

National Taiwan University of Science and Technology Intercollegiate Course Selection System Operation Manual

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一、Language Switch

From the top right corner of the screen, switch the language to English.



二、Login

※Students of the Three-University Alliance (NTU and NTNU) will not be able to log in until the data exchange among the universities has been completed.

1. Select your school, enter your student ID and password, then click the 'Enter Intercollegiate Course Selection System' button.

* School Attended

* Student ID

* Password 

Show Password

1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.
2.For the student ID field, please enter the ID number from your previously attended school.
3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.
4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

[Forgot Password ?](#)

[Enter Intercollegiate Course Selection System](#)

2. After a successful login, the system will automatically redirect to the Personal Information page by default.

Select an option to proceed

Course Add/Drop | View Grades | Personal Information | Change Password

Personal Information [Edit](#)

NTUST Account	ncku666666
Name	test
Identity Category	外校選課生
Program Type	大學部

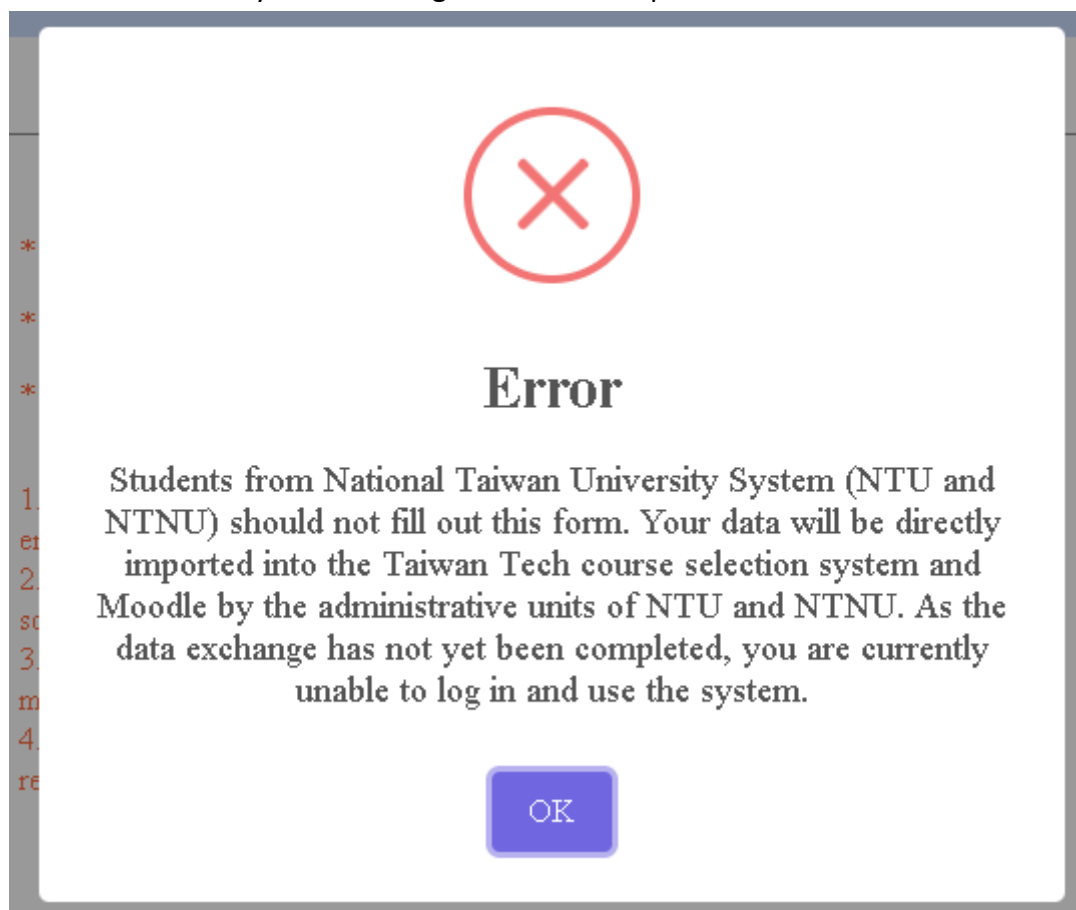
Original Department Name	資管系
Original Department Year	三
Original School Class	資工三甲

Contact Phone	0911222333
Mobile Number	0911222333
Current Mailing Address	106臺北市大安區基隆路四段43號
Email	test@ntu.edu.tw
Backup Email	

Emergency Contact Name	江爸
Emergency Contact Relationship	父子
Emergency Contact Phone	0922333444

Remarks : QQ

※Students of the Three-University Alliance (NTU and NTNU) will see an error message when attempting to log in before the inter-university data exchange has been completed.



