

# SSO and Portal

## 统一身份认证及统一内网门户



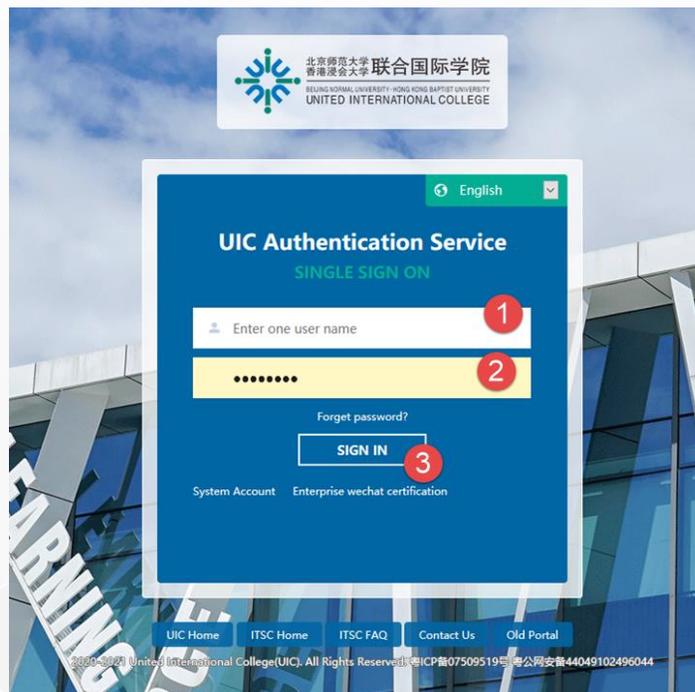
# SSO 让我们登录一次即可访问所有已集成的系统

Single sign on :log in once to access all integrated application systems

电脑访问 Computer access

推荐使用Chrome, Firefox, 访问域名: <https://sso.uic.edu.cn>

Please use browser (Chrome, Firefox recommended) to access the <https://sso.uic.edu.cn>

