Instructions on Editing Your Personal Information in CGU Information System


2. Enter your “Student ID number and Default Password”, and click “LOGIN”.

3. If you see the below pop-up information, and click Continue
Instructions on Editing Your Personal Information in CGU Information System

4. Click 確定 to continue.

5. Because English version of the Information System is not available now, you may use google translate to see the English translations. Click “Sign In” on the right upper side.
Instructions on Editing Your Personal Information in CGU Information System

6. Click (I) Personal Information/個人資料 to edit your information

7. Click Change Password
Instructions on Editing Your Personal Information in CGU Information System

8. Select English version to change your password and click “Auto-generate a new password”. Make sure you save the new password. Key in the new password and then click “Change Password”

The English version is only for password changing. The rest parts of CGU Information System are all in Chinese. Please use Google translate for English translation.
Instructions on Editing Your Personal Information in CGU Information System

9. Sign in with the same account name and new password again

10. Click 確定 to continue
Instructions on Editing Your Personal Information in CGU Information System

11. Click (I) Personal information to set up your backup email account and update your person information

Click “Set Backup Email”

Click “Edit”

Setup Recovery Email

Back to Home Home

After keying in your backup email address, click “Save”
Instructions on Editing Your Personal Information in CGU Information System

A verification email will be sent to your recovery email account. Sign in your recovery email account, find out the email sent by 長庚大學 (support@mail.cgu.edu.tw) and click on the link to complete verification. You may need to check your spam folder for this email.

Verification has been completed.

If you forget your password, please go to http://www.is.cgu.edu.tw/portal/PasswordHint.aspx to have the system send the password to your backup email address.
Instructions on Editing Your Personal Information in CGU Information System

12. Click (I) Personal information/個人資料 to edit your personal information.

Click “Edit” to save your official English name in full in the system and click “Save”.

Because the space for Chinese name is limited, your name will not be shown fully. Make sure you save your full English name in CGU’s system.

Then Click “Student Basic data login system” to enter basic data system.
Instructions on Editing Your Personal Information in CGU Information System

Please click “確定(I agree)” to continue the process.

Please click “我已閱讀並同意(I agree)” to continue the process.

Once you click the above button, you agree with the following information on CGU collecting your personal information for the use of academic affairs including registration, transcripts, suspension, withdraw ...etc. If you have any concerns, please contact the Office of Academic Affairs.
13. **Status of your information**: showing what you will need to update, including personal information, personal autobiography, friend and family information. Bank accountant information is not required. However, if you will work as a RA/TA or receive refund from CGU, please save your bank account number in this system.

14. **Click Student Status Information**: make sure your name, student ID number, department mane, grade, class are correct.
Instructions on Editing Your Personal Information in CGU Information System

Then click personal information and click 📝 edit your information

Click application change for both communication information and household registration information
Instructions on Editing Your Personal Information in CGU Information System

- Communication information (mailing address) and household registration information (residence address):
  Click “apply for change” to edit your mailing address & residence address. The updated address will not be shown right after you edit. It needs to be approved by the Student Affairs Office.

- Year/Month/Day: the year here is the year of Republic Era. 80 plus 1911 will be AD year. So the birthday is also 1991/06/04.

Please double check your full name

This information is not required for international students, just leave it
Instructions on Editing Your Personal Information in CGU Information System

After you submit the address changes, please click return student basic information login system and select personal information to enter personal information and click to edit other information. After all the information has been updated, please click “confirm”.

Select your previous degree:
- Senior secondary school
- Associate degree
- Bachelor’s degree
- Master’s degree
- Doctoral degree

1. Previous university/school
2. What did you study?
3. Which year did you graduate?
15. **Second Part: Personal Autobiography**

Click 🖂 to edit it. After you finish the autobiography (200-500 words), click “confirm”. There will be a pop-up information, please click 確定 (confirm).
16. **Third Part**: select “friends and family information” and click 📝 to update the information of your parents, emergency contact and friend. Then click “confirm”.

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**Instructions for Filling Out the Form:**

1. This system is required for admission to the school. Please complete and submit your personal information before the announcement period of the Academic Affairs Office.

