学生端操作指南

Student Operation Guide

ATCHINA 在华国际

武汉在华国际

A T C H I N A

V 2.0

2021-6

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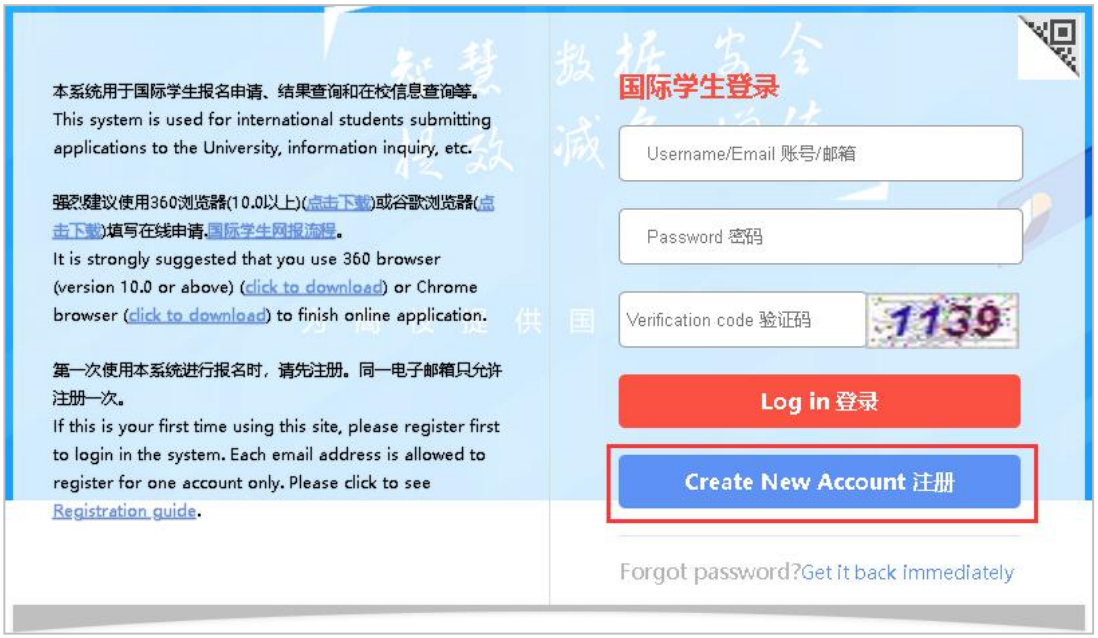
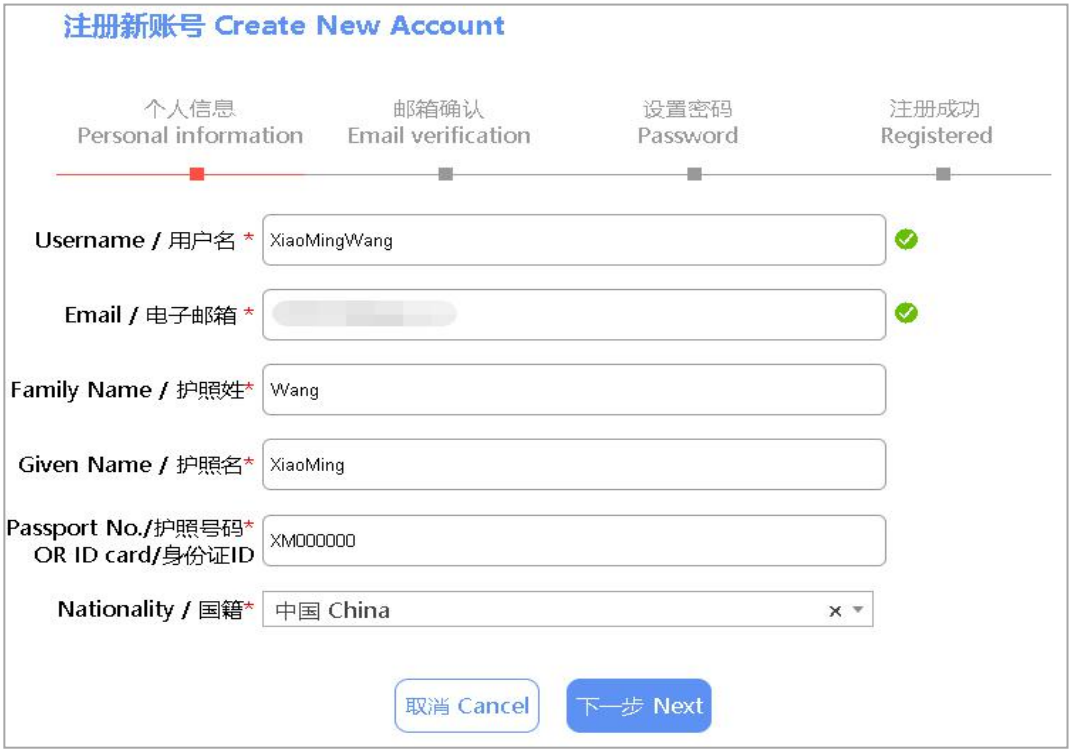
一、登录 Login