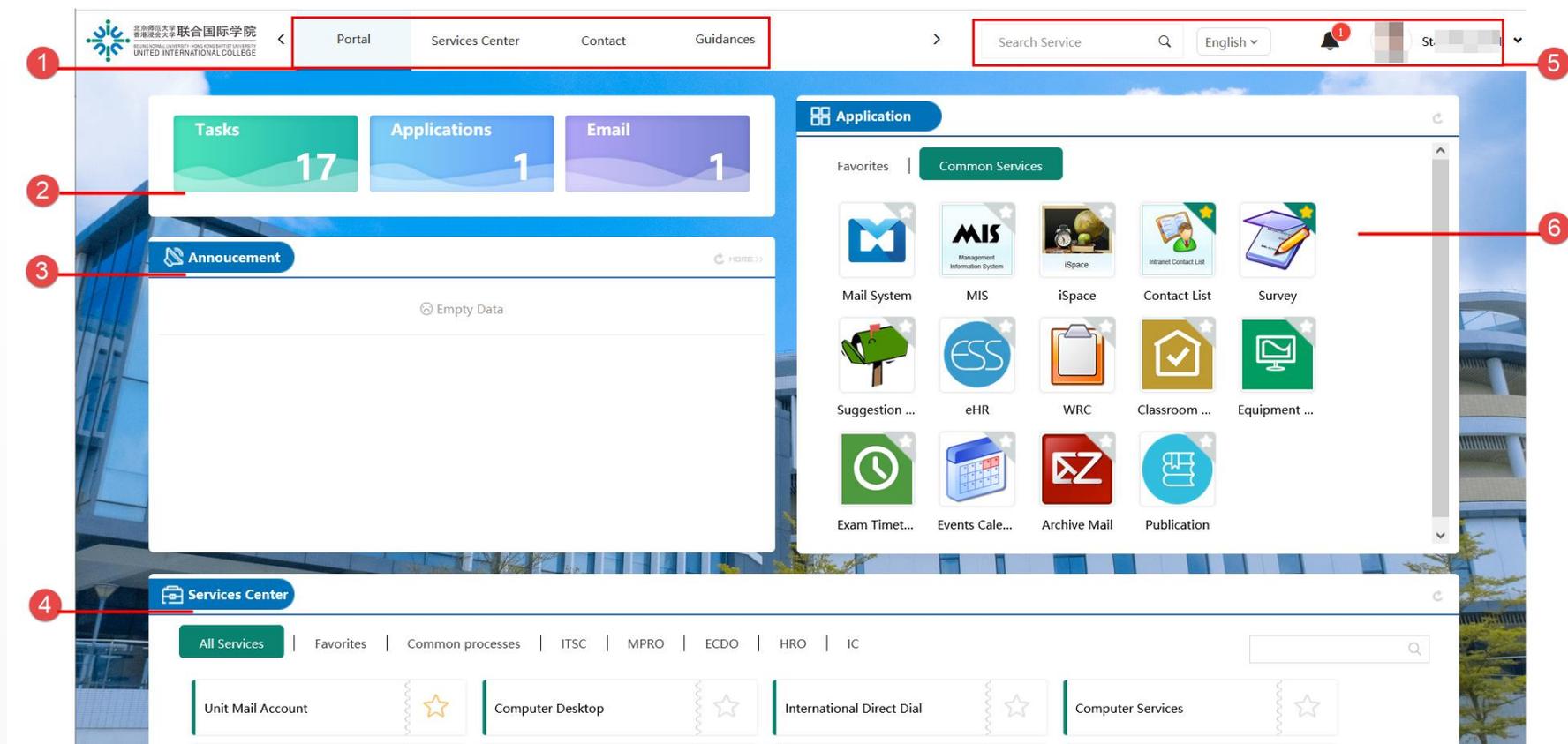


(1) 输入BNBU 电子账号, 举例: uicstaff  
Enter the BNBU account

(2) 输入密码  
Enter password

(3) 点击登录  
Click Sign in

# 页面布局 Page layout



(1) 导航  
Navigation

(2) 快速入口  
Quick entry

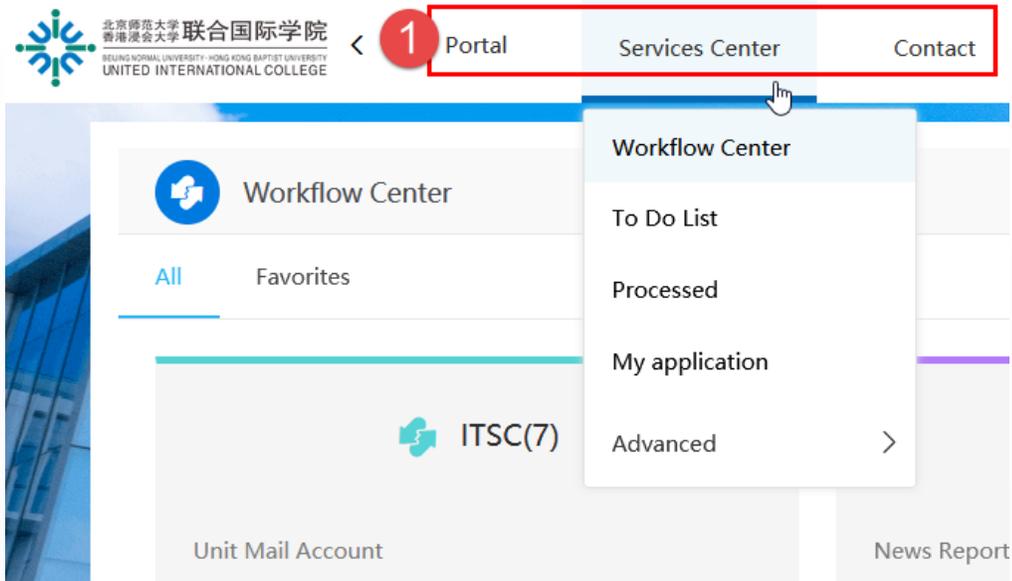
(3) 公告  
Announcement

(4) 服务中心  
Services Center

(5) 工具栏  
Toolbar

(6) 应用区  
Application Area

## 导航功能区 Navigation ribbon



### 服务中心 Service Center

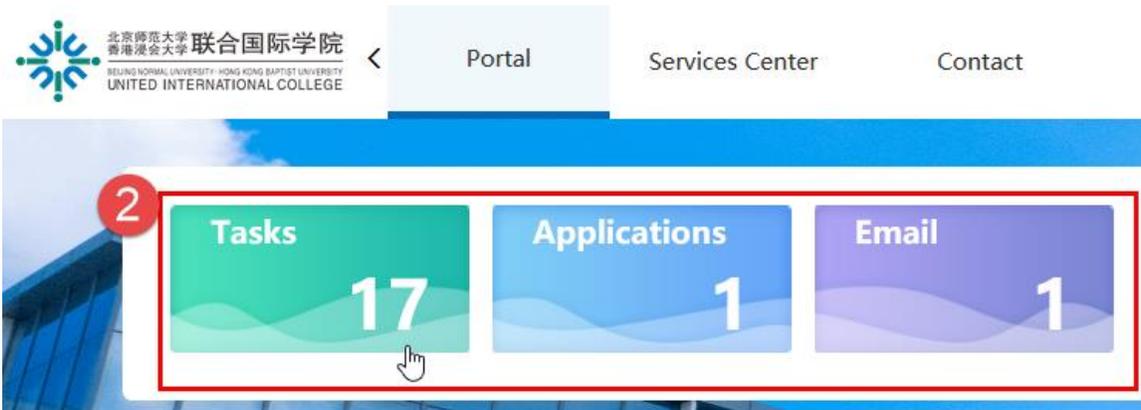
各部门服务的申请和审批（包括会议室预定）  
Application and approval of service for various departments (including Meeting Room Booking)

