

# 账号密码重置使用指南

## Reset the password for BNBU account

版本号：ITSC2025031901

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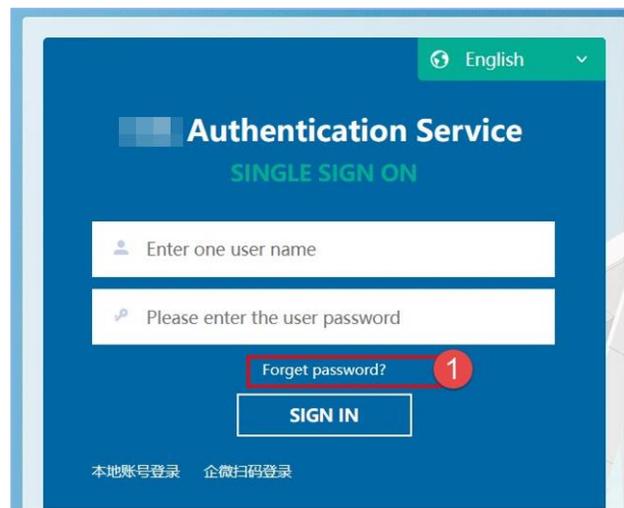
### 1. 重置密码 Reset the password

(1) 访问内网门户 <https://portal.uic.edu.cn>

Visit the portal in a computer browser: <https://portal.uic.edu.cn>

(2) 点击“忘记密码”

Click “Forget password?”



(3) 根据页面输入信息

Enter information according to the page

a) 输入你在学校登记的手机号码

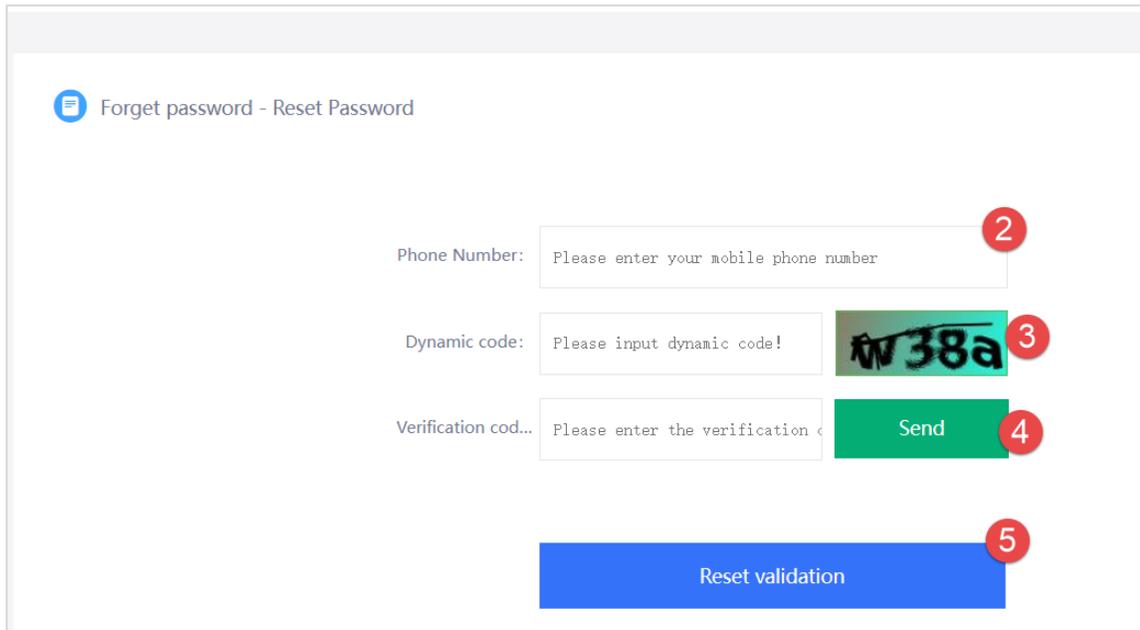
Enter your mobile number registered in BNBU

