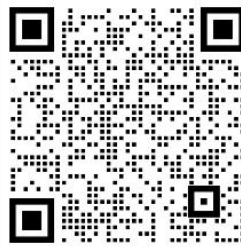


Guidelines To Activate WeCom Account Staff (职员激活企业微信)

Ver: ITSC2025081301

1. Please download the WeCom from Apps Store. (请到手机应用平台下载企业微信)
2. Scan the QR code with your WeChat .

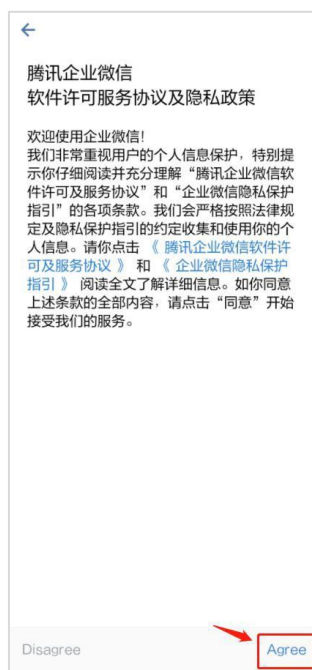
(You need to use the WeChat registered with your **mainland mobile phone number** to scan the code) (使用大陆手机号码激活的微信扫描以下二维码)



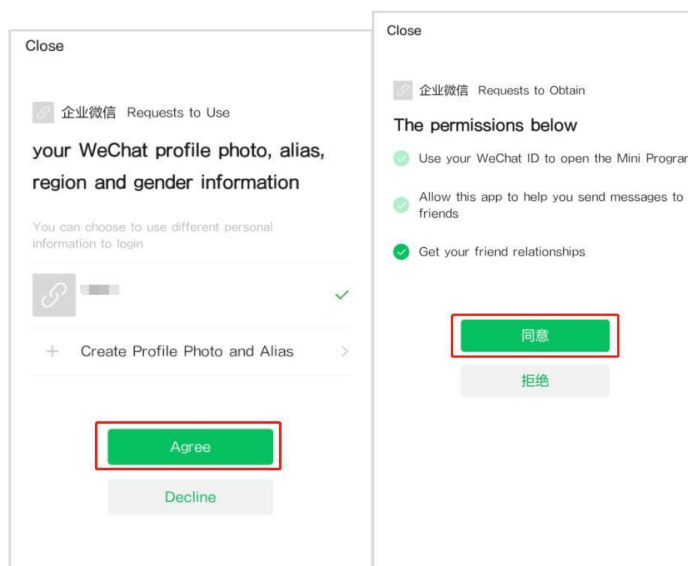
备注: 如果新职员是 BNBU 毕业生 (保留校友企业微信), 请另使用一个新的手机号绑定微信后再激活职员的企业微信, 国家法规要求1个手机号的微信只能激活1个校内企业微信身份)

Note: please note that if you are BNBU graduate (retain the alumni WeCom , please bind your WeChat with a new mobile phone number before activating the Staff WeCom. According to national regulations, one mobile phone number can only activate one WeCom within the university.

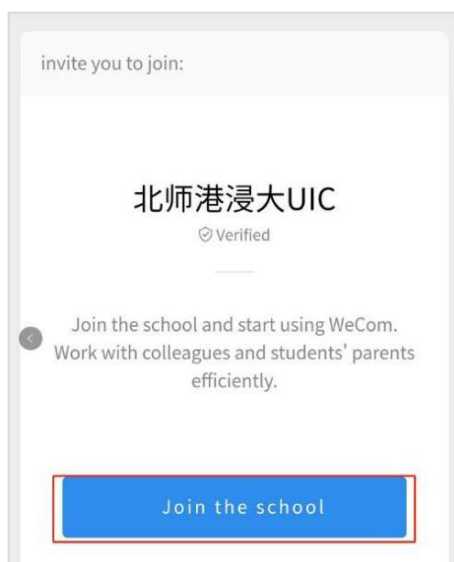
3. If you never activate your WeCom with your WeChat, please click Agree to use WeCom.
(点击同意激活企业微信)



Click **Agree** to obtain the WeChat permissions. （点击同意获得微信授权）



4. Choose **“Join the school”** （点击加入）



5. Fill in the **Staff ID and BNBU mail address**, Click **“Apply to join”**
（输入本人的 **BNBU 电子账号和电邮完整地址**，点击申请加入）

If the system prompts you to fill in your name or mobile phone number, Please ignore, you must fill in your email account to join BNBU Wecom

如果提示填入姓名或手机号码不用理会，**必须填入BNBU电邮账号才能加入 BNBU 企业微信组织**

北师港浸大
Verified

Apply for joining the school after completing the information.

Staff email ID

BNBU mail address

Apply to join

Example（举例账号：bnbustaff）

北师港浸大
Verified

Apply for joining the school after completing the information.

<

bnbustaff

bnbustaff@uic.edu.cn

Apply to join

This mailbox already exists in the Contact s. Download WeCom and verify the mailbox to log in.