三、First-time Registration

1. After selecting your school and entering your student ID, click the 'Enter Intercollegiate Course Selection System' button.

* School Attended

(NTHU)國立清華...

* Student ID

100022222

* Password

Password

1. If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.

2. For the student ID field, please enter the ID number from your previously attended school.

3. If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.

4. To prevent unauthorized access to your account, please update your password regularly. (See Details)

For first-time registration, skip entering the password; it will be set up in the next step.

[Forgot Password ?](#)

[Enter Intercollegiate Course Selection System](#)

2. Enter the password you want to set.

Password Setup

Please enter your password

.....

Please re-enter your password

.....

show password

✓ Uppercase Letter

✓ Lowercase Letter

✓ Special Character

✓ Number

✓ Length

[Password Setup](#)

*To comply with the Ministry of Education's cybersecurity audit program and the Government Configuration Baseline (GCB) requirements set by the Executive Yuan's National Information and Communication Security Taskforce, please update your password according to the following rules:

1. Passwords must be at least 8 characters long, must not be the same as your previous password, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.

2. Passwords are valid for one year. After one year, you must update your password to continue using the Intercollegiate Course Selection System (for students from other universities). The system will automatically prompt you to change your password.

Starting from 2020/11/2, the Intercollegiate Course Selection System (for students from other universities) will verify whether your password has been updated. If not, you must change your password before continuing to use the system. To ensure information security and avoid access issues, we recommend updating your password as soon as possible. We apologize for any inconvenience caused.

The password must comply with the specified rules; otherwise, it cannot be set.

3. Fill in the personal information and save.

四、NTU/NTNU First-time Login

※Operations can only be performed after the data exchange among the Three-University Alliance has been completed.

1. After selecting your school and entering your student ID, click the 'Enter Intercollegiate Course Selection System' button.

* School Attended (NTU)國立台灣大學 × ▾

* Student ID 123456789

* Password Password

1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.

2.For the student ID field, please enter the ID number from your previously attended school.

3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.