1-1注册账号 Create New Account

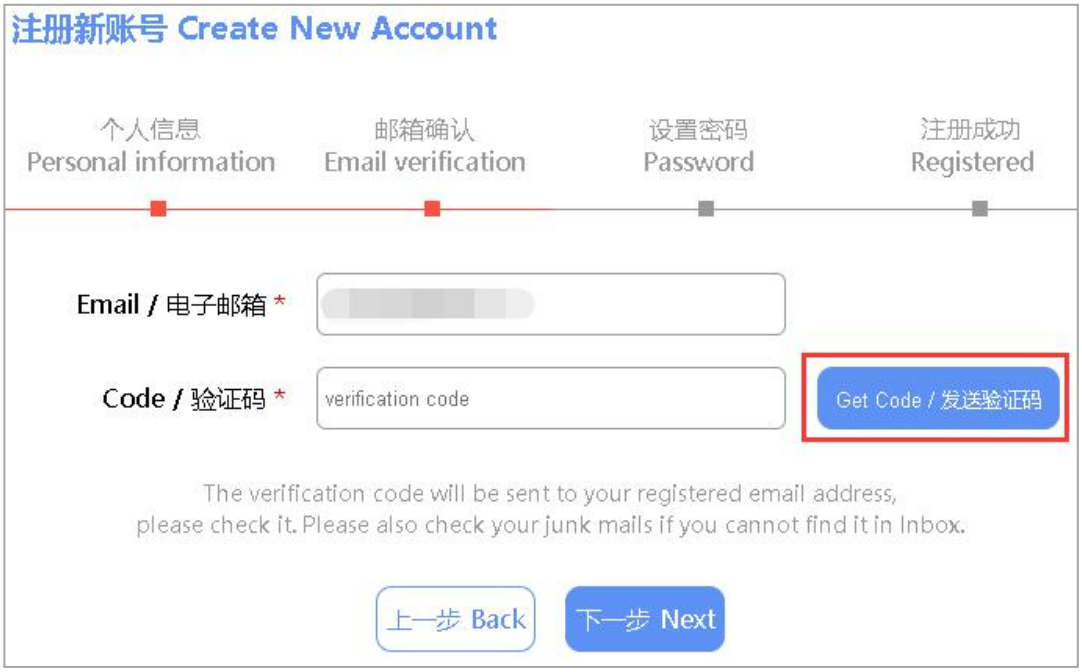
1）点击注册。
Click on "Create New Account" button.



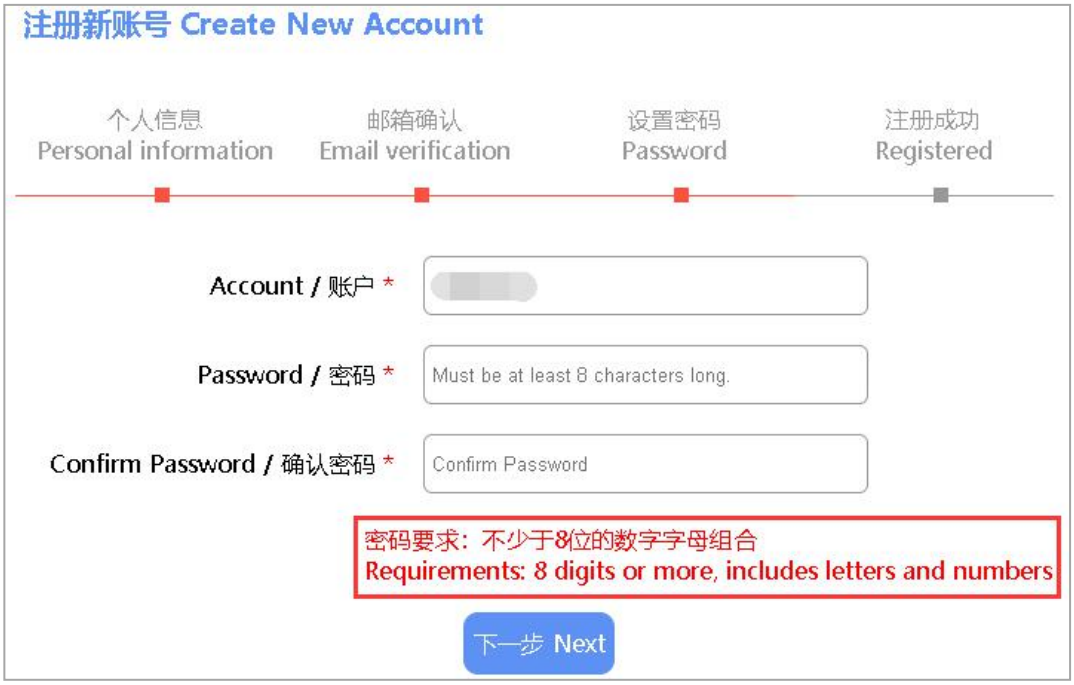
2）输入个人信息，点击下一步。
Fill out your personal information, then click on “Next”.



3）邮箱确认，点击 GET CODE，获取验证码，输入邮箱收到的验证码，点击下一步。
Confirm with registered Email address. Access “verification code” by clicking on “Get Code”,Check your Email account to copy and paste it to the Code part to do Email verification, then click next to continue.



4）设置密码，密码要求是不少于 8 位的数字与字母的组合。
Setup password. Note that the password you create must be at least 8 characters long and must contain at least one number and one letter.

