



資訊及通訊科技部 服務及設施指南

ICTO Services & Facilities Guide



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

資訊及通訊科技部的職責是為本大學的所有職員及學生提供電腦服務。資訊及通訊科技部屬下分成三個處，包括：電腦教學暨技術服務處、資訊管理處及資訊基建暨用戶服務處。

Information and Communication Technology Office (ICTO) provides general computing services to all staff and students of the University. The Office is organized to serve three main sections: Academic Computing and Technology Services Section (ACTS), Information Management Section (IMS) and Infrastructure and User Services Section (IUS).

關於資訊及通訊科技部

About ICTO



UMPASS 是一組包含用戶名稱和密碼的登入憑證，以使用各種 ICTO 服務及系統。已關聯 UMPASS 的系統及服務包括：

- 個人電腦應用程式、打印機及個人文件夾
- 澳大無線網
- 職員電郵 (MS Outlook)
- SSL VPN
- UNIX 系統 (網頁電郵)
- 已連接 UMPASS 驗證服務的系統 (例如: UMMoodle、UM@Connect 終身電郵)

UMPASS is the credential consisting of user ID and password for accessing various ICTO services and systems. The services and systems associated with UMPASS are:

- PC Applications, Printing and Home Directory
- UM Wireless LAN
- Staff Email (MS Outlook)
- SSL VPN
- UNIX System (Webmail)
- Systems connected with UMPASS Authentication Service (e.g. UMMoodle, UM@Connect lifelong email)

UMPASS

UMPASS



職員電郵服務

大學員工所使用的電子郵件系統是 MS Exchange 系統。用戶可以透過 MS Outlook、網頁電郵或流動設備使用這項服務。

學生電郵服務

學生可以申請 UM@Connect 終身電郵服務。每位學生享有 50 GB 的電郵限額，亦可以申請一個更有意思的電郵別名，作為電郵地址與外界通信。

Staff Email Service

MS Exchange is the email system for UM staff. Users can access this service with MS Outlook, webmail and mobile devices.

Student Email Service

All students can apply UM@Connect lifelong email service. Each student enjoys 50 GB email box quota, and applies a meaningful email alias as email address for external communication.

UM@Connect 申請連結：
UM@Connect application link:
<https://account.icto.umac.mo/>



電郵服務

Email Service
<https://webmail.umac.mo>



資訊及通訊科技部提供以下 SSID (服務設定識別碼) 供師生連接無線網：
ICTO provides following SSIDs for UM staff and students to connect wireless LAN:

UM_SECURED_WLAN

這個 SSID 提供了高強度的安全性，適用於大多數設備。This SSID provides high level of security, it is compatible with most of the devices.

UM_WLAN_PORTAL

這個 SSID 較適合便攜設備作短暫的使用。本 SSID 並未提供任何資料加密，所以請勿在本網絡中傳送個人及敏感資料。

This SSID is suitable for all portable devices to use for a short period of time. This SSID provides no encryption, please do not transmit personal and sensitive data when you are connecting with this SSID.

eduroam

這個 SSID 為已參與了 eduroam 計劃的原機構訪客，提供數據漫遊服務。訪客可以使用原機構的帳戶連接澳大無線網。反之亦然，澳大師生都可在有提供 eduroam 服務的院校內使用無線網。本校的師生在校內不需要使用此 SSID。

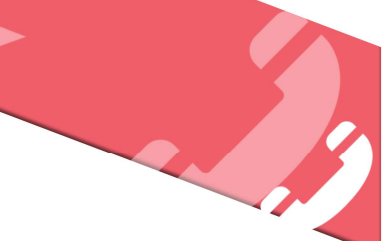
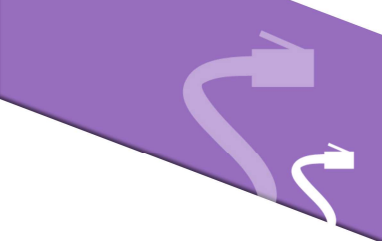
This SSID provides roaming service for guests from eduroam member institutions. Guests can use wireless account provided by their affiliated institution to login to UM Wireless LAN. Vice versa, all UM members can access Wi-Fi service at other institutions providing eduroam service. UM members are not necessary to use this SSID on campus.

