

职员账号使用指南

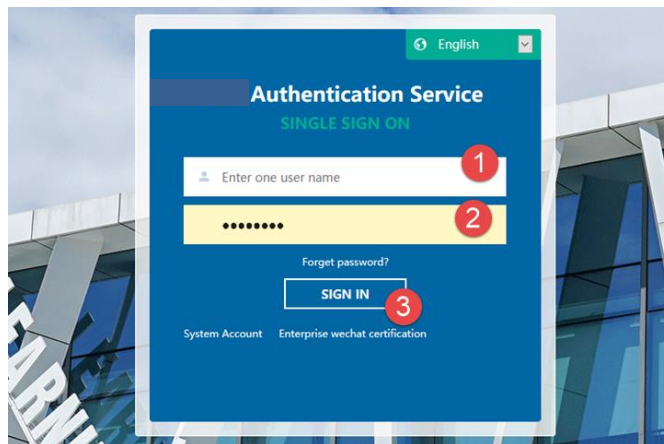
Staff Account Use Reference

Ver : ITSC2025032501

1. 登录内网门户及修改密码 Login Portal and Change Password	1
2. 激活职员邮箱 Activate the Mailbox	3
3. 修改密码 Change your Password online,	5
4. 请激活企业微信 Activate Your Wecom with BNBU Account.....	5
5. 账号安全注意 Information Security Alerts.....	5

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

- a. 新职员请登录内网门户：<https://portal.uic.edu.cn>，推荐使用 Chrome, Firefox
For new staff, please login UIC portal, <https://portal.uic.edu.cn>
(Chrome, Firefox recommended)



(1)输入电子账号，举例：uicstaff

Enter the account

(2)输入默认密码

Enter default password

(3)点击登录

Click Sign in

b. 第一次登录内网门户会弹出窗口提示更新密码

New account login for the first time, a pop-up window will prompt to update the password

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

密码需满足以下要求:

Password rules:

1) 同时包含大写字母、小写字母和数字

The password must contain uppercase letters, lowercase letters and numbers

2) 密码长度为 6-32 为字符

Password length is 6-32 characters

3) 不包含账号信息与空格

No account information and spaces

4) 不是常见密码（容易破解的密码），例如：123456

Not a common password, (Password that is easy to crack), for example: 123456

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.