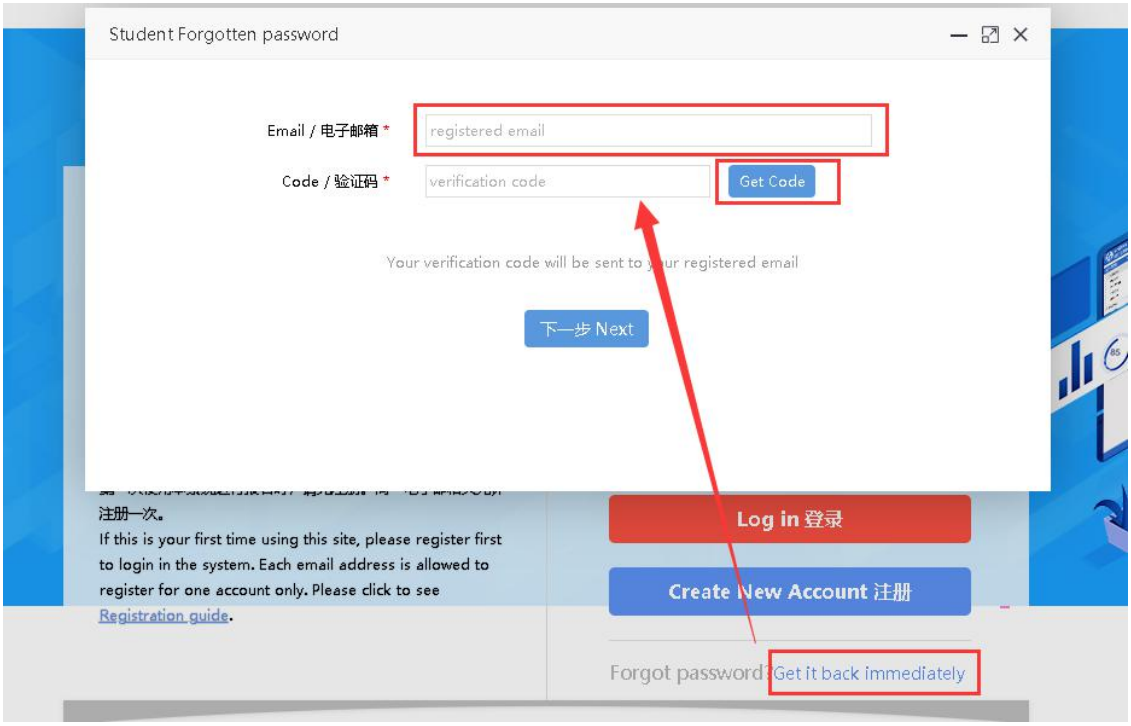


5）注册成功，可以直接登录。
After successful registration,you can log in directly.

1-2找回密码 Retrieve password

1）如果忘记了密码，在登录的下方可以根据自己之前注册的邮箱来获取验证码 找回密码。

If you forget your password, you can get the verification code to retrieve the password according to your previously registered email address at the bottom of the login.



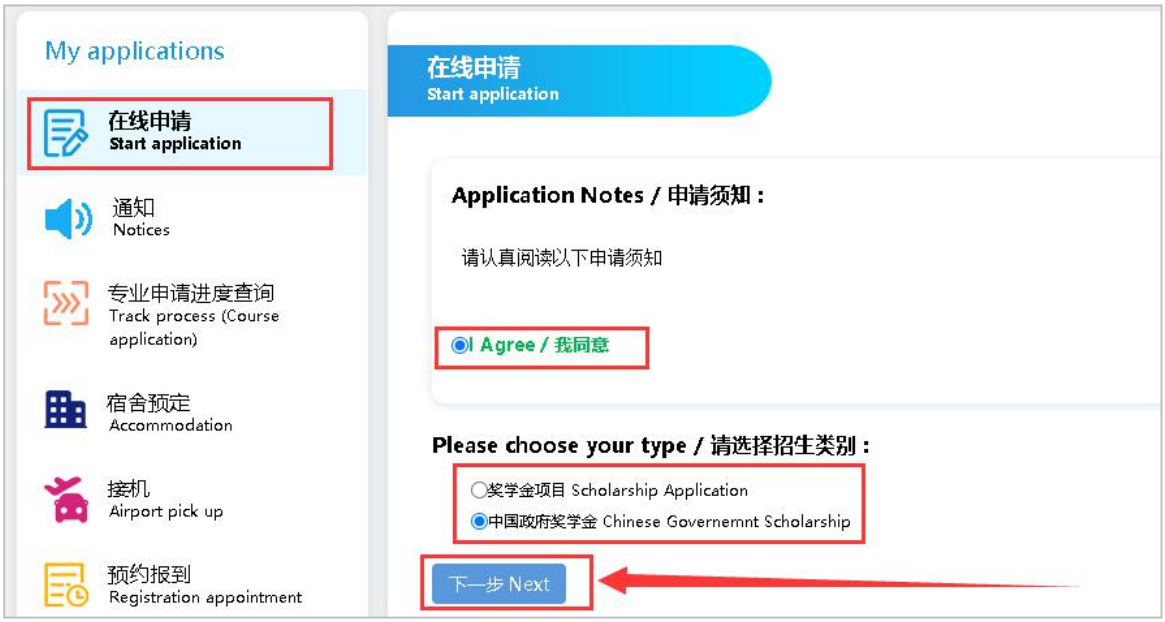
二、申请 Applications

2-1修改密码 Change the password

1）登录进入之后为了账号安全可以修改密码，填写旧密码和需要设置的新密码之后点击【保存】。
For the security of your account information, please change your password once you logged in.

2-2在线申请 Start application

1）点击在线申请进入申请页面。依据个人志愿选择招生类别以及具体的专业。
Click on “Start application”;Choose types of different programs base on your personal preference.

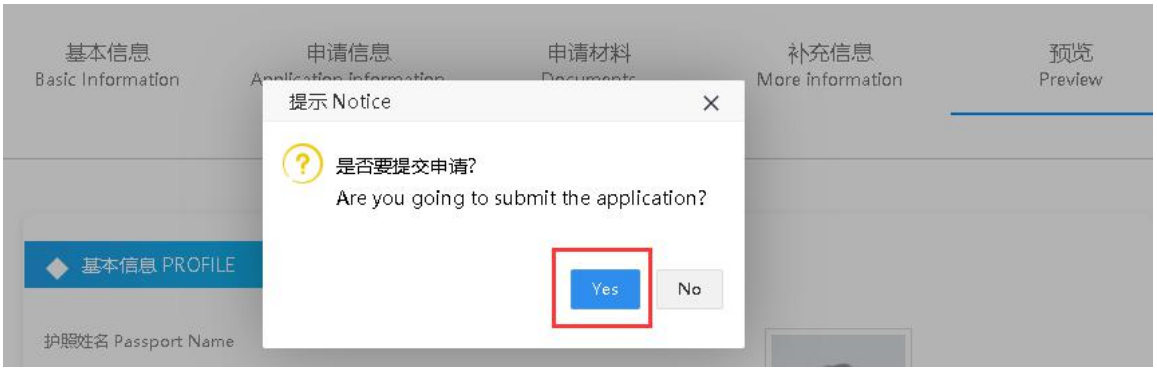


2）填写个人信息，上传申请材料，请确保所有带*号部分填写完整 。

Fill out your personal information and upload application materials.Please make sure all parts with * are completed.

