

MCU NetTV Campus News Upload Procedures – for Secretaries

✚ Step 1: Please key in the following URL:
<http://nettv.mcu.edu.tw/> or <http://nettv.mcu.edu.tw/nettv/>

✚ Step 2: Please Click “Member Center”



✚ Step 3: Please key in your account and password (same as for Faculty Information System) and click “Confirm”.



✚ Step 4: Please click “Video Review”



- Step 5: Please click “Upload Media” → “Upload Press Release”
Please click “Save” after uploading all the material.

Explanation:

1. “Pre-scheduled Play Date” is the date for playing the video on the Features platform.
2. The system will produce an audio file at 12:00 am every day.

- Step 6: The audio files can be located through “...Please click and select...” under “Campus News”.