號碼，可依個人需要至中研院網頁申請。
2. 修改密碼：可至中研院網站首頁(<http://www.sinica.edu.tw/index.shtml>)，點選「院內行政服務」、「修改密碼」，依指示填寫即完成修改。

二、 中研院 webmail：

- 日後凡公務通知、薪資發放通知、均透過您的中研院 e-mail 帳號與您連繫。
- e-mail 帳號格式為：[SSO 帳號@gate.sinica.edu.tw](mailto:SSO帳號@gate.sinica.edu.tw)。
- 中研院首頁亦有 Webmail 連結。
- 於 Outlook 或手機之設定，可參考：
<http://ascc.sinica.edu.tw/iascc/emailServiceEntry.php>

三、 GRC 內部資源

1. IIS2 帳號：
為方便中心同仁使用受保護的各項資源，以「IIS2 帳號」做為管理。凡無線網路、各行政管理系統，均納於其中；請連線到中心網頁「內部系統」，於「資訊」類下即可找到申請連結。
2. 內部系統：
中心內部各行政服務常用的資源。連結請至中心網頁：
www.genomics.sinica.edu.tw → 內部系統。(中心網域外無法使用)
3. IT WIKI (資訊服務網)：

資訊組整理各式資訊相關資料，提供 GRC 同仁參考，路徑為：GRC 網頁→「內部系統」→「資訊 - IT WIKI (資訊服務網)」。

4. 資訊設備申請：

凡工作所需資訊設備，應向各實驗室老師提出，經老師同意後，洽資訊組討論規格需求；若需新購，依規定需經由中心主管同意後，方由資訊組執行。

5. 資訊安全：

依本院資訊安全管理規範，凡使用本院資訊資產(包括設備及服務)者，均應遵守。凡走過必留痕跡，如有違反本院資訊安全相關規定之情事，資訊組必須依規定提供相關紀錄，由當事人自負法律責任，請勿以身試法。中研院各項資訊安全規章請參考網址：<http://isc.sinica.edu.tw/data.htm>

6. 常用連結 QR code：

i. 中研院 SSO：



ii. GRC 內部系統：



iii. GRC IT_Wiki



The Information Support in GRC

Welcome aboard!

The Information Support unit can help you with the IT related tasks, most information can be retrieved online as described below:

1. Apply an SSO account to get the work e-mail address :

The SSO account is managed by the Academia Sinica Department of Information Technology Services, by getting an SSO account, you can access to various AS resources, including the webmail, iFolder, and VPN.

The SSO account can be applied online after your information is successfully recorded onto the AS database, this will be done after you complete the check-in procedure at GRC personnel office.

The application url is: <http://its.sinica.edu.tw/#/email/article/86>

IMPORTANT:

- 1.The account activation may take an hour after your application. The default password will be your personal ID, the passport number, or the ARC number, pertaining on what you have provided to the personnel department. It is case sensitive.
- 2.You should change the password after the account is activated. Go to http://sso.sinica.edu.tw/index_sso.php?t=32 to do it online.

2. Your work email:

- All work related information will be notified to you thru your email account, including your monthly salary notices. The format of the e-mail is: SSO@gate.sinica.edu.tw °
- The webmail frontpage can be found on the frontpage of AS.
- To setup the Outlook or cellphone for receiving emails, check: <http://ascc.sinica.edu.tw/iascc/emailServiceEntry.php>

3. GRC provided IT resources:

1. IIS2 account:

The IIS2 ID is only provided to GRC members. You need to apply it in order to use the secured wifi, as well as various internal application systems. To apply, go to GRC Intranet, find the link under the Information Management category.

2. Intranet:

Various administrative supports can be found on this web page, a quick link can be found on the frontpage of GRC website. Please check:

www.genomics.sinica.edu.tw . (Please note this page is only available while you are inside the GRC network).

3. IT WIKI (The Information Support page) :

You can find useful IT support information on this webpage, check out:

<http://goo.gl/m4IZPu>

4. PC support:

All computer equipment application will be done by getting you PI approval first.

The Information support team is in charge of selecting the adequate hardware specification. All new purchases using GRC fund require final approvals from GRC administrative authorities.

5. Information Security:

According to the Academia Sinica Information Security Policy, all the uses of IT equipment and services should abide to this policy. In cases of infringement, the log records will be provided to the authority, and the individual who breaks the law will be responsible for his/her own misconduct. Please check out the policy detail online

at: <http://isc.sinica.edu.tw/data.htm>

6. Useful QR codes for link:

i. Academia Sinica SSO application :



ii. GRC Intranet :



iii. GRC IT Wiki