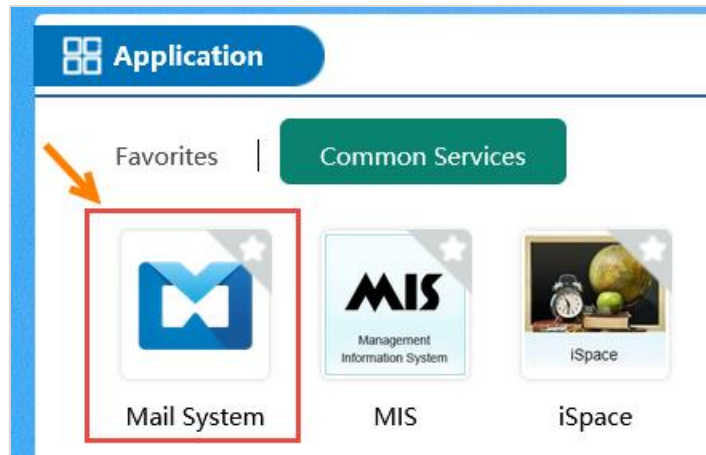
2. 激活职员邮箱 Activate the Mailbox

- 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

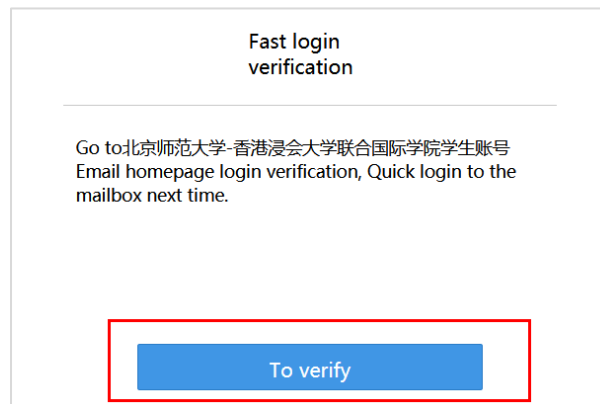
- b. 在应用区，点击邮箱系统图标

In the Application area, click the [Mail system](#) icon



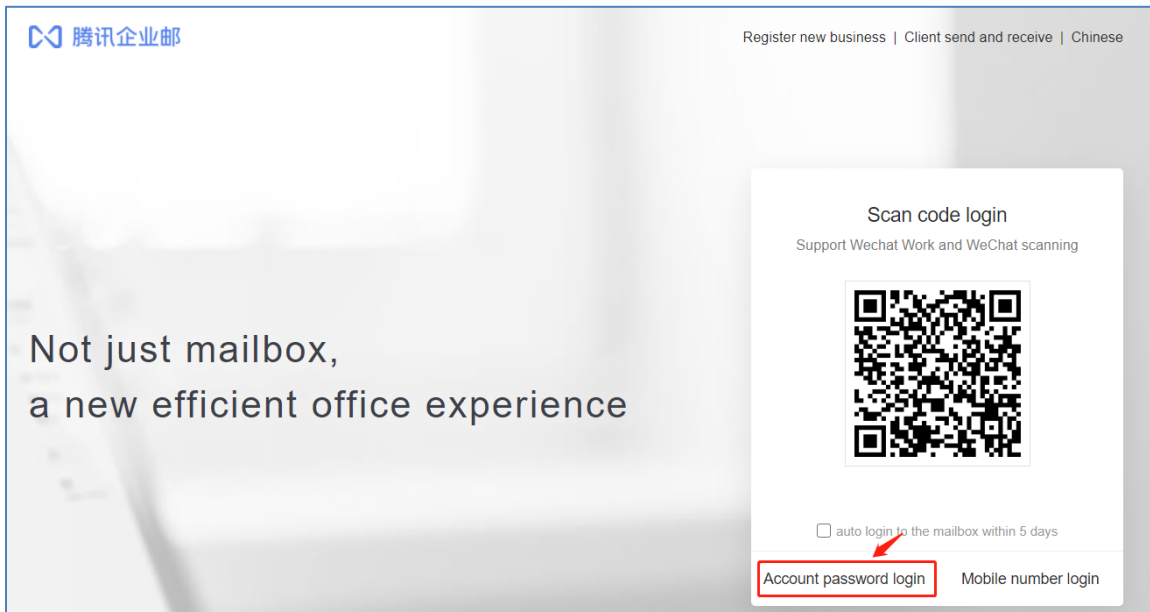
- c. 每次在 Portal 修改密码后，第一次进入邮箱都需要需验证，请点击【验证】按钮

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

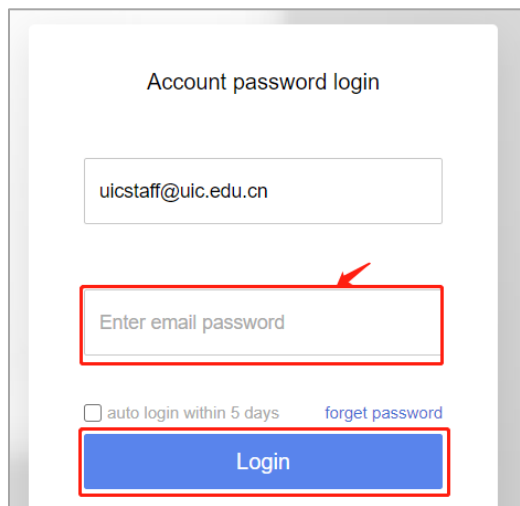


- d. 进入腾讯邮箱登录页面，点击账号密码登录

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



输入你的 BNBUN 电邮完整地址 (例如: uicstaff@uic.edu.cn) 和新修改的密码, 进行授权
Enter the BNBUN email address and new password, login for the verification, eg:



以上步骤即完成邮箱激活和密码同步

The above steps complete the mailbox activation and password verification.

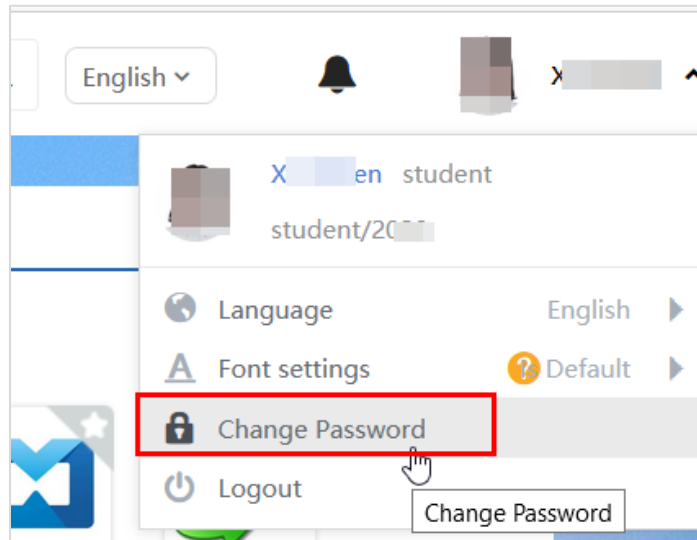
3. 修改密码 Change your Password online,

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**



按页面提示更新密码。

Update the password as prompted on the page.

4. 请激活企业微信 Activate Your Wecom with BNBU Account

It is recommended following link to Activate Your Wecom with BNBU account, The WeCom of BNBU integrates with the functions of Online communication, emails, announcements, online form etc.

URL: <https://itsc.uic.edu.cn> - User Guide -Wecom

5. 账号安全注意 Information Security Alerts

- a. Beware of malicious email and phishing website.
- b. The login password should be kept confidential. Don' t disclose the password information of the mailbox to anyone.

The End.

Prepared by ITSC