詳情請瀏覽以下連結：
For more details, please visit following link:
<https://icto.umac.mo/network/wireless-network-service/>



澳大無線網服務

UM Wireless LAN Service



澳大教職員可以在辦公室和部份課室連接澳大有線網，而學生可以在學生宿舍使用有線網服務。師生只要依照指引設置設備和使用UMPASS進行認證後，便能連接校園網絡。

UM staff can use UM Wired LAN service in offices and some classrooms, and students can use this service in student dormitories. After configuring the devices by following the instructions and authenticating with UMPASS, you can access to campus network.

指引連結：
Instruction link:
<https://icto.umac.mo/network/wired-network-service/>



澳大有線網服務
UM Wired LAN Service

myUM是澳門大學資訊服務的入口網站。

教職員服務，其中包括：

- 電話查閱服務
- 缺勤及年假申請
- 預訂設施（例如體育設施、一般場地、物品及擺放橫幅位置）
- 電子薪酬單（全職員工）
- 更改公積金員工供款比例（全職員工）
- 電子表格服務
- 課室名單（教員專用）
- 科目成績登分系統（教員專用）
- 學術出版物數據庫（教員專用）
- 教學人員歷程檔（教員專用）

學生服務，其中包括：

- 學生資訊網上服務（SIWeb）
- 預選科目（適用於學士學位課程）
- 增選 / 退選科目（適用於學士學位課程）
- 儲物箱租借服務
- 全人發展獎勵計劃
- 體育設施網上預訂服務
- 電子表格服務
- 網上繳費服務
- 好建議獎勵計劃

myUM is a portal for accessing to personalized services and information about the University.

Following services for staff, such as:

- UM Phone Book
- e-Leave System
- Facilities Booking (e.g. Sports Facilities, Venue, Equipment and Banner)
- e-Payroll Slip (For Full Time staff)
- Change Provident Fund Employee Contribution Percentage (For Full Time staff)
- eForm System
- Section List (For Academic Staff)
- Course Result Entry (For Academic Staff)
- Academic Publication Database (For Academic Staff)
- Academic Staff Portfolio System (For Academic Staff)

Following services for student, such as:

- Student Information Web Services (SIWeb)
- Pre-Enrolment (For Bachelor's Degree Programmes)
- Course Add/Drop (For Bachelor's Degree Programmes)
- Locker Rental Service
- Whole Person Development Award Program
- Sports Facilities Booking System
- eForm System
- Online Payment Service
- Suggestion Scheme

myUM入口網站

myUM Portal
<https://myum.umac.mo>

ICTO 帳戶資訊頁讓用戶管理自己的帳戶和申請額外的資訊服務，例如：

- 更改UMPASS 帳號密碼
- 申請使用及下載以下軟件及服務：
 - Office 365 ProPlus
 - UM@Connect終身電郵
 - 病毒防護軟件
 - 開放數據API平台
 - EndNote
 - Zoom 雲端網上會議服務

- 申請，報告損壞或遺失，延期和查詢設施出入許可卡

ICTO Account Information Page allows users to manage their account and apply IT services, such as:

- Change UMPASS account password
- Apply and download the following software and services:
 - Office 365 ProPlus
 - UM@Connect lifelong email
 - Anti-virus software
 - Open Data API Platform
 - EndNote
 - Zoom web conference service
- Apply, report damage or lost, extend and view facility access card

ICTO 用戶帳號資訊頁

ICTO Account Information Page
<https://account.icto.umac.mo>

UMMoodle

UMMoodle (<https://ummoodle.umac.mo>) 為教師提供一個發佈課件及開展線上活動的空間，並讓學生進行自我學習、網上測驗、課程討論、提交作業及檢查學習進度等。

UMMoodle (<https://ummoodle.umac.mo>) provides a space for teachers to post teaching materials and conduct online activities. Students can have self-learning, online-testing, and lecture discussions, submit assignments and check their learning progress.

學習歷程檔案系統 ePortfolio

學習歷程檔案系統 (<https://eportfolio.umac.mo>) 是一個讓用戶記錄及分享學習點滴的網站，並提供博客，社交網絡及學習記錄等功能。

ePortfolio (<https://eportfolio.umac.mo>) is a web system that allows users to record and share evidence of learning. It provides functions of blogs, social networking and learning records.

Community

Community (<https://community.umac.mo/>) 提供多種活動模組協助管理學生活動的出動記錄及促進學術研究項目的資訊共享。

Community (<https://community.umac.mo/>) provides various activity modules for assisting users in managing attendance records for student activities and facilitating information sharing for academic research projects.