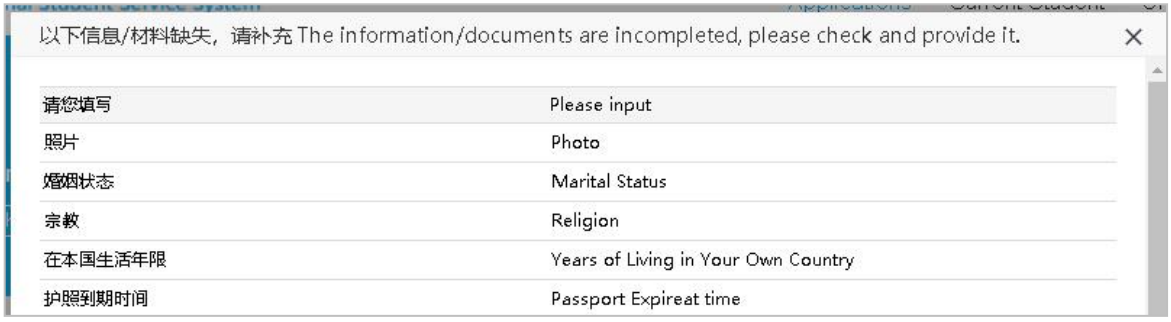
3）填写完毕后提交申请。

Submit after completing your application.



4）如果个人信息填写不完整，系统将自动反馈需要补充的信息，补充完整后提交。

The system will give feedbacks automatically once your submitted information is incomplete. You have to resubmit it after complete the supplement documents and information.



2-3专业申请进度查询 Track process (Course application)

1. 提交申请以后，可以点击进度查询，了解材料审核的最新进度。
1-1）提交后，进度查询列表的操作栏显示【查看】，则表示提交成功。
After submitting, application progress operation shows【view】,then it means successful submission.

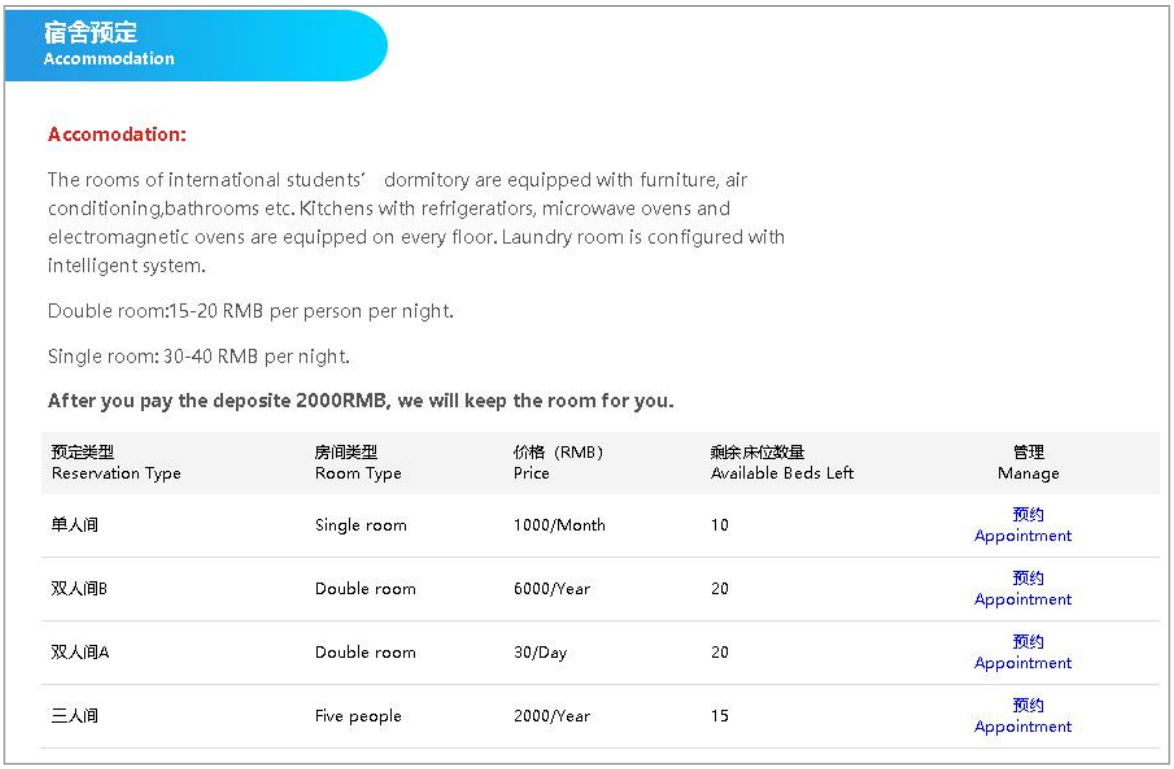
1-2）审核状态为【退回】，表示申请信息中有内容不符合学校要求，点击【修改】可修改申请信息，点击【提交】后则不能再修改 。
Status shows【Revoked】,it means the application information doesn't meet the university requirement,click【Edit】to edit the application information,after clicking【Submit】the application cannot be edited any more.

1-3）出现【补充材料】字样，表示提交的申请材料不符合学校要求，或者需要补充更多材料。点击【补 充材料】可以进行材料的补充和修改，修改后点击【保存并 继续】即可提交，提交后则不能修改。
When Status shows【Add documents】，it means the application documents doesnt meet the university requirement or more documents would be needed. Click【Add documents】to upload more documents or edit the documents,after editing the documents,click【Save and Continue】to submit,after clicking【Submit】 the application cannot be edited any more.

2-4宿舍预定 Accommodation

1）被录取后，可以进行宿舍预定，点击【预约】。
After being admitted, you can make a dormitory reservation and click [Appointment].