### 通讯录 Contact

个人信息 Personal information  
职员可查看职员通讯录 Staff can also view the staff contact list

Note: Authorized users will also see other functions

## 快速入口 Quick Entry



待办事宜  
Tasks

进入系统“待办”页面  
Enter the "To Do List" page of the system

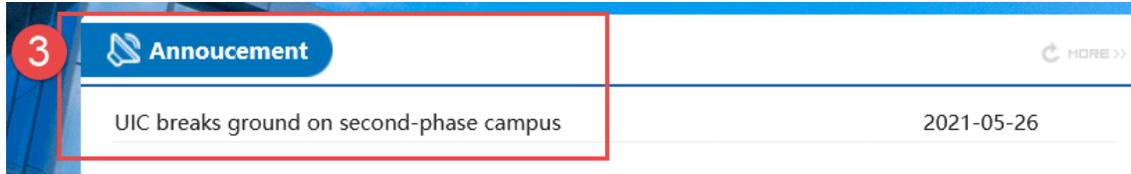
我的申请  
Applications

进入系统“我的申请”页面  
Enter the "My Request" page of the system

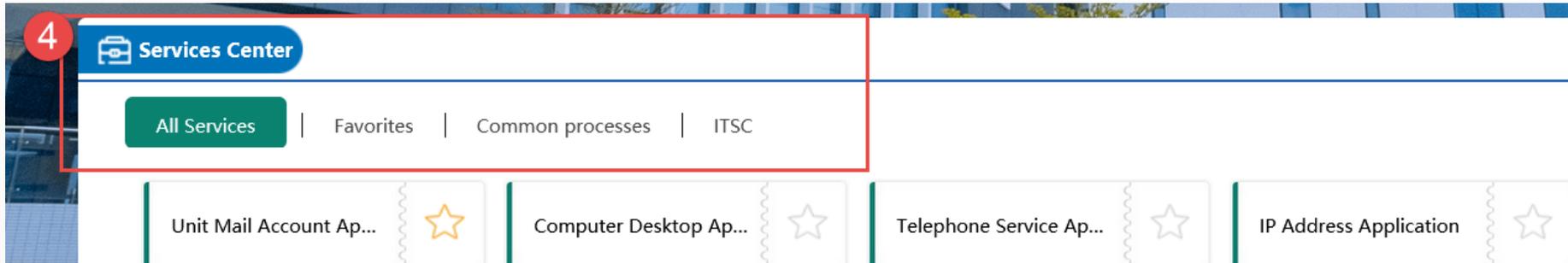
我的邮件  
Email

显示未查看的电邮数量  
Show the number of unviewed emails  
点击进入邮箱系统  
Click to enter the email system