b) 输入动态验证码

Enter dynamic verification code

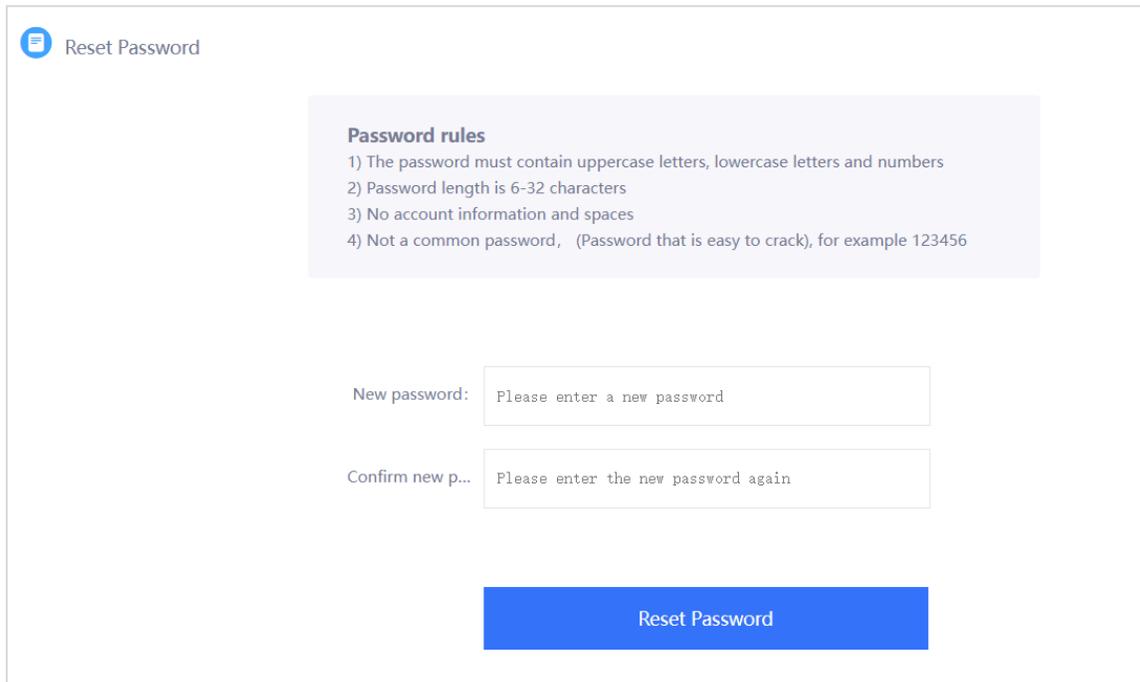
c) 点击**发送按钮**，手机收到验证短信后，输入验证信息，点击**【重置验证按钮】**

Click **Send button** , and enter the verification code you received via SMS, then click “Reset validation” :



(4) 在下一个页面根据密码规则，设置新的账号密码

On the next page, set a new account password according to the password rules:



Reset Password

**Password rules**

- 1) The password must contain uppercase letters, lowercase letters and numbers
- 2) Password length is 6-32 characters
- 3) No account information and spaces
- 4) Not a common password, (Password that is easy to crack), for example 123456

New password:

Confirm new p...

**Reset Password**

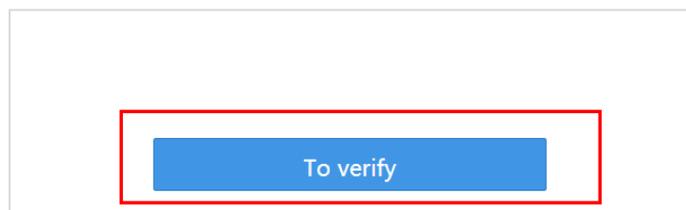
a) 修改密码成功 Successful password reset confirmation.

请牢记你的新密码，这将是后续登录 MIS、iSpace、邮箱等系统的统一密码。

Please do remember your new password. This will be your unified password for MIS, iSpace, and email system.

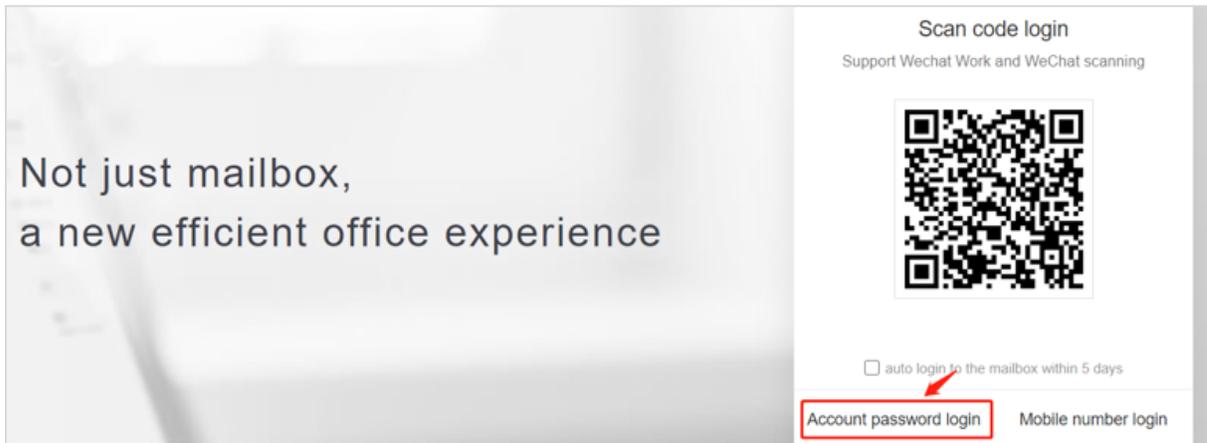
b) 注意：每次在内网门户修改密码后，第一次进入邮箱需验证，请点击验证按钮

Every time the password is changed in Portal, To verify is required when entering the mailbox for the first time, Click **To verify** button



进入邮箱登录页面，点击账号密码登录

Enter the Tencent Enterprise email web page and click “Account Password Login”



输入你的电邮**完整地址**(例如: example@uic.edu.cn )和密码, 登录进行同步授权

Enter the email **full address**(eg: example@uic.edu.cn ) and password , login for the verification.

## 2. 其他 Other

如仍有疑难可致电 ITSC 服务热线(86-756) 3620315 ext. :8315, 或到 ITSC 办公室咨询

If you still have questions, you can call the ITSC service hotline (86-756) 3620315 ext. :8315, or You may go to the ITSC office during office hours. Please bring your student card / staff card with you.

The End.

Prepared by ITSC