0Verified

Open WeCom

北师港浸大UIC

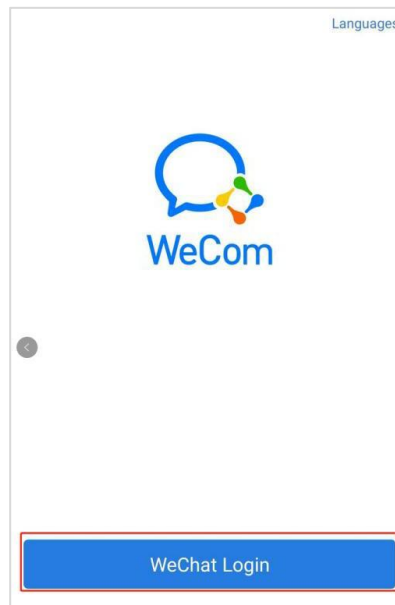
Leaving WeChat and opening another app

Cancel Go

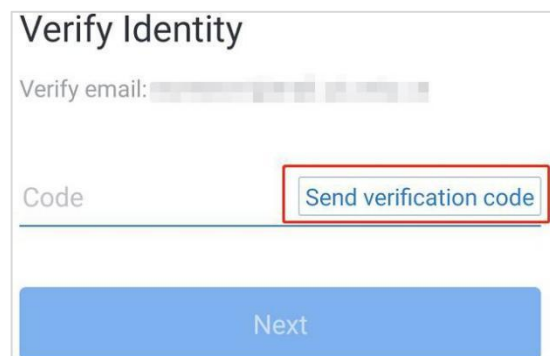
Open WeCom.

Click **Open Wecom**（点击进入企业微信）

6. Click “WeChat login”（点击登录）

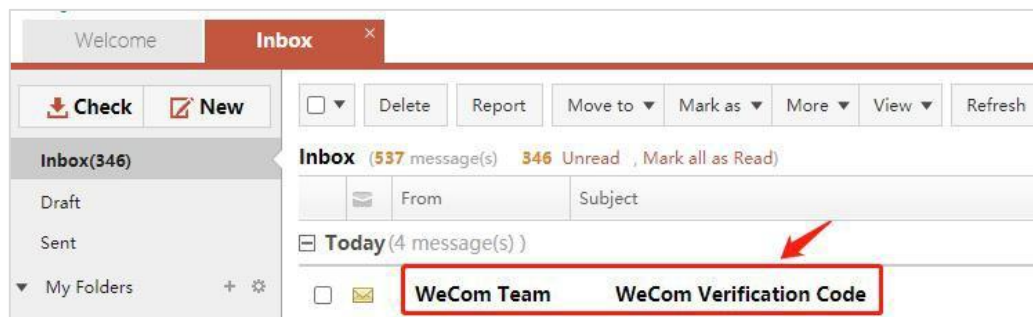


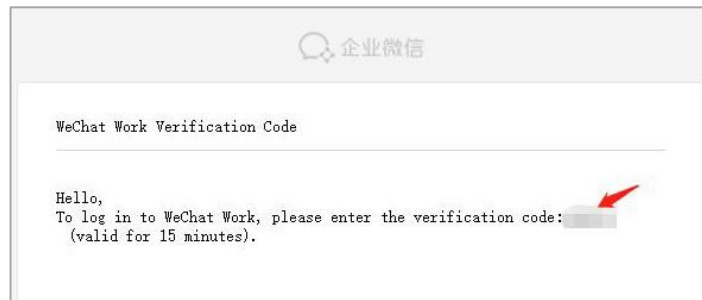
7. Send Verification code.（点击发送验证码）



8. The verification code will be **send to your BNBU mailbox**, please check it and enter the verification code.

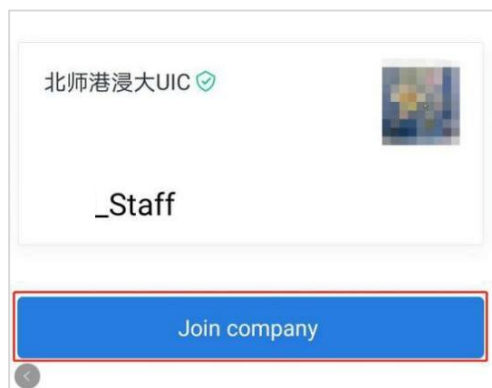
（验证码会发送到你的BNBU邮箱，请登录邮箱查看后输入验证码）





9. Click **Join Company**, Activation completed.
(点击加入，激活企业微信完成)

10. The below page will be shown when you login to WeCom.



11. WeCom can be used to communicate with staff and students, use system services on mobile terminals, check emails, participate in online meetings,etc.

Please use WeCom in compliance with the relevant laws and regulations . If the WeCom is disabled due to the use in violation of regulations, the impact shall be borne by the staff themselves.

请遵循法规合理使用企业微信， 如果因为违反规定的使用， 造成企业微信被禁用， 所产生的影响由本人负责

Please refer to:

https://open.work.weixin.qq.com/help2/pc/19572?person_id=1

The End.

Prepared by ITSC