

学生电邮账号使用指南

Student Email Account Use Reference

Ver: ITSC2025081801

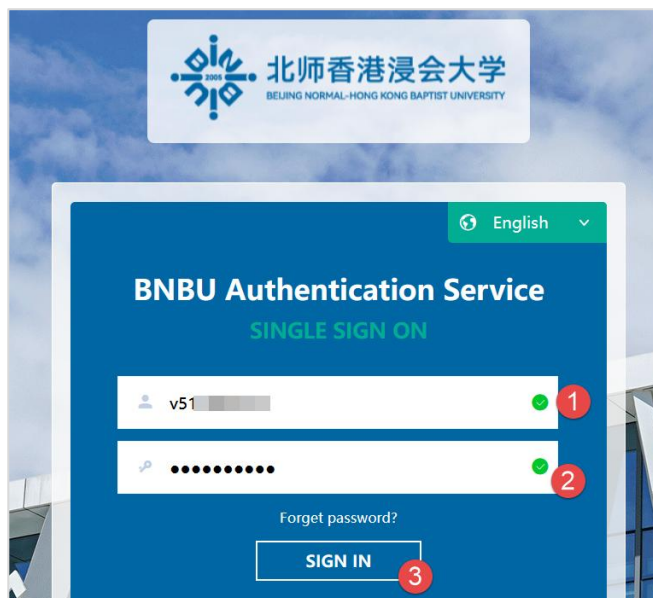
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1. 登录内网门户及修改密码 Login Portal and Change the Password

- a. 新生登录内网门户: <https://portal.uic.edu.cn> , 推荐使用 Chrome, Firefox

For new student please login portal, <https://portal.uic.edu.cn>

(Chrome, Firefox recommended)



(1)输入电子账号, 举例(2025 年新生): v512345678

Enter the account, e. g. v512345678

(所有学生都有一个统一的电子账号, 适用于校内系统。该账号由 10 个字符构成, 首字符为特定的“英文小写字母”, 后续 9 个字符为【学号】后 9 位数字)

(2) 输入默认密码

身份证号（国内或港澳学生）或 护照号（国外学生）【如有字母须大写】

Enter default password

Id number or Passport number (foreign students), [If any letter must be capitalized]

(3) 点击登录

Click Sign in

b. 第一次登录内网门户会提示更新密码

New account login for the first time, will prompt to update the password

The screenshot shows a password reset form. At the top, a light purple box contains 'Password rules' with four numbered items: 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) It cannot be a common password (easy to crack), and the password cannot contain consecutive letters or numbers: 1234, 123456, 111, 2222, 12345678, etc., for example: Password1234. Below this, a red box labeled '1' contains two input fields: 'New password:' and 'Confirm new p...'. Below that, another red box labeled '2' contains two checkboxes: 'I have read and agree to Privacy Statement' and 'I have read and agree to Personal Information Authorization Statement'. At the bottom, a blue button labeled 'Reset Password' is shown, with a red circle labeled '3' next to it.

c. 请遵循密码规则更新:

注意: 不能是容易破解的密码, 密码里不能包含连续字母或数字: 1234, 123456, 111, 2222, 12345678 等, 例如: Password1234

Please follow the Password rules to update:

Notice: It cannot be a common password (easy to crack), and the password cannot contain consecutive letters or numbers: 1234, 123456, 111, 2222, 12345678, etc., for example:

Password1234

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

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

- d. 请阅读并勾选下方的声明，然后再点击提交修改默认密码

Please read and check the statement below, Then click "Reset Password" to change the default password.