- 公告：内容由被授权的部门发布
- Announcement: the content is released by authorized departments



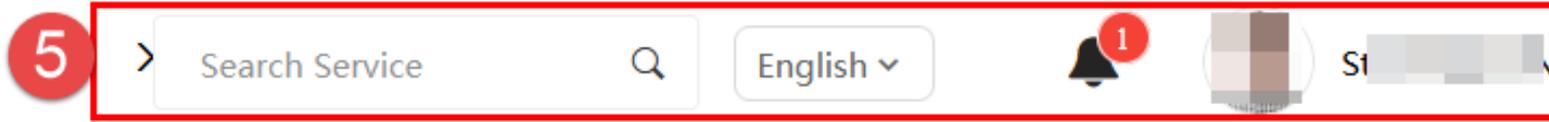
## 服务中心 Services Center



可申请的服务（职员、学生被授权看到不相同的服务表单）

The services that can be applied for in the electronic form system (different staff and students are authorized to see different service forms)

## 工具栏 Toolbar



### 工具栏：

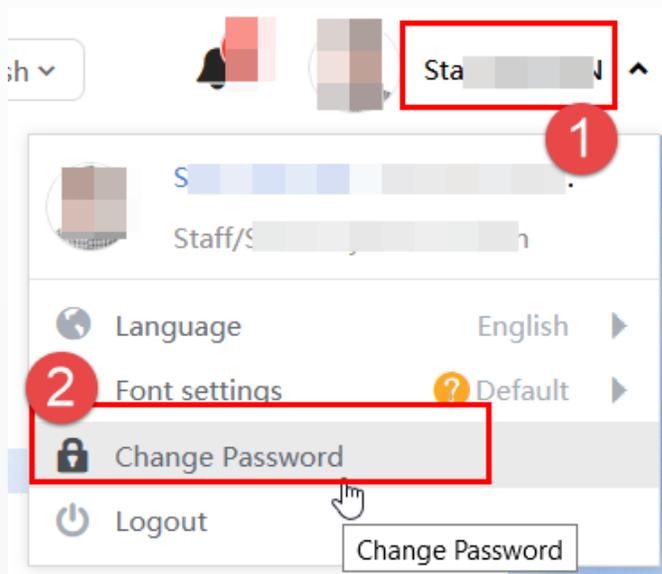
- 搜索流程（电子表单）
- 切换系统语言（默认英语）
- 查看系统消息
- 查看个人登录账号

### Toolbar:

- Search for processes (electronic forms)
- Switch the system language (default English)
- View system messages
- View personal login account

## 修改密码 Modify login Password

- 在工具栏，点击查看个人登录账号
- 选择修改密码
- In the toolbar, click to view personal login account
- Choose to change password

