|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 帳號異動與清查報告 | | | | | |
| 文件編號 | TCVS-D-029 | 機密等級 | 限閱 | 版次 | 1.1 |

紀錄編號： 填表日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 承辦單位 | | |  | | | | | | 承辦人員 | | | |  | | | | |
| 清查日期 | | | 年 月 日 | | | | | | | | | | | | | | |
| 清查項目 | | |  | □校務行政  □學校首頁 | | | □資料庫（ ） □E-mail（ ）  □校內ＮＡＳ □其它 | | | | | | | | | | |
| 備 |  | 註 |  | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | 清 | 查 | | 結 |  | 果 |  | |  |  |
| 清查前帳號總數 | | | | | |  | | | | 清查後帳號總數 | | | | | | |  |
| 本次註銷帳號數 | | | | | |  | | | | 本次權限變更帳號數 | | | | | | |  |
|  |  |  |  |  |  |  |  | 細 | 項 | | 說 |  | 明 |  | |  |  |
|  | 帳 | 號 | |  | 使用單位 | | | 使 用 人 | | | 異 | 動 | 方 | 式 | | 異動原因說明 | |
|  | | | | |  | | |  | | | □新增 □註銷  □調整權限  □其它 | | | | |  | |
|  | | | | |  | | |  | | | □新增 □註銷  □調整權限  □其它 | | | | |  | |
|  | | | | |  | | |  | | | □新增 □註銷  □調整權限  □其它 | | | | |  | |
|  | | | | |  | | |  | | | □新增 □註銷  □調整權限  □其它 | | | | |  | |
|  | | | | |  | | |  | | | □新增 □註銷  □調整權限  □其它 | | | | |  | |
| 承辦人員 | | | | | | | | 權責主管 | | | | | | | 資訊安全官 | | |
|  | | | | | | | |  | | | | | | |  | | |

-1-