

臺北市畢業生市長獎資訊網

操作手冊_得獎學生

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112/04 月

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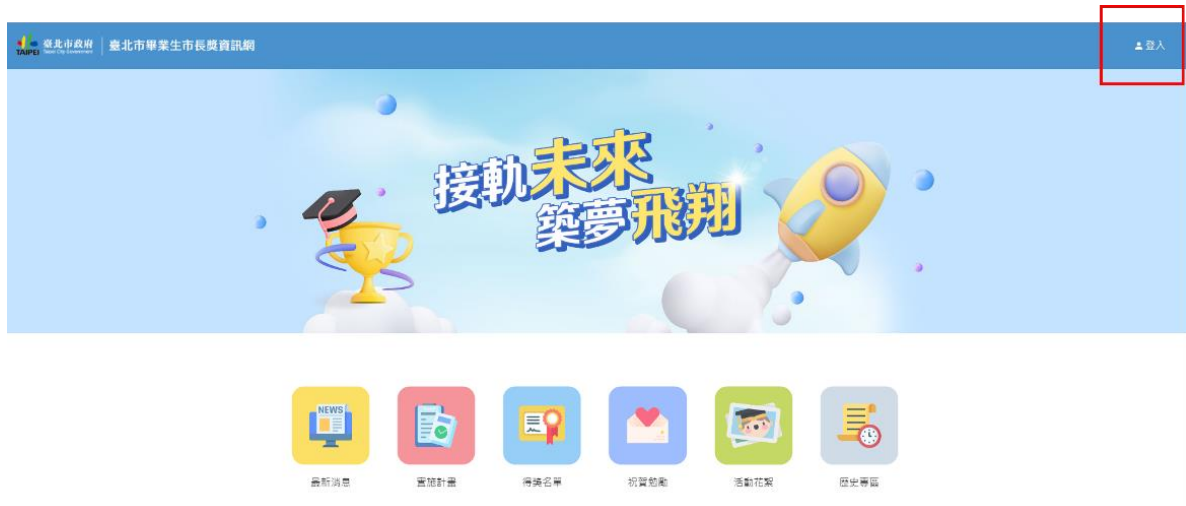
一、 系統登入

請於網址列輸入 <https://mayoraward.tp.edu.tw>

於首頁點選登入按鍵

有單一簽入帳號的得獎學生，請選擇得獎學生及學校登入

無單一簽入帳號的得獎學生，請選擇無單一身份驗證帳號學生登入



請選擇登入方式



得獎學生及學校登入

使用臺北市政府教育局單一身份驗證服務登入系統



學層管理及系統管理登入



無單一身份驗證帳號學生登入



輸入單一簽入帳號及密碼登入系統



The image shows a login interface for the Taipei City School Single Sign-On Service. At the top, there is a logo consisting of three overlapping triangles in blue, orange, and yellow, followed by the text "臺北市校園 單一身分驗證服務". Below the logo, a message states: "登入後將會導向臺北市各級學校市長獎系統平臺". The main form area is titled "請輸入您的使用者名稱與密碼" and contains two input fields: "帳號" (Account) and "密碼" (Password). The "帳號" field has an information icon (i) to its right, and the "密碼" field has an eye icon to its right. Below the password field is a link "忘記帳號/密碼". A light gray box contains the following text: "臺北市各級學校市長獎系統平臺將存取以下您的個人資訊:" followed by a bulleted list: "• 識別代號、姓名、電子郵件等資訊" and "• 學校公開資訊". At the bottom of the form is a teal "登入" (Login) button.

輸入學校給的驗證碼及畫面上四碼驗證碼，點選**確定**登入



The image shows a verification interface titled "得獎學生驗證". It features a section labeled "學生驗證碼" with a text input field containing the placeholder "請輸入學生驗證碼" and an eye icon to its right. Below this is a CAPTCHA image showing the code "K4VV" in a stylized font. To the right of the CAPTCHA is a circular refresh icon and another text input field with the placeholder "請輸入驗證碼". At the bottom center is a blue "確定" (Confirm) button.

二、 填寫與編輯特殊優良事蹟表

使用時機:

填寫與編輯個人優良事蹟及上傳個人照片。

操作方式:

1. 點選編輯，選擇檔案可上傳個人照片。
2. 填寫優良事蹟：請填寫1000字以內優良事蹟
3. 輸入完成按送出，送出後可以再回來編輯。

The screenshot shows a web form titled "建立市長獎特殊優良事蹟表". The form contains the following fields and elements:

- 學校**: 東莒台商子弟學校
- 班級**: 301
- 學生姓名**: 傑出學生
- 得獎獎項**: 傑出市長獎
- 大頭貼**: 選擇檔案 (未選擇任何檔案)
- 請輸入得獎感言(1000字以內)**: A large text area for the award感言.
- 送出**: A blue button at the bottom right.

Three red callout boxes with arrows point to specific parts of the form:

1. 上傳個人照片 (points to the "選擇檔案" button)
2. 填寫優良事蹟 (points to the "請輸入得獎感言" text area)
3. 填寫後送出，可以再編輯 (points to the "送出" button)

三、優良事蹟刊登同意書

使用時機:

同意刊登優良事蹟，請下載同意書後上傳。

操作方式:

1. 選擇同意刊登書，先下載同意書。
2. 選擇是否同意刊登。
3. 上傳簽名後的同意書，不同意刊登的人，就不需要上傳簽名檔。
4. 點選確認即完成。

The screenshot shows a web interface for downloading and uploading consent forms. At the top right, there are two tabs: '優良事蹟' (Outstanding Deeds) and '同意刊登書' (Consent Form), with the latter being the active tab. The main heading is '刊登同意書下載/上傳'. Below this, there are four steps indicated by red callout boxes on the left:

- 1.先下載同意書**: Points to the '優良事蹟空白同意書' (Outstanding Deeds Blank Consent Form) label, which has a red '下載' (Download) button next to it.
- 2.選擇是否同意刊登**: Points to the '是否同意刊登優良事蹟' (Do you agree to publish outstanding deeds?) label, which has a dropdown menu '請選擇是否同意刊登' (Please select whether to agree to publish).
- 3.上傳簽名後的同意書**: Points to the '優良事蹟同意書簽名檔' (Outstanding Deeds Consent Form Signature File) label, which has a file selection button '選擇檔案' (Select File) and the text '未選擇任何檔案' (No file selected). Below this is the note '(不同意刊登的人，就不必上傳簽名檔)' (People who do not agree to publish do not need to upload signature files).
- 4.確認上傳**: Points to the green '上傳' (Upload) button at the bottom right.