



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



雙重認證服務為您的 UMPASS 帳戶提供額外的保護，確保您是唯一使用您帳戶的人

一經申請，當您使用非澳大網絡時，所有使用 UMPASS 驗證服務作為登錄頁面的系統都會受雙重認證保護

Two-Factor Authentication provides an extra layer of protection for your UMPASS account, and it aims to ensure that you are the only person accessing your account

Once applied, when you are using non-UM network, all systems using UMPASS authentication service as the login page are in effect with the Two-Factor Authentication

服務詳情及申請鏈結：
Service Details and Application Link:
<https://icto.um.edu.mo/information-security/two-factor-authentication-2fa/>



雙重認證

Two-Factor Authentication



UMPASS 認證服務提供一個統一的地方讓用戶安全地登入不同的系統。您只需要記住一組帳戶便可以訪問所有系統

UMPASS憑證是由登入名稱和UMPASS 密碼組成

例如：學生編號: A-B1-2345-6
登入名稱: ab12345
密碼: UMPASS密碼

UMPASS Authentication Service is a central place for users to login various systems securely. You need to remember only one set of credential for accessing all systems

The composition of UMPASS credentials is User ID and UMPASS password

Example: Student Number: A-B1-2345-6
Login Name: ab12345
Password: UMPASS Password

服務詳情：
Service Details:
<https://icto.um.edu.mo/account-access/umpass/>



UMPASS

UMPASS



職員電郵服務 Staff Email Service

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

學生電郵服務 Student Email Service

學生可以申請 UM@Connect 終身電郵服務。每位學生享有50GB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

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

服務鏈結：
Service Link:
<https://webmail.um.edu.mo>

惡意電郵隔離 Malicious Email Quarantine

員工和 UM @ Connect 電子郵箱受安全電郵網關保護
Staff emails and UM@Connect emails are protected by Secure Email Gateway

服務詳情：
Service Details:
<https://icto.um.edu.mo/information-security/email-security/>



電郵服務

Email Service



服務識別碼 SSID

UM_SECURED_WLAN

- 提供高安全性和可靠的連接
Provides high security and reliable connection
- 適用於大多數設備
Compatible with most devices

UM_WLAN_PORTAL

- 較適合便攜設備作短暫的使用
Suitable for all portable devices to use for a short period of time
- 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
No encryption is provided, please do not transmit personal and sensitive data when you are connecting with this SSID

eduroam

- 澳大師生可以在全球有提供 eduroam 服務的機構內使用澳大帳號取得相關服務
All UM users can use UM account to access internet at other institutions providing eduroam service

服務詳情：
Service Details:
<https://icto.um.edu.mo/network/wireless-network-service/>



澳大無線網服務

UM Wireless LAN Service

SSL VPN 讓您於校外安全地存取澳門大學內聯網的網絡資源

連接方式

透過網頁瀏覽器 (網址: <https://sslvpn.um.edu.mo>)

- 澳門大學內聯網網頁
- 澳門大學圖書館的電子資源

透過SSL VPN 客戶端

- 資訊及通訊科技部各種內聯網服務 (如 e-Proposal, 舊版文件資料庫等)
- 只允許經內聯網存取的授權程式

SSL VPN enables you to access the UM Intranet resources off campus in a secure way

Connection Method

With Web Browser (Website: <https://sslvpn.um.edu.mo>)

- UM Intranet pages
- UM Library e-resources

With SSL VPN Client

- ICTO Intranet Services (i.e. e-Proposal, Legacy Document Database)
- Authorized applications only accessible via Intranet

服務詳情：
Service Details:
<https://icto.um.edu.mo/network/ssl-vpn/>



SSL VPN

SSL VPN

myUM 是澳門大學資訊服務的入口網站

教職員及學生可以通過myUM使用一系列的資訊服務

教職員服務如：

- 缺勤及年假申請
- 電子薪酬單 (全職員工)

教員專用服務如：

- 科目成績登分系統
- 教學人員歷程檔

學生服務如：

- 學生資訊網上服務 (SIWeb)
- 網上繳費服務

適用於學士學位課程學生如：

- 預選科目
- 增選 / 退選科目

myUM is a portal for accessing personalized services and Information about the University

Staff and students can access myUM to use a list of information services

For staff, such as:

- e-Leave
- e-Payroll (regular staff only)

For academic staff only, such as:

- Course Result Entry for Academic Staff
- Academic Staff Portfolio System

For students, such as:

- Student Information Web Services (SIWeb)
- Online Payment Service

For Bachelor's Degree Programmes students, such as:

- Pre-Enrolment
- Course Add/Drop

服務鏈結：
Service Link:
<https://myum.um.edu.mo>



myUM入口網站

myUM Portal

ICTO 用戶帳號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
 - EndNote
 - 病毒防護軟件
 - 雙重認證服務
 - 開放數據 API 平台
 - UM@Connect 終身電郵
 - 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
 - EndNote
 - Anti-virus software
 - Two-factor authentication service
 - Open Data API Platform
 - UM@Connect lifelong email
 - Zoom web conference service
- Apply, report damage or lost, extend and view facility access card

服務鏈結：
Service Link:
<https://account.icto.um.edu.mo>



ICTO 用戶帳號資訊頁

ICTO Account Information Page

UMMoodle

UMMoodle 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 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 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 提供多種活動模組協助管理學生活動的出勤記錄及促進學術研究項目的資訊共享

Community provides various activity modules for assisting users in managing attendance records for student activities and facilitating information sharing for academic research projects

服務鏈結：
Service Link:
<https://elearning.um.edu.mo>



網上教育

eLearning

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一般資訊科技服務

Information and Communication Technology Office (ICTO) provides general IT services to all staff and students of the University

位置 : 中央教學樓東五座 (E5) 2樓2085室
電話 : 8822 8600
電郵 : icto.helpdesk@um.edu.mo
網頁 : <https://icto.um.edu.mo>
ICTO 知識庫 : <https://faq.icto.um.edu.mo>
資訊及通訊科技部通訊 : <https://newsletter.icto.um.edu.mo>

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

瀏覽澳大電子校園地圖
Browse UM Electronic Campus Map

聯絡我們



Contact Us

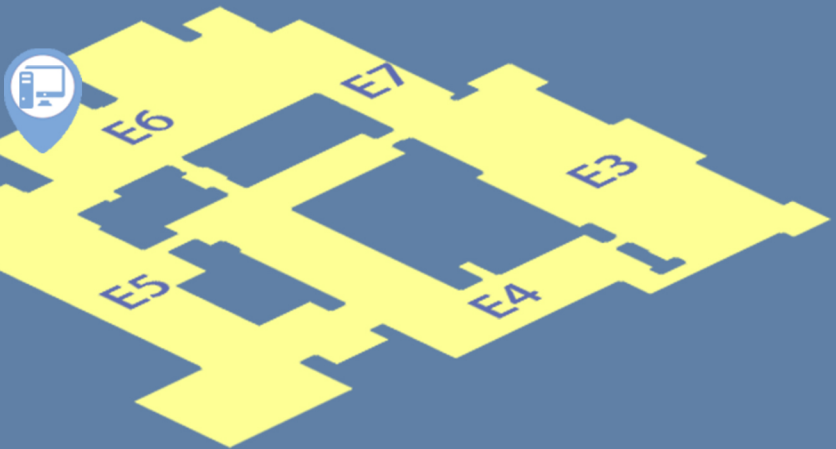


ICTO 設施地圖 Facilities Map

Third Floor

3

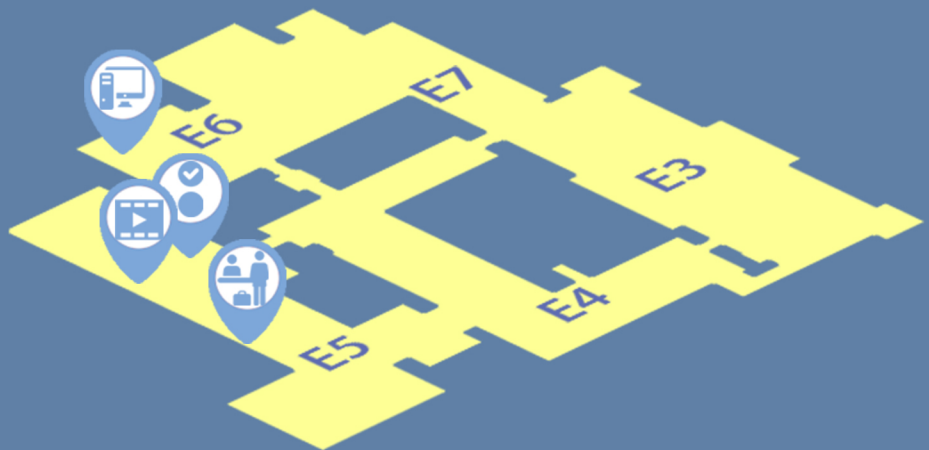
E5	中央教學樓東五座 Central Teaching Building E5
E6	中央教學樓東六座 Central Teaching Building E6