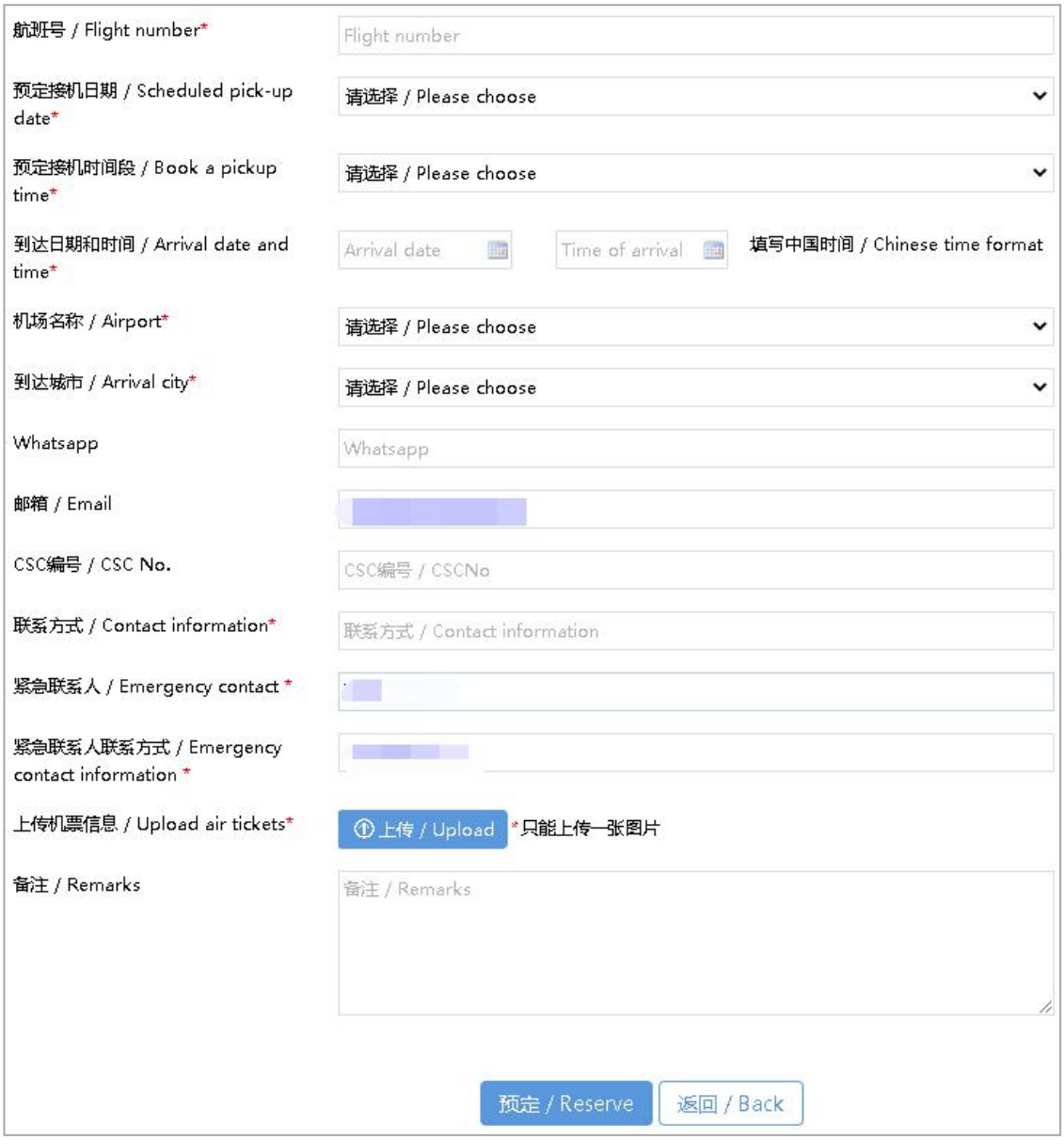
2）根据自己的意愿去预约对应的房间，并提交预约，预约后等待老师审核，审核的状态可以在列表中查看。
Make a reservation for the corresponding room according to your own wishes, and submit the reservation, and wait for the teacher to review after the reservation. The review status can be viewed in the list.



2-5接机 Airport pick up

1）被录取后，可以进行接机预定，点击【预约】。
After being enrolled, you can make a reservation for pick-up and click [No appointment].

2）填写对应的信息后，提交预定。
After filling in the corresponding information, submit the reservation.

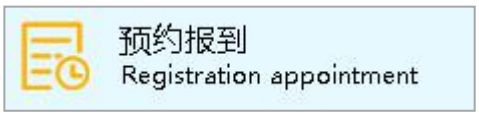


3）提交预定后，等待老师审核，审核的状态可进行查看和生成接机卡。

After submitting the reservation, wait for the teacher to review, the status of the review can be checked and the pick-up card can be generated.

2-6预约报到 Registration appointment

1）被录取后，可以进行预约报到，点击【预约】。
After being enrolled, you can make an appointment to register and click [Make appointment].



4）按照自己的意愿选择来华意向后点击【提交】。
Choose your intention to come to China according to your own wishes and click [Submit].

5）如果来华意向为愿意则可以进行预约报到，选择报到时段按照流程提交自己的预约。
If the intention to come to China is willing, you can make an appointment for registration, and choose the time period for the registration to submit your own appointment according to the process.