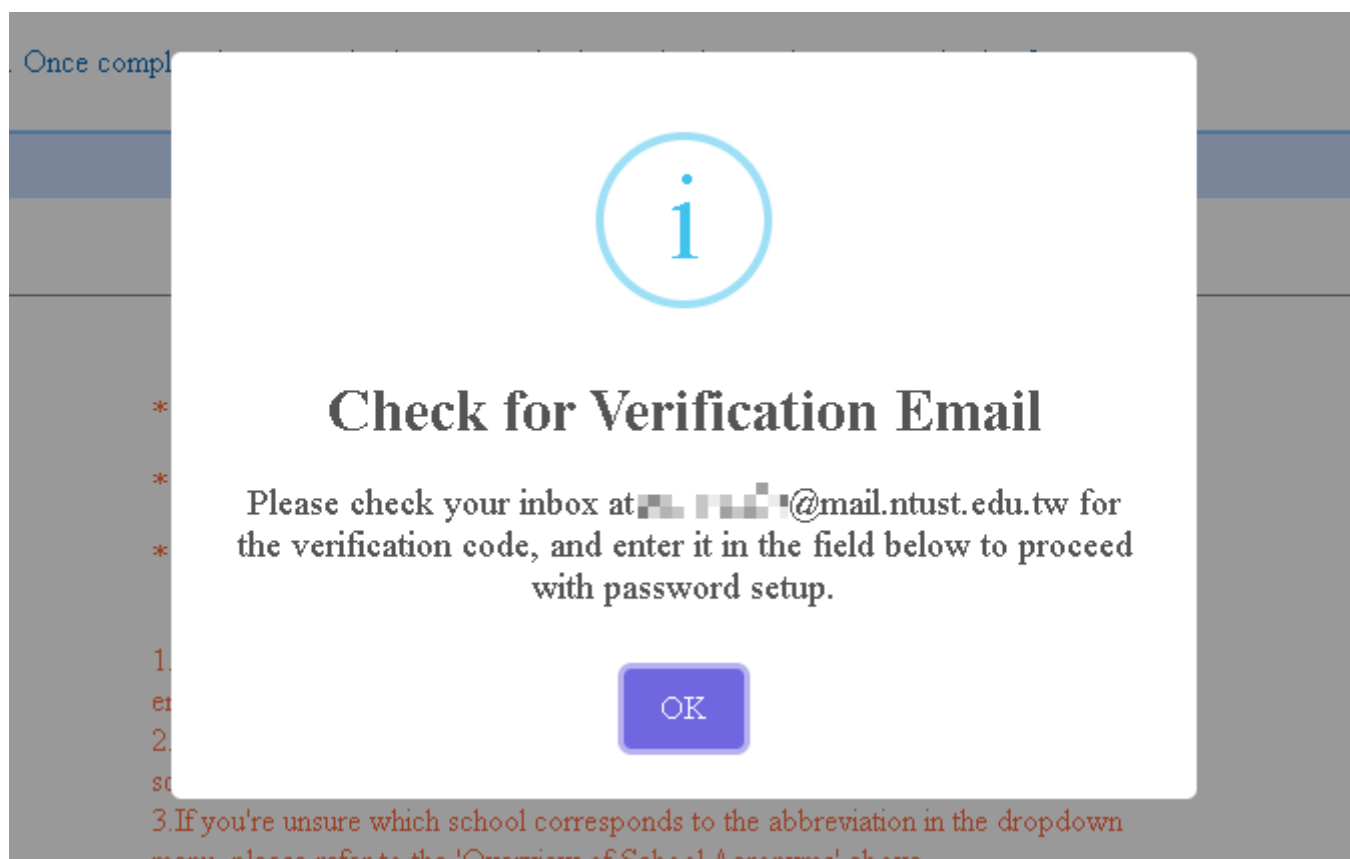
4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

[Forgot Password ?](#)

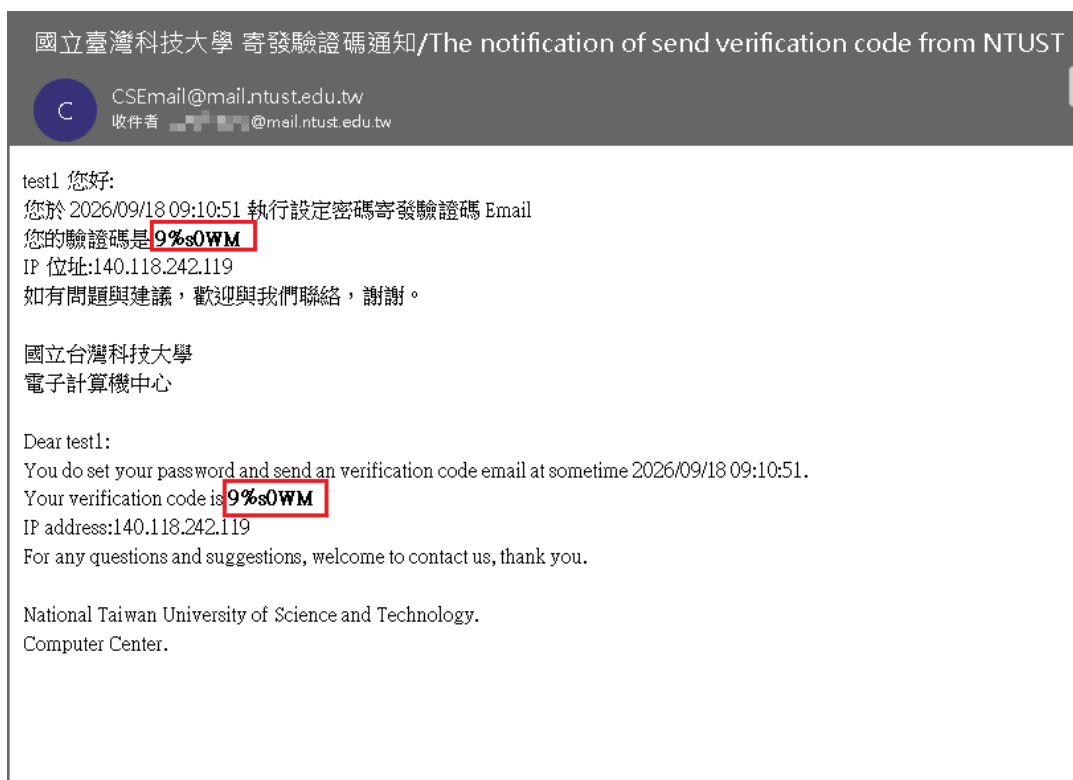
Leave the password field blank, as it will be set in the next step.