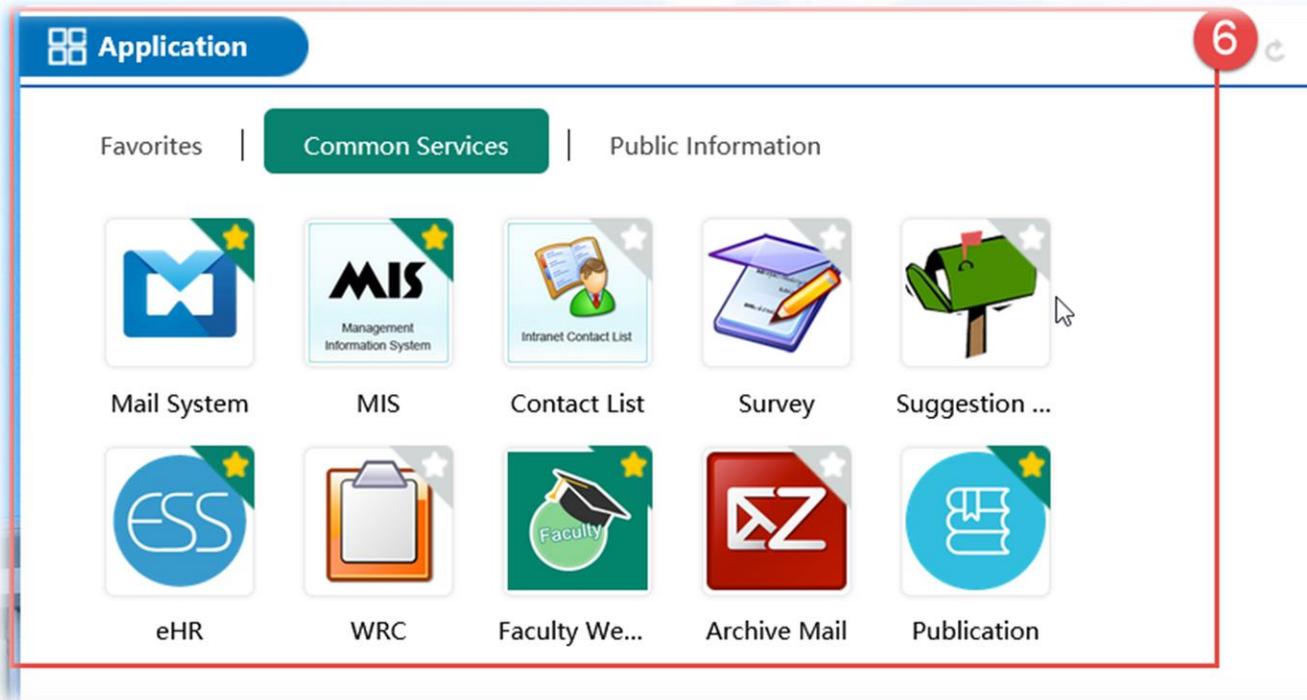


Original passw...

New password:

Confirm new p...

## 应用区 Application Area



根据系统配置，职员，学生可以点击图标进入各系统

According to the system configuration, staff and students can click the application icon to quickly enter various systems



MIS

学校目前在用的信息系统，主要内容用来处理学校教务相关的工作

The information system currently in use, the main content is used to deal with the educational affairs-related work



eHR

学校人事系统，可以进行请假，评估等操作

HR system can perform leave, evaluation and other operations



iSpace

学校elearning平台，可以实现上传课件，布置在线作业等多种在线教学方式

elearning platform can realize a variety of online teaching methods such as uploading courseware and arranging online homework.



Events Cal...

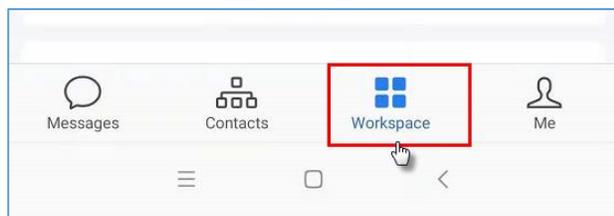
学校活动日历，可以查看学校的各种活动信息

Event calendar, you can view various event information

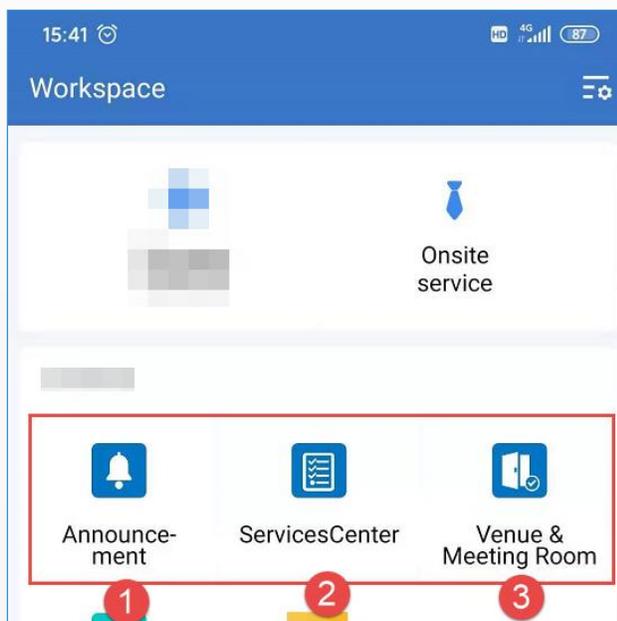
## 企业微信访问 WeCom Access

手机等移动设备请通过企业微信APP登录，点击进入工作台

For mobile devices such as mobile phones, please login Wecom and select the Workspace