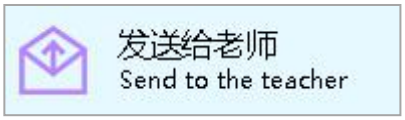
2-7消息 Messages

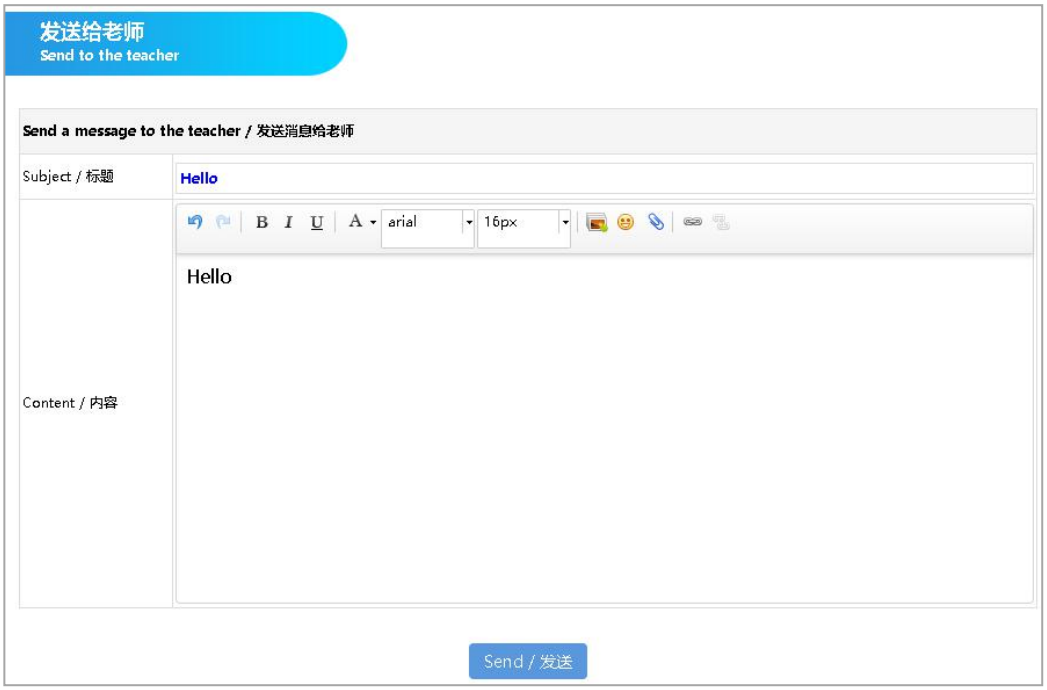
1）收件箱：接收和回复老师的消息。
Inbox: You can receive and reply to teachers' messages.

2）发件箱：发送消息给老师的记录。
Outbox: The record of sending messages to the teacher.

2-8发送给老师 Send to the teacher

1）你可以编辑消息内容发送给老师。
You can edit the content of the message and send it to the teacher.





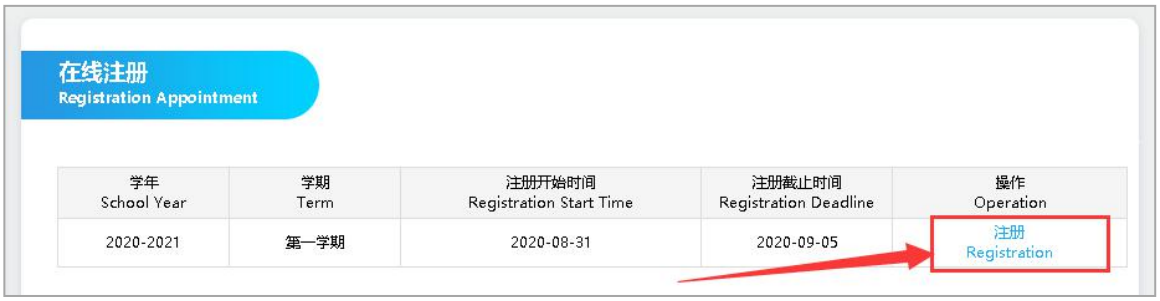
2-9在线注册 Online Registration

1)学生使用账号账号登录后弹出的提示点击【Yes】或者直接点击快捷通道 的【在线注册】进入在线注册板块。

Students log in with the account, click 【Yes】or directly click the shortcut【Online Registration】to enter the online registration section.

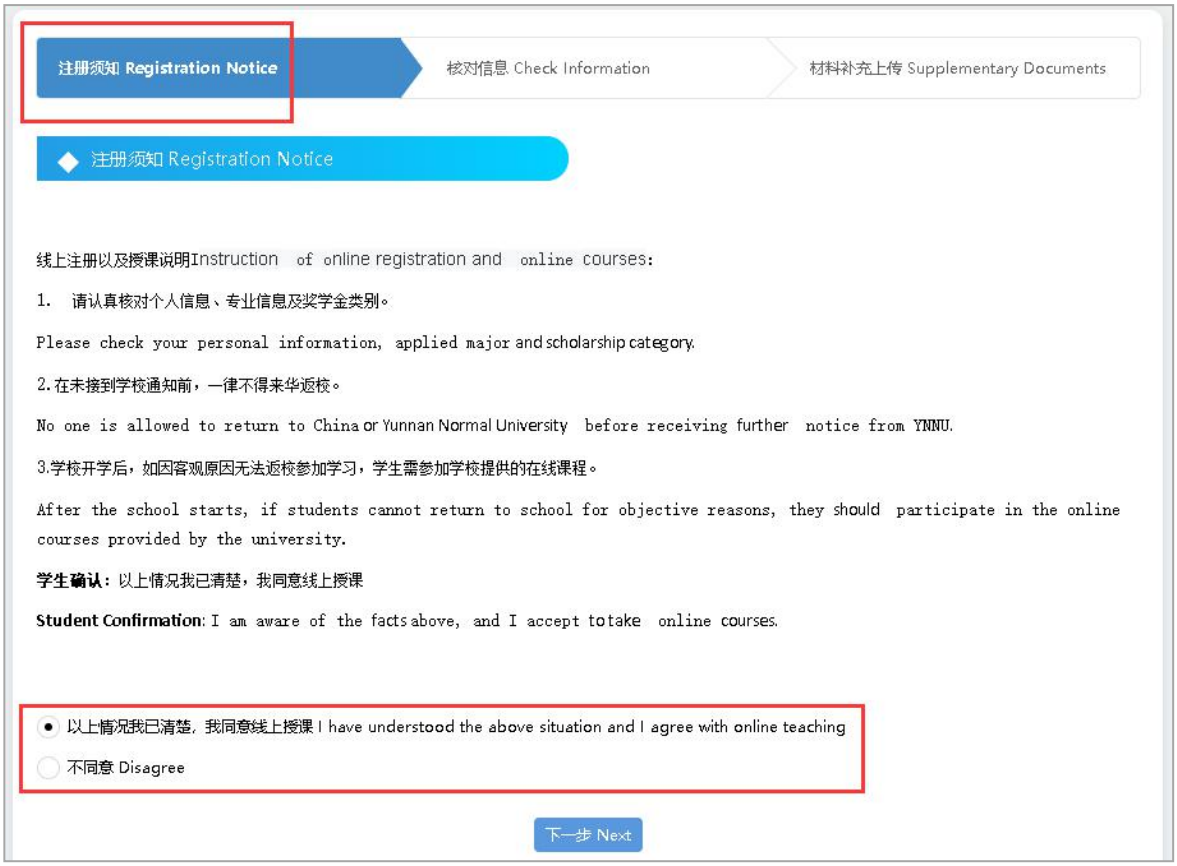
2)点击注册，进入填写信息流程界面。

Click **Registration** to start filling the information.