[Enter Intercollegiate Course Selection System](#)

2. A message will pop up indicating that a verification code email has been sent. Please check the mailbox specified in the message to retrieve the code.



3. Copy the verification code. The content of the verification code email is as follows.



4. Enter the verification code, then click the 'Enter Intercollegiate Course Selection System' button.

* School Attended	(NTU)國立台灣大學 × ▾
* Student ID	123456789
* Password	Password 🔒

- 1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.
- 2.For the student ID field, please enter the ID number from your previously attended school.
- 3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.
- 4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

[Forgot](#)

[Resend](#)

After entering the verification code, click again to access the Intercollegiate Course Selection System

[Enter Intercollegiate Course Selection System](#)

5. For first-time use, since no password has been set, you need to create one first.

Password Setup

Please enter your password

Please re-enter your password

show password

Uppercase Letter Lowercase Letter Special Character Number Length

The password must comply with these rules

Password Setup

*To comply with the Ministry of Education's cybersecurity audit program and the Government Configuration Baseline (GCB) requirements set by the Executive Yuan's National Information and Communication Security Taskforce, please update your password according to the following rules.:

1. Passwords must be at least 8 characters long, must not be the same as your previous password, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.

2. Passwords are valid for one year. After one year, you must update your password to continue using the Intercollegiate Course Selection System (for students from other universities). The system will automatically prompt you to change your password.

6. After successfully setting the password, you will be redirected to the login screen. Please reselect your school, enter your student ID and password, and log in to use the system.

* School Attended (NTU)國立台灣大學

* Student ID 123456789

* Password

1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.

2.For the student ID field, please enter the ID number from your previously attended school.

3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.

4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

[Forgot Pas](#)

[Enter Intercollegiate Course Selection System](#)

五、Forgot Password

1. On the login screen, click 'Forgot Password'.

* School Attended

Choose your school ▼

* Student ID

Home University Student ID

* Password

Password

1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.

2.For the student ID field, please enter the ID number from your previously attended school.

3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.

4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

Forgot Password ?

Enter Intercollegiate Course Selection System

2. Select your school, enter your student ID, and click 'Send'. ✖ Do not close the window.

TAIWAN TECHNOLOGICAL UNIVERSITY

NTU and NTNU

System Guide

Language : (

Forgot Password

✖

✖After clicking 'Send' please do not close this window. First, check your email to retrieve the verification code, then return to this window to continue with the password reset process.

School Attended

(NTHU)國立清華大學 x ▼

Student ID

100022222

Sender's Email

*****@*****.edu.tw

✖Please select your school and enter your student ID. The system will automatically retrieve the email address provided in your profile and display it in the sender's email field. After clicking 'Send' please check your inbox for the verification code.

Close

Send

Do not close this window. Further actions are required after sending.

After selecting the school and entering the student ID, the system will automatically retrieve the email address from the personal information (including backup).

All sender email addresses shown above will be used to send the message.