網上教育

eLearning
<https://elearning.umac.mo>

位置 : 中央教學樓東5座 (E5) 2樓2085室
電話 : 8822 8600
電郵 : icto.helpdesk@umac.mo
網頁 : <https://icto.umac.mo>
ICTO知識庫 : <https://faq.icto.umac.mo>
資訊及通訊科技部通訊 : <https://newsletter.icto.umac.mo>

Location : Room 2085, 2/F, Central Teaching Building (E5)
Telephone : 8822 8600
Email : icto.helpdesk@umac.mo
Webpage : <https://icto.umac.mo>
ICTO Knowledge Base : <https://faq.icto.umac.mo>
ICTO Newsletter : <https://newsletter.icto.umac.mo>

下載澳大流動應用程式 : 瀏覽澳大電子校園地圖
Download UM Mobile App : Browse UM Electronic Campus Map

Play Store



App Store



聯絡我們

瀏覽myUM Portal網站 : 瀏覽myUM Portal網站



Browse myUM Portal website



Contact Us

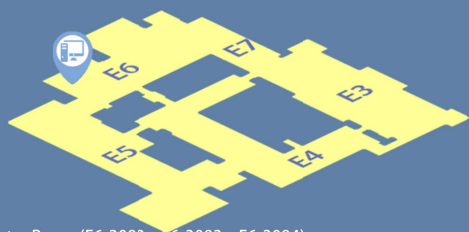


ICTO 設施地圖 Facilities Map

Third Floor

3

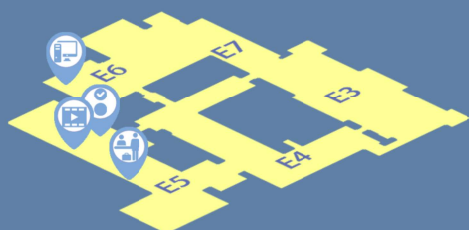
E5	中央教學樓東五座 Central Teaching Building E5
E6	中央教學樓東六座 Central Teaching Building E6



電腦室 Computer Room (E6-3092、E6-3093、E6-3094)

Second Floor

2



資訊及通訊科技部服務中心 ICTO Help Desk (E5-2085)

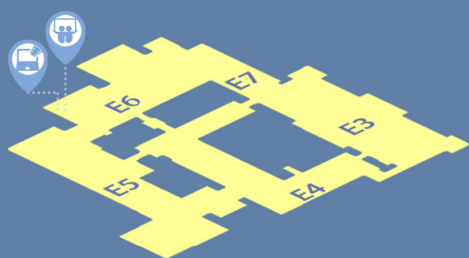
多媒體工作室 Multimedia Station Room (E5-2086)

光學改卷室 OMR Room (E5-2087、E5-2088、E5-2089)

電腦室 Computer Room (E6-2092、E6-2093、E6-2095)

First Floor

1

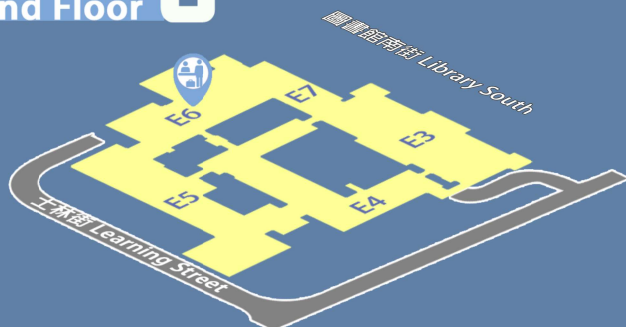


職員共用空間 Staff Commons (E6-1091c)

個人多媒體電腦室 Personal Multimedia Computer Room (E6-1091d-h)

Ground Floor

G



學習共享空間服務臺 Learning Commons Service Counter (E6-G111h)

資訊及通訊科技部服務中心 ICTO Help Desk

資訊及通訊科技部服務中心為大學所有學生及教職員提供基本的電腦技術支援服務。
ICTO Help Desk provides general technical support for all UM students and staff.