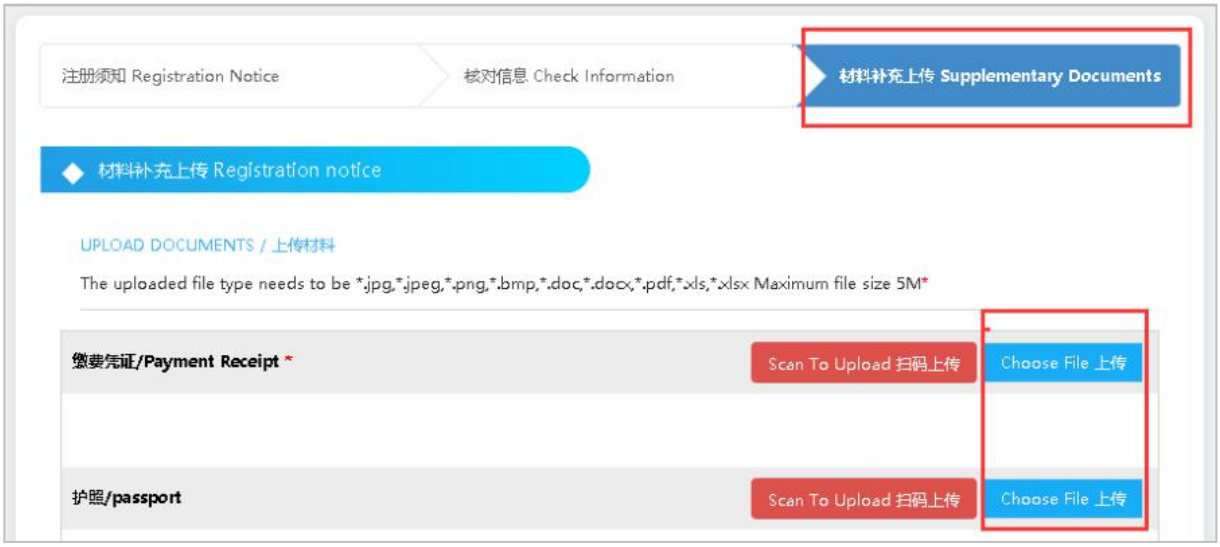
注册须知，认真阅读注册须知后，选择同意进行下一步，如果不同意需填写 原因和备注。

Read the registration instruction carefully, choose **Agree** to move to the next step, if you do not agree, please mention the reason and remarks.



核对信息，核对基本信息和填写紧急联系人信息后点击下一步。
Check the information, fill the emergency contact information and click **Next**.

材料补充上传，上传材料信息后点击【提交】。
Upload the Supplementary Documents and click 【Submit】.



提交后列表可查看审核状态。

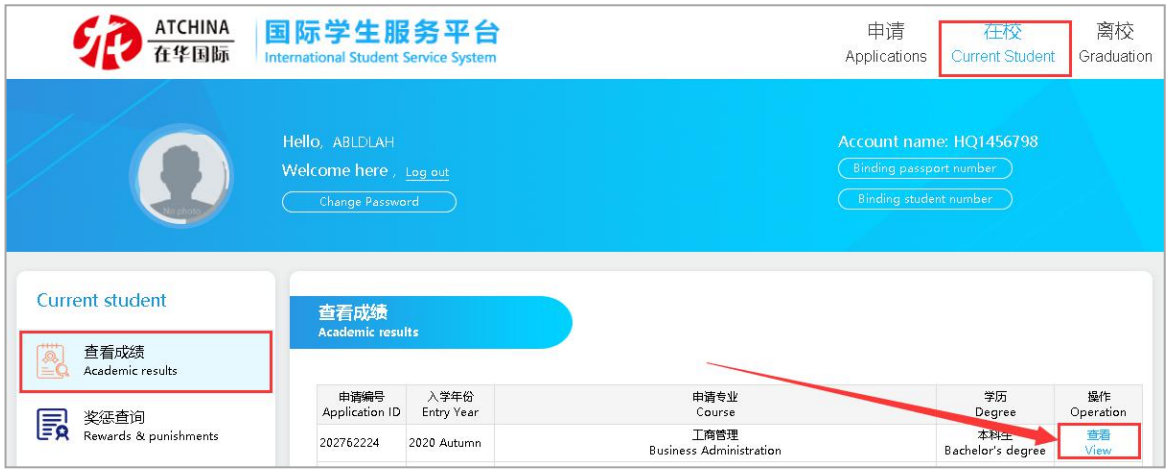
After submission, you can check the approval status.

申请专业 Course	学历 Degree	学年 School Year	标题 Title	在线注册 Online registration	审核状态 Approval Status	操作 Operation
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	新生注册 Registration for New Students	同意 Agree	同意	查看反馈 Registration
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	在线注册 Registration Appointment	同意 Agree	待处理	查看反馈 Registration

三、在校 Current Student

3-1查看成绩 Academic results

已经在校的学生登录账号后在在校中点击进入【查看成绩】板块查看自己的成绩。
Students who are already in school, after logging in to the account, click to enter the [Academic results] section in the school to view their own results.



3-2奖惩查询 Rewards & punishments

已经在校的学生，登录账号后在在校中点击进入【奖惩查询】查看自己的奖励信息。
Students already in school, after logging in to the account, click to enter [Reward and Punishment Inquiry] in the school to view their own reward and punishment information.

3-3缴费详情 Payment details

已经在校的学生，登录账号后在在校中点击进入【缴费详情】查看自己的缴缴费信息。
Students already in school, after logging in to the account, click to enter [Payment Details] in the school to view their payment information.

3-4考勤信息 Attendance information

已经在校的学生，登录账号后在在校中点击进入【考勤信息】查看自己的缴费信息。
Students already in school, after logging in to the account, click to enter [Attendance Information] in the school to view their payment information.