* School Attended

Choose your school ▼

* Student ID

Home University Student ID

* Password

Password

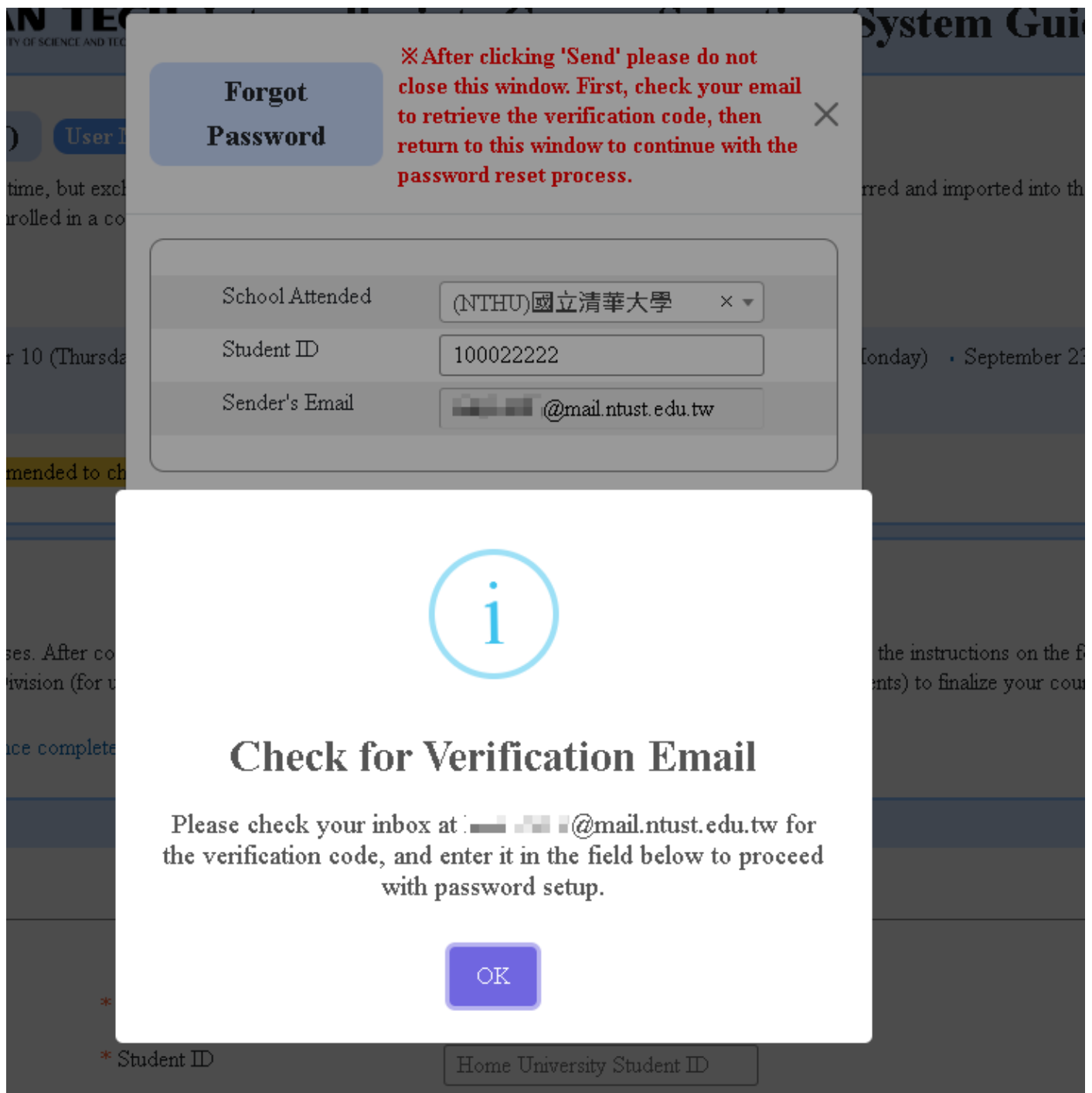
1.If you are using the system for the first time, please skip the password and click to enter. You can set your password afterward.

2.For the student ID field, please enter the ID number from your previously attended school.

3.If you're unsure which school corresponds to the abbreviation in the dropdown menu, please refer to the 'Overview of School Acronyms' above.