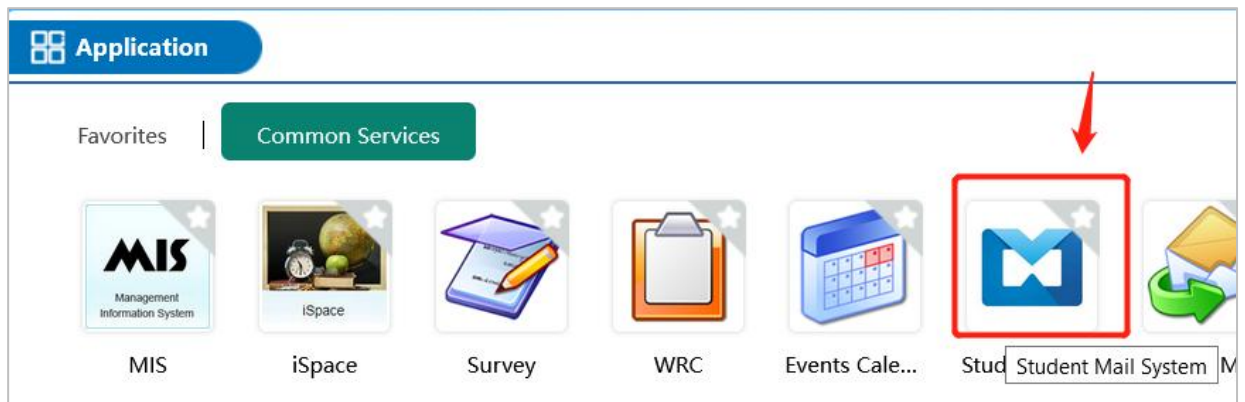
2. 激活邮箱 Activate the Mailbox

- a. 更新密码成功后，用新密码重新登录内网门户

After the password is successfully updated, log in to the Portal again with the new password

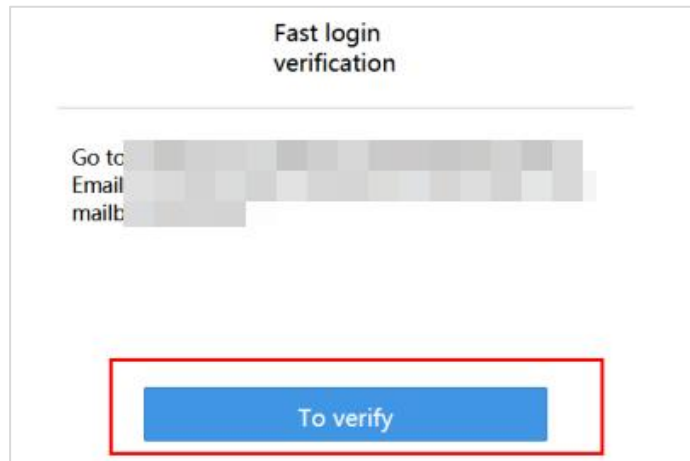
- b. 在应用区，点击邮箱系统图标

In the Application area, click the Mail system icon



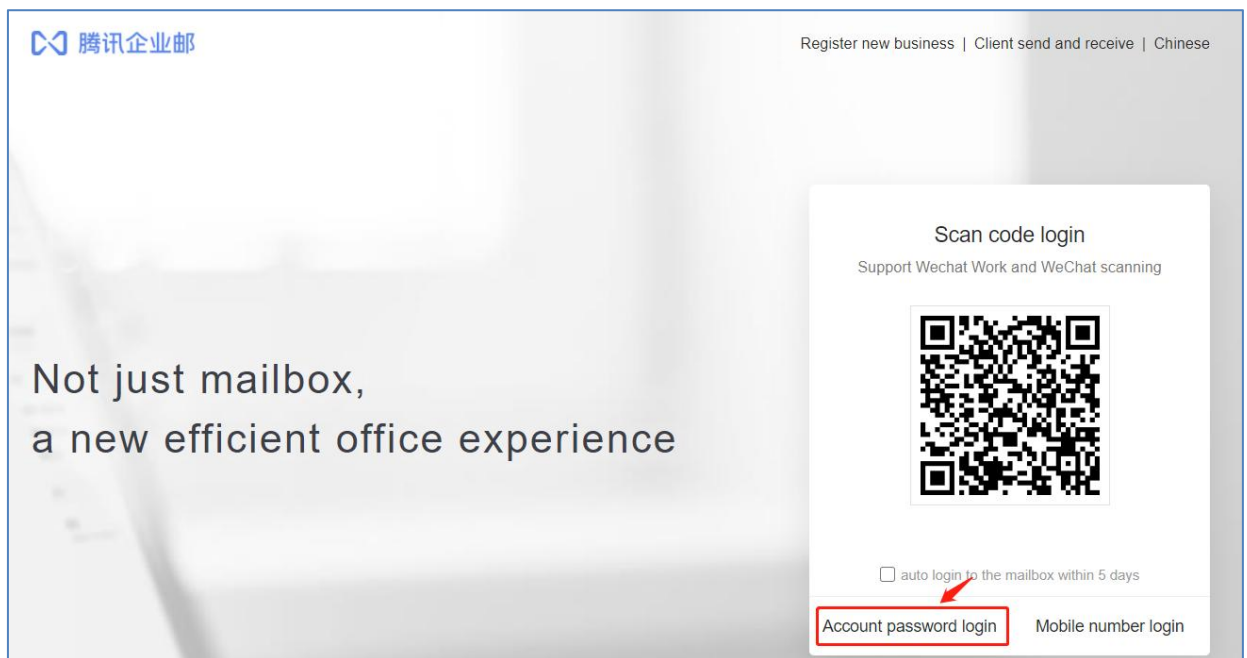
- c. 每次在内网门户修改密码后第一次进入邮箱都需按以下方式验证，请点击【验证】按钮