位置 Location	中央教學樓東五座 (E5) 2樓2085 室 Room 2085, 2/F, Central Teaching Building E5
服務時間 Service Hours	星期一至星期四 : 09:00 - 13:00 及 14:00 - 17:45 星期五 : 09:00 - 13:00 及 14:00 - 17:30 星期六、星期日及公眾假期 : 休息 Monday to Thursday : 09:00 - 13:00 and 14:00 - 17:45 Friday : 09:00 - 13:00 and 14:00 - 17:30 Saturday, Sunday and Public Holidays : Closed
電話 Telephone	8822 8600
電郵 Email	icto.helpdesk@umac.mo

學習共享空間服務臺 Learning Commons Service Counter

學習共享空間內設有服務臺提供手提電腦借用、個人多媒體電腦室借用、自助打印及基本的電腦支援服務。
ICTO has set up service counter at Learning Commons, which provides notebook computer and personal multimedia computer room on loan service, self-service printing and basic computer support services.

位置 Location	中央教學樓東六座 (E6) 地面層G111h 室 Room G111h, G/F, Central Teaching Building E6
服務時間 Service Hours	星期一至星期五 09:15 - 12:50 及 14:15 - 16:50 (公眾假期除外) Monday to Friday 09:15 - 12:50 and 14:15 - 16:50 (Except Public Holidays)

電腦室 Computer Room

資訊及通訊科技部管轄的範圍內共設有6間電腦室。基於保安理由，每間電腦室都安裝了出入控制系統，學生必需持有有效的澳大校園卡才可進入電腦室。電腦室內禁止飲食及進行其他非學術活動。如遇緊急情況，請致電澳門大學保安及交通事務處 (24小時熱線電話：8822 4000) 尋求協助。最新開放時間以資訊及通訊科技部網頁公佈為準。

There are 6 computer rooms under the management of ICTO. For security reasons, computer rooms are set up with access control system. Students must use their valid campus card to enter the computer rooms. Food, beverage and non-academic activities are prohibited at computer rooms. For emergency, please contact Security and Transport Section (24 hours hotline: 8822 4000) for assistance. For up-to-date opening hours, please refer to ICTO webpage.

電腦室 Computer Room	E6-2092	E6-2093	E6-2095	E6-3092	E6-3093	E6-3094
位置 Location	中央教學樓東六座 (E6) 2 樓 2/F, Central Teaching Building E6			中央教學樓東六座 (E6) 3 樓 3/F, Central Teaching Building E6		
開放時間 Opening Hours	星期一至星期六 : 07:30 - 24:00 星期日及公眾假期 : 休息 Monday to Saturday: 07:30 to 24:00 Sunday and Public Holidays: Closed			星期一至星期日 : 24 小時開放 (公眾假期照常開放) Monday to Sunday: 24 hours (Open on Public Holidays)		

多媒體工作室 (職員專用) Multimedia Station Room (Available to Staff)

配備專業軟件和硬件的多媒體工作室可供職員製作和編輯多媒體檔案。
Multimedia Station Room is installed with professional software and hardware for staff to create and edit multimedia files.

位置 Location	中央教學樓東五座 (E5) 2樓2086室 Room 2086, 2/F, Central Teaching Building E5
服務時間 Service Hours	預約使用 With Advance Reservation

光學改卷室 (職員專用) OMR Room (Available to Staff)

資訊及通訊科技部設置了光學改卷系統 (OMR)，為澳大教職員提供簡單和快速的資料輸入方法。
ICTO has set up Optical Mark Recognition (OMR) system. It provides easy and quick data input method for UM staff.

位置 Location	中央教學樓東五座 (E5) 2樓2087室、2088室及2089室 Room 2087, 2088 & 2089, 2/F, Central Teaching Building E5
服務時間 Service Hours	預約使用 With Advance Reservation

職員共用空間 (職員專用) Staff Commons (Available to Staff)

職員共用空間設置了兩台桌上電腦、一台投影機、一台掃描器及一台網絡打印機方便教學人員準備或修改教材。
Staff commons is equipped with two desktop PCs, one LCD projector, one scanner and one network printer for academic staff to prepare or make modification of their teaching materials.

位置 Location	中央教學樓東六座 (E6) 1樓1091c 室 Room 1091c, 1/F, Central Teaching Building E6
服務時間 Service Hours	星期一至星期六 : 07:30 - 24:00 (非辦公時間沒有管理人員當值) 星期日及公眾假期 : 休息 Monday to Saturday: 07:30 - 24:00 (Run unattended during non-office hours) Sunday and Public Holidays: Closed