4.To prevent unauthorized access to your account, please update your password regularly.(See Details)

Forgot Password ?



3. Retrieve the verification code email. Subject : NTUST 忘記密碼通知/The notification of forget password from NTUST

國立臺灣科技大學 忘記密碼通知/The notification of forget password from NTUST



CSEmail@mail.ntust.edu.tw
收件者: [redacted]@mail.ntust.edu.tw

Hello 您好:

您於 2026/09/17 17:26:50 執行忘記密碼寄發 Email

您的驗證碼是 **SVf1#**

IP 位址:140.118.242.119

如有問題與建議，歡迎與我們聯絡，謝謝。

國立台灣科技大學
電子計算機中心

Dear Hello:

You do forget your password and send an email at sometime 2026/09/17 17:26:50.

Your verification code is **SVf1#**

IP address:140.118.242.119

For any questions and suggestions, welcome to contact us, thank you.

National Taiwan University of Science and Technology.
Computer Center.

4. Return to the window, enter the verification code, and click Next.

5. Enter a new password to reset.

Forgot Password

※After clicking 'Send' please do not close this window. First, check your email to retrieve the verification code, then return to this window to continue with the password reset process.

New Password

Confirm New Password

✓ Uppercase Letter ✓ Lowercase Letter ✓ Special Character ✓ Number ✓ Length

Please comply with these rules.

※Confirm New Password

Close **Confirm Reset**

Forgot Password

※After clicking 'Send' please do not close this window. First, check your email to retrieve the verification code, then return to this window to continue with the password reset process.

New Password

Confirm New Password

✓ Uppercase Letter ✓ Lowercase Letter ✓ Special Character ✓ Number ✓ Length



Password reset successful.

OK

六、Course Add/Drop

● Course Inquiry

[Course Add/Drop](#) | [View Grades](#) | [Personal Information](#) | [Change Password](#)

Please enter the relevant criteria

Enter course code [Course Search](#) Course code search accepts partial keywords.

[Course Information](#) [Related Link: Course Code Search](#)

Search Results

Course Code	Course Title	Credits	Required/ Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enroll ed Students	
CS1003301	Computer Programming	3	Req.	Half	姚智原	Wed : 6, 7, 8 Period	TR-512	55	Add Course
CS1003302	Computer Programming	3	Req.	Half	金台齡	Wed : 6, 7, 8 Period	TR-310-1	53	Add Course
CS1004301	Lab. of Computer Programming	1	Req.	Half	姚智原	Mon : 2, 3, 4 Period	LB-001	51	Add Course
CS1004302	Lab. of Computer Programming	1	Req.	Half	金台齡	Tue : 6, 7, 8 Period	LB-001	46	Add Course
CS1005301	Introduction to Computer Science	3	Req.	Half	花凱龍	Fri : 8, 9, 10 Period	TR-309	99	Add Course

[List of Selected Courses](#) [Print Course Selection Sheet](#)

Course Code	Course Title	Credits	Required/ Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enroll ed Students	
You have not added any courses yet.									

● Course Add ✖If the program is undergraduate, you may add at most two courses, and the total credits must not exceed six.

Please enter the relevant criteria

Enter course code [Course Search](#)

[Course Information](#) [Related Link: Course Code Search](#)

Course Code	Course Title	Credits	Required/ Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enroll ed Students	
CS1003301	Computer Programming	3	Req.	Half	姚智原	Wed : 6, 7, 8 Period	TR-512	55	Add Course
CS1003302	Computer Programming	3	Req.	Half	金台齡	Wed : 6, 7, 8 Period	TR-310-1	53	Add Course
CS1004301	Lab. of Computer Programming	1	Req.	Half	姚智原	Mon : 2, 3, 4 Period	LB-001	51	Add Course
CS1004302	Lab. of Computer Programming	1	Req.	Half	金台齡	Tue : 6, 7, 8 Period	LB-001	46	Add Course
CS1005301	Introduction to Computer Science	3	Req.	Half	花凱龍	Fri : 8, 9, 10 Period	TR-309	99	Add Course

[List of Selected Courses](#) [Print Course Selection Sheet](#)