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)



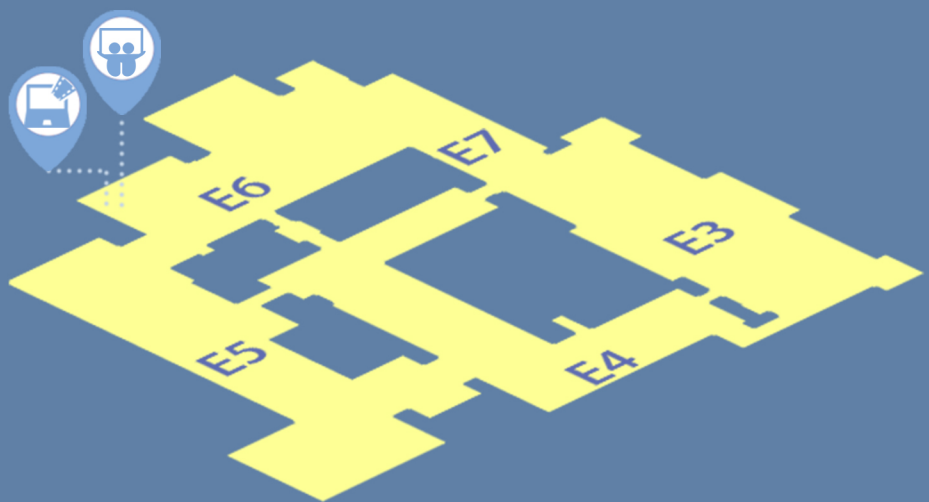
光學改卷室 OMR Room (E5-2087、E5-2088、E5-2089)



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

First Floor

1



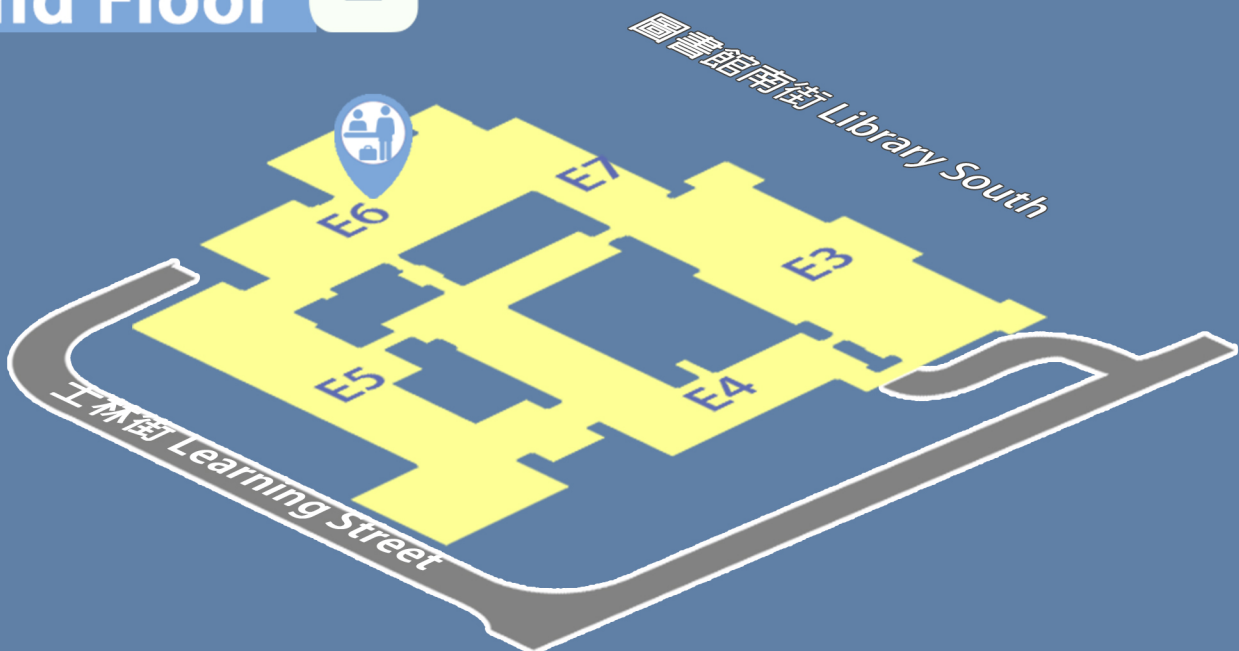
職員共用空間 Staff Commons (E6-1091c)



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@um.edu.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