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



- d. 进入腾讯邮箱登录页面，点击【账号密码登录】

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

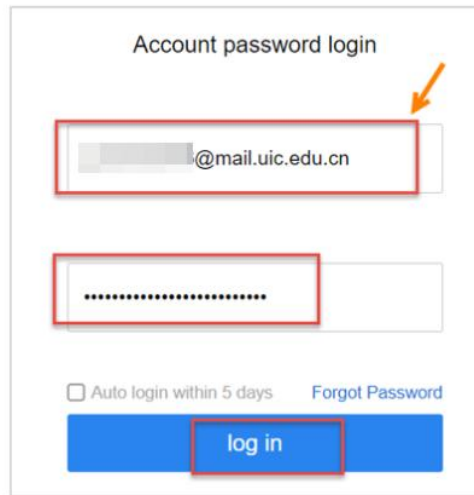


输入你的 BNB 电邮完整地址和新修改的密码

(例如, v512345678@mail.uic.edu.cn 参考下图)，进行验证

Enter the BNB email address and new password , login for the verification,

e. g.



Account password login

☐ Auto login within 5 days [Forgot Password](#)

以上即完成邮箱激活和验证同步

The above steps complete the mailbox activation and password verification.

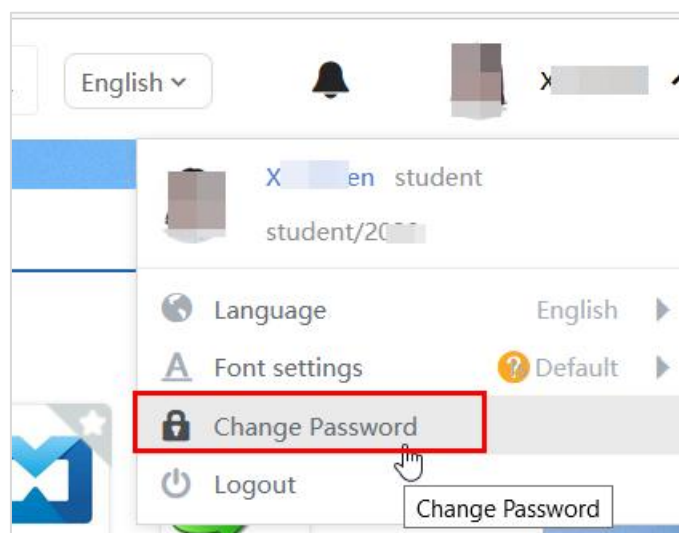
3. 修改密码 Change your Password online,

如果你需要再修改密码，请登录内网门户 <https://portal.uic.edu.cn>

if you need to change your password, please login portal, <https://portal.uic.edu.cn>

在工具栏右边点击个人登录账号，在菜单选择**修改密码**

In the toolbar, click to view personal login account, Choose to **Change Password**



4. 账号安全注意 Information Security Alerts

- 请注意防范诈骗和钓鱼邮件

Beware of malicious email and phishing website.

- 登录密码应保密。不要将邮箱的密码信息透露给任何人。

The login password should be kept confidential. Don't disclose the password information of the mailbox to anyone.

5. 入校后请激活企业微信 Activate Wecom

- 请参考 ITSC 网站 <https://itsc.uic.edu.cn>

用户指引- 企业微信 User Guide - Wecom

<https://itsc.uic.edu.cn/en/Guide To Activate Wecom Account Student V3.pdf>

- 企业微信可以用于与老师、同学进行信息交流，在移动端使用校内系统服务，查收邮件，参与在线会议等。

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

- 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，所产生的影响由学生本人负责

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 students themselves.

安全使用请参考：

Please refer to:

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

6. 更多 More info

- 请参考 ITSC 网站 <https://itsc.uic.edu.cn>
- 用户指引 - 邮件 User Guide - Email

内容包括：手机等移动端设置：Mail Client Setting User guide_ Student

如有需要请咨询 ITSC 服务热线：(86-756) 3620315 或电邮至 itsc_support@uic.edu.cn

If you have any IT problems, please contact the ITSC service hotline: (86-756) 3620315 or email to itsc_support@uic.edu.cn

The End.

Prepared by ITSC