Course Code	Course Title	Credits	Required/ Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enroll ed Students	
CS1003301	Computer Programming	3	Req.	Half	姚智原	Wed : 6, 7, 8 Period	TR-512	55	Withdraw Course

● Course Drop

Please enter the relevant criteria

Enter course code [Course Search](#)

Course Information [Related Link: Course Code Search](#)

Course Code	Course Title	Credits	Required/Elective	Classroom	Number of Enrolled Students	
CS1003301	Computer Programming	3	Req.	TR-512	55	Add Course
CS1003302	Computer Programming	3	Req.	TR-310-1	53	Add Course
CS1004301	Lab. of Computer Programming	1	Req.	LB-001	51	Add Course
CS1004302	Lab. of Computer Programming	1	Req.	LB-001	46	Add Course
CS1005301	Introduction to Computer Science	3	Req.	TR-309	99	Add Course



Are you sure you want to drop this course?

Once dropped, the course cannot be restored!

[Confirm](#) [Cancel](#)

List of Selected Courses [Print Course Selection Sheet](#)

Course Code	Course Title	Credits	Required/Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enrolled Students	
CS1003301	Computer Programming	3	Req.	Half	姚智原	Wed : 6, 7, 8 Period	TR-512	55	Withdraw Course

● Print Course Selection List

List of Selected Courses [Print Course Selection Sheet](#)

Course Code	Course Title	Credits	Required/Elective	Full/Half Semester	Instructor	Class Day/Period	Classroom	Number of Enrolled Students	
CS1003301	Computer Programming	3	Req.	Half	姚智原	Wed : 6, 7, 8 Period	TR-512	55	Withdraw Course

七、Grade Inquiry

View Grades

Personal Information

Change Password

You may choose to query by academic year and term.

※ The system will automatically calculate the student's enrolled semesters.

Choose the semester you want to view

All

Course Code / Course Title Keywords

*You can further filter the search results based on the entered course code or course title.

Course Grades List

※ Course enrollment data for the current semester will be transferred one week after the add/drop period.

You can enter keywords to filter the results.

On the loading screen, all grades are displayed by default.

Course Semester	Course Code	Course Title	Credits	Grade	Remarks
1142	TCG162302	Elderly and Aromatherapy	2	A	

Grade Point and Percentage Score Conversion Table

Letter Grade System	Grade Point	Percentage System	Letter Grade System	Grade Point	Percentage System	Letter Grade System	Grade Point	Percentage System	Letter Grade System	Grade Point	Percentage System
A+	4.3	95	B+	3.3	78	C+	2.3	68	D	1.0	55
A	4.0	87	B	3.0	75	C	2.0	65	E	0.0	49
A-	3.7	82	B-	2.7	71	C-	1.7	61	X	0.0	0

八、Personal Information

For students of the three-university alliance (NTU, NTNU), personal information is provided by the original school and cannot be modified directly here.

The screenshot shows the 'Personal Information Entry' form for NTUST students. The form is divided into several sections with red star icons indicating required fields. The background shows the 'Personal Information' tab selected in the main menu, with an 'Edit' button highlighted. Annotations in orange text provide additional instructions.

Personal Information Entry

★ Name: Hello

★ Identity Category: Intercollegiate Student

★ Program Type: Undergraduate Program

★ Original Department Name: Test

★ Original Department Year: Test

★ Original School Class: Test

★ Contact Phone: 0911111111

★ Mobile Number: 0911111111

★ Current Mailing Address: 103 Taipei City Datong Dist. Test

★ Email: lambert13@mail.ntust.edu.tw

Backup Email:

★ Emergency Contact Name: QQQQQ

★ Emergency Contact Relationship: QQQQQQ

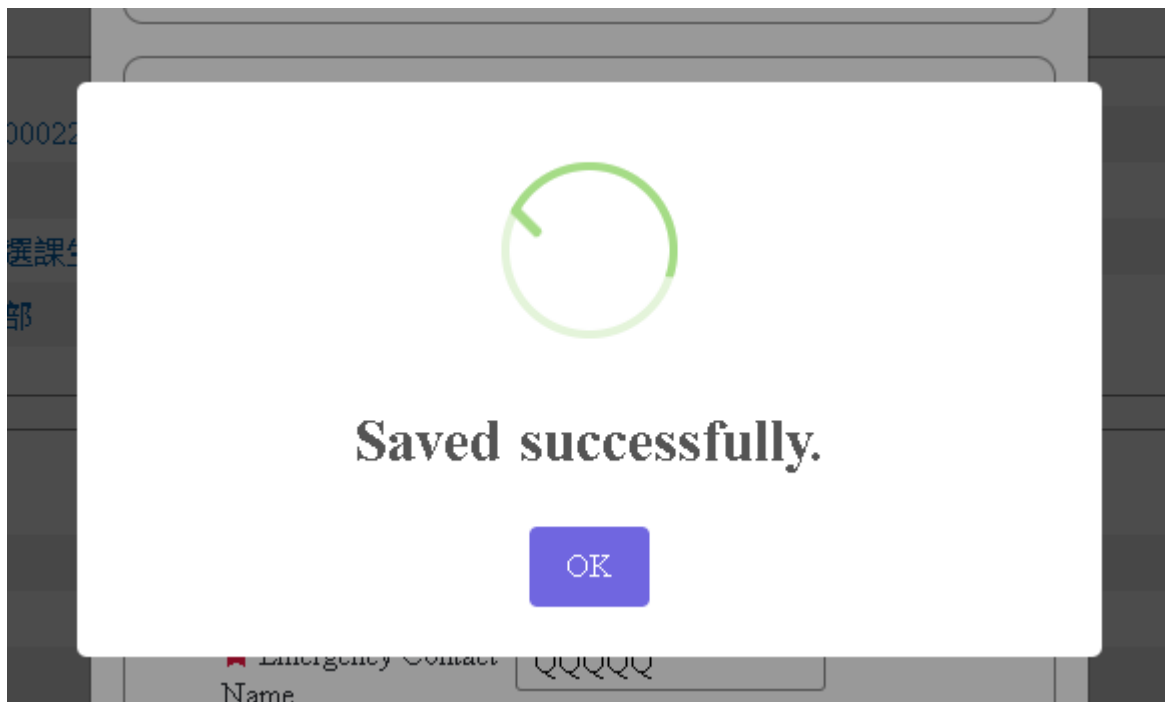
★ Emergency Contact Phone: 0922222222

Remarks:

Close Save

Annotations:

- The district window will by default display the personal information already filled in by the student.
- If you want to edit a new mailing address, please clear the content of this input box first. The system will then display the county/city and district selection menus.



九、Change Password

to proceed

se Add/Drop | View Grades | Personal Information | **Change Password**

Change Password

Please enter your current password

Please enter your new password

Re-enter your new password

.....

.....

.....

show password

✓ Uppercase Letter

✓ Lowercase Letter

✓ Special Character

✓ Number

✓ Length

Confirm Password Change

Password setup must comply with these principles.

*To comply with the Ministry of Education's cybersecurity audit program and the Government Configuration Baseline (GCB) requirements set by the Executive Yuan's National Information and Communication Security Taskforce, please update your password according to the following rules.:

- 1.Passwords must be at least 8 characters long, must not be the same as your previous password, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.
- 2.Passwords are valid for one year. After one year, you must update your password to continue using the Intercollegiate Course Selection System (for students from other universities). The system will automatically prompt you to change your password.

Starting from 2020/11/2, the Intercollegiate Course Selection System (for students from other universities) will verify whether your password has been updated. If not, you must change your password before continuing to use the system. To ensure information security and avoid access issues, we recommend updating your password as soon as possible. We apologize for any inconvenience caused.

Change Password

Please enter your current password

Please enter your new password

Re-enter your new password



Uppercase Letter

Length

Confirm Password Change



**Password changed successfully.
Please log in again.**

OK

*To comply with the Ministry of Education's cybersecurity audit program and the Government Configuration Baseline (GCB) requirements set by the Executive Yuan's National Information and Communication Security Taskforce, please update your password according to the following rules.:

1. Passwords must be at least 8 characters long, must not be the same as your previous password, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.

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