



澳門大學
UNIVERSIDADE DE MACAU

Ref: S-008/G/SRS

儲物箱租借程序 Procedure for Locker Rental

1) 通過以下方法存款至電子錢包：

- 所有復學的學生必須先到財務部出納處（行政樓，北 6 座，1 樓）辦理首次存款，完成辦理首次存款後方可透過電子錢包增值機直接進行存款
- 電子錢包增值機
 - 行政樓（北 6 座）地面層大堂（近註冊處及研究生院）
 - 中央教學樓東 6 座地面層 G111i 室（學習共享空間內）

Deposit money into your E-purse Account through:

- All resume students have to approach the Treasury Section of Finance Office (1/F, Administration Building, N6) for the first-time deposit, use the Add-value machine to deposit money after completed the first-time deposit in the Treasury Section
- Add-value machine for E-purse
 - Lobby at Ground Floor of Administration Building, N6
(near Registry and Graduate School)
 - Room G111i at Ground Floor of Central Teaching Building, E6
(inside the Learning Commons)



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2) 透過以下校內的資訊服務站將電子錢包的存款轉至你的網上支付戶口。

(小儲物箱租金為每學年澳門幣 40 元，大儲物箱租金為每學年澳門幣 80 元)

Transfer the deposit into your **On-line Payment Account (OPA)** through the **Kiosk** in the below locations from your **E-purse Account**.

(MOP40 for a small locker each academic year or MOP80 for a large locker each academic year).



E2 G/F 地面層	E6 Room G111i 室
E5 Room 2085 室	E6 3/F 三樓
S2 Room G001 室	S9 G/F 地面層
N6 G/F 地面層	N8 G/F 地面層
W11 G/F 地面層	W12 G/F 地面層
W13 G/F 地面層	W1 G/F 地面層
W21 G/F 地面層	W22 G/F 地面層
W23 G/F 地面層	



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- 3) 在租借期限內(見儲物箱租借須知)，登入“資訊系統網上服務”網頁 (<https://isw.um.edu.mo>)，點擊“儲物箱租借服務”連結。

Access to the “Information System Web Services” (<https://isw.um.edu.mo>), and click the “Locker Rental Service” link during the renting period (Refer to Locker Rental Information).

The screenshot shows the ISW website interface. At the top, it says 'ISW Information System Web-Services' and 'Universidade de Macau'. Below that, the Chinese name '澳門大學' is displayed. The main content area is divided into three columns:

- Staff Services:**
 - e-Leave System (缺勤及年假申請)
 - e-Form System (電子表格服務)
 - e-Payroll Slip (電子薪單)
 - e-Faculty Report Form (教學人員報告)
 - Student Information (SI) Web Services for academic staff (學生資訊網上服務 - 教員專用)
 - UM Souvenirs Shopping Zone (澳大紀念品選購區)
 - Change Oracle Password (更改 Oracle 密碼)
 - Related Documents (相關文件)
- Student Services:**
 - Student Information (SI) Web Services (學生資訊網上服務)
 - Student Information (SI) Web Services (Trial Use) (學生資訊網上服務 - 選科試用版)
 - Locker Rental Service (儲物箱租借服務)** (highlighted with a red circle)
- General Services:**
 - Courses and Staff Web Info Search (科目及教員資訊搜尋)
 - Sport Complex Facilities Booking Service System (體育綜合場地預訂服務)
 - UM Phone Book (Intranet Access Only) (電話查閱服務 - 只限內聯網使用)

At the bottom left, there is a logo for the University of Macau and the text 'University of Macau'.



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4) 登入儲物箱租借服務網頁 (使用學生資訊網上服務帳戶及密碼)。

**如果電子錢包沒有存款及沒有轉賬至網上支付戶口，將不能進入儲物箱租借服務網頁。

Log onto the Locker Rental Service System (By using the SIWEB username and password).

If you do not have deposit in the **E-purse Account and it is not transferred to **Online Payment Account**, you will not be able to access the Locker Rental Service System.



The University of Macau
Locker Rental System

User Login

User Name :
(e.g. TA123456)

Password :

5) 選擇所需要的儲物箱並提交。只可選取隸屬學院或中央教學樓內之儲物箱。

Select a locker and submit. You can only rent for the locker in your corresponding faculty or Central Teaching Building.

Number of Available Lockers : 515

[Select Locker Directly](#)

Locker No. :

[Contact Us](#)

- Address: Room 2006, 2/F, Student Activity Centre (E31)
- Tel: (853) 8822-9910
- Fax: (853) 8822-2368
- Email for enquiries: srs_ss_grp@umac.mo

[Find Your Locker](#)

FBA-1F (190)	FBA-2F (150)	FBA-3F (90)	FBA-4F (85)
Group 1 (30)	Group 2 (90)	Group 3 (30)	Group 4 (40)

FBA-1F - Faculty of Business Administration 1/F

Available Rented out Unavailable

B1001 \$ 40 Rent	B1006 \$ 40 Rent	B1011 \$ 40 Rent	B1016 \$ 40 Rent	B1021 \$ 40 Rent	B1026 \$ 40 Rent
B1002 \$ 40 Rent	B1007 \$ 40 Rent	B1012 \$ 40 Rent	B1017 \$ 40 Rent	B1022 \$ 40 Rent	B1027 \$ 40 Rent
B1003 \$ 40	B1008 \$ 40	B1013 \$ 40	B1018 \$ 40	B1023 \$ 40	B1028 \$ 40



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- 6) 租借完成後會出現以下的收據畫面。如沒有出現收據畫面，則表示租借程序尚未完成。

The receipt will be shown after the rental process. If it does not appear, it means that the rental process has not been completed.

澳門大學 University of Macau
UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU
LOCKER RENTAL SYSTEM
Student ID: MB351152 | Name: HO SIU IN | OPA Balance: MOP \$20.00 Logout
You have rented a locker. Print



澳門大學學生事務部 - 學生資源處
University of Macau Student Affairs Office - Student
Resources Section

Reference No.:	1721306	Date:	21/08/2018
Name:	HO SIU IN	Student ID:	MB351152
Contact No.:	28123456		
Locker No.:	LG006	Amount:	\$ 40.00
Location:	FLL-GF - Faculty of Law G/F		

Note: Please clear your locker before the Locker Clearance Deadline.

- 7) 可重新登入“資訊系統網上服務”網頁 (<https://isw.um.edu.mo>) 檢查租借紀錄。
You can access to the “Information System Web Services” (<https://isw.um.edu.mo>) again to check your locker rental record.

- 8) 學生可自行開啟已租用的儲物箱。

Students can open the rented lockers by themselves.

- 9) 需自行購買扣鎖將儲物箱鎖好。

Use your own padlock to secure the locker.