2. The summary of the project should be filled out: personal data, autobiography, relatives and friends, military data (non-service male female) and bank account information. The summary of the status of the form is as follows.

3. If the project is completed in full, the data will be sent out after clicking the [Submit Payment] button, except for the personal mobile phone.

4. Freshmen who have dropped out of school during the school year, if they have completed the registration and submitted the information in the original system, they may be exempted from updating the information.

5. Non-open maintenance personal school information: if a student has any questions, please contact the student information administrator: the bachelor class please contact the registration group (extension 3438), master doctoral class please contact the research group (extension 3438).

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**Chang Gung University | Student Profile Management System**

**Student basic information**: login instructions  |  **Student information**: personal information  |  **Personal autobiography**:

<table>
<thead>
<tr>
<th>Student ID / Name</th>
<th>personal information</th>
<th>personal autobiography</th>
<th>friends and family information</th>
<th>marital information</th>
<th>bank account information</th>
</tr>
</thead>
<tbody>
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**Payment of Information**:

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**Chang Gung University | Student Profile Management System**

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</tbody>
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17. **Last Part:** bank account information
Bank account information is not required. For students who haven’t had bank/post office account now, please be sure to update your account number after you have one.
**Instructions on Editing Your Personal Information in CGU Information System**

Instructions for filling out the form:

1. This system is required for admission to the school. Please complete and submit your personal information before the announcement period of the Academic Affairs Office.
2. Summary of the project should be filled out: personal data, autobiography, relatives and friends, military data (non-service male free) and bank account information. The summary of the status of the form is as follows.
3. If the project is incomplete, this data will be sent out after filling in. [Data Request] button, except for the personal mobile phone.
4. Freshmen who have dropped out of school during the school year, if they have completed the registration and submitted the information in the original system, they may be exempted from updating the information.
5. Non-open personal school information is wrong, please contact the student information administrator. The bachelor class please contact the registration group (extension 5980), master doctoral classes please contact the research group (extension 3403).

<table>
<thead>
<tr>
<th>Student ID / Name</th>
<th>personal information</th>
<th>Personal autobiography</th>
<th>Friends and family information</th>
<th>Military information</th>
<th>Bank account information</th>
</tr>
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<tbody>
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<td>completed</td>
<td>undone</td>
<td>completed</td>
<td>Not filled (not required)</td>
</tr>
</tbody>
</table>

Fill in the code of the bank/post office:
TC Bank Chang Gung Branch: 8140368 / Post Office: 700021

Current position: Home — Bank account data maintenance

<table>
<thead>
<tr>
<th>Name</th>
<th>student ID</th>
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<tbody>
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</tbody>
</table>

Tonghui Financial Code
Limited Post Office, Cooperative Treasury, Yuanda Bank (please click here)

account number

Please enter 7000021 for the post office financial code.
*If you return the fee or receive the bonus, the school will remit the account by remittance.*
*Please be sure to fill in my account number, and my account cannot be remitted."

**Description**

1. If the personal remittance bank belongs to the bank where the school employees transfer, including the pool, the post office, and the Yuanda Bank, the deduction of the postal remittance fee.
2. If the personal remittance bank belongs to other remittance banks, please fill in the [Student Remittance Account Registration Form] and send it to the accounting office for documentation and deduct the postal remittance fee stipulated by each bank.
3. If you have any questions, please contact Mr. Zhuang at the accounting office 3400.

[Confirm modification] [cancel modification]
Instructions on Editing Your Personal Information in CGU Information System

18. Select “student basic information login instructions” and click “資料繳交 (information submission)” to submit all the updated information.

19. Student Billing and Payment Form of the following semesters:

For the first semester, CGU will send the billing and payment form to you before the registration day. From the second semester, please log into CGU Information System and print it out by yourself.

1. Log in CGU Information System, then select (P)單據列印.
2. Select 註冊繳費單.
3. Make sure the name and amount are correct and then print out the bill.
4. Pay at any post office in Taiwan before the deadline.