### 在工作台里 In Workspace



#### 1. 查看公告

View Announcement

#### 2. 进入服务中心（电子表单系统）

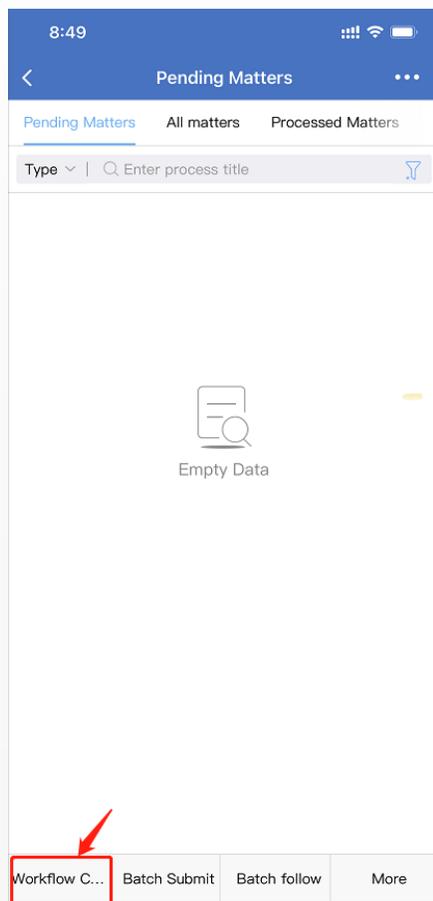
Enter the Services Center (electronic form system)

#### 3. 会议室预订（预订被授权的场地）

Apply to reserve an authorized venue

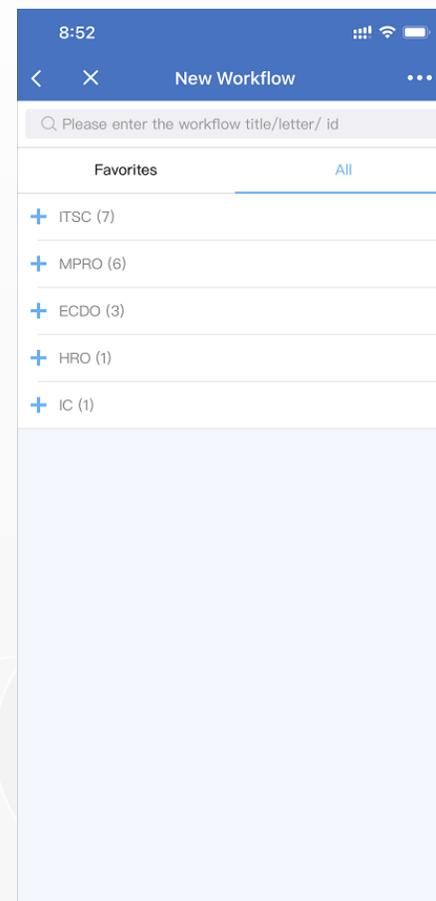
## 企业微信访问 WeCom Access

进入Service Center看到等候处理的流程，  
点击 Workflow Center可以进入流程中心  
Enter Service Center to see the process waiting  
to be processed, click the Workflow Center to  
enter the process center:



在流程中心可看到各个部门的流程，选择流  
程进行申请

In Workflow Center, you can see the  
processes of each department, select  
the process to apply



## 企业微信访问 WeCom Access

当你的流程有新的进展，或者有需要你处理的流程，Wecom Messages里面有提示，你也会收到提醒邮件

When your process has new progress, or there is a process that needs you to deal with, there are message reminders in Wecom Messages, and you will also receive reminder emails