3-5我的课表 My curriculum

已经在校的学生，登录账号后在在校中点击进入【我的课表】查看自己本班的课表信息。
Students already in school, after logging in to the account, click to enter [My curriculum] in the school to view their own class schedule information.

3-6签证提醒 Visa reminder

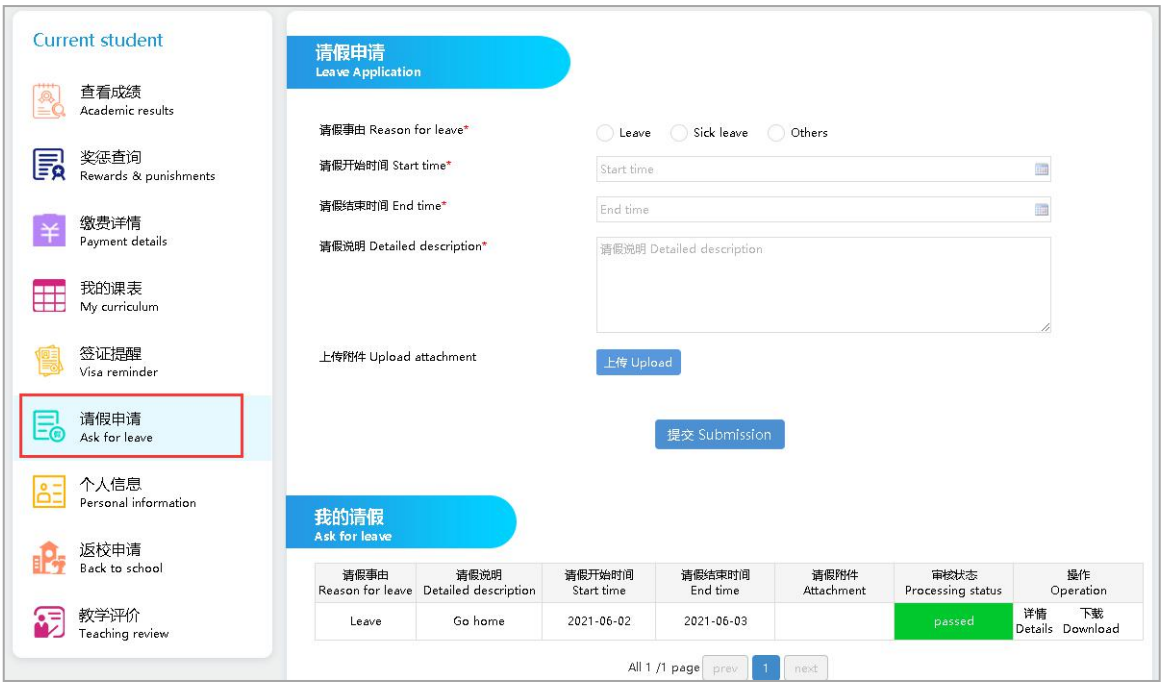
已经在校的学生，登录账号后在在校中点击进入【签证提醒】可以查看签证，护照，居留许可信息。

Students who are already on campus, after logging in to the account, click to enter [Visa Reminder] in the campus to view visa, passport, and residence permit information.

3-7请假申请 Ask for leave

已经在校的学生在请假申请版块进行在线提交请假和请假单的审核状态查询，如果老师有上传请假附件可以进行下载。

Students who are already in school can check the review status of the leave request and leave request form submitted online in the leave application section. If the teacher uploads the leave request attachment, it can be downloaded.



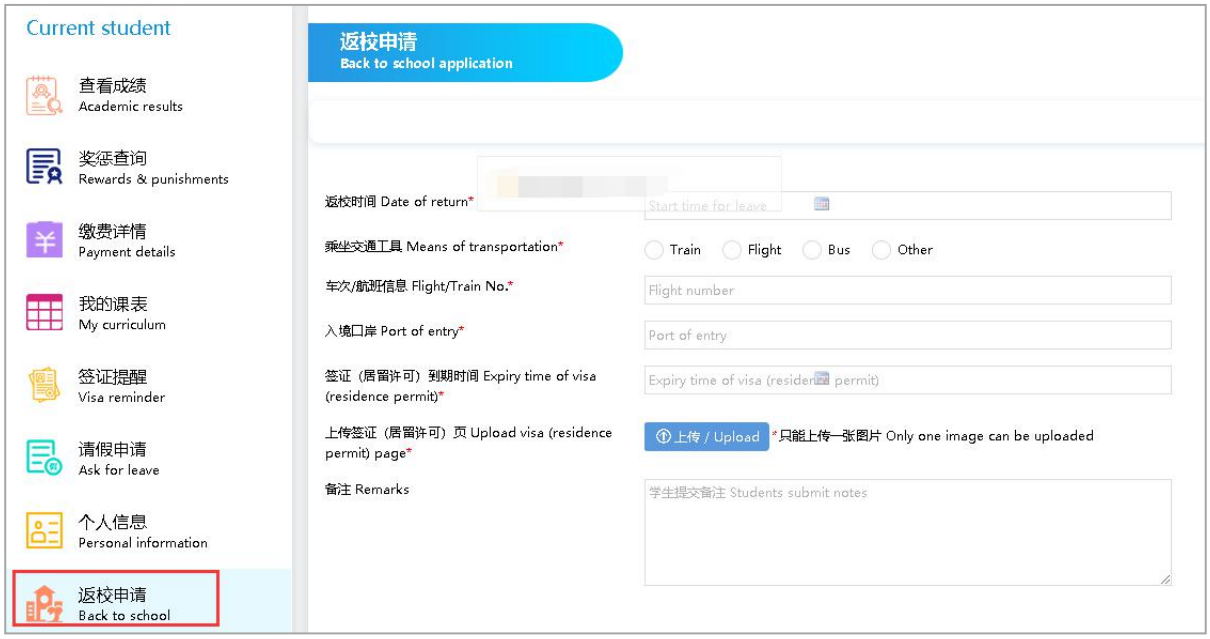
3-8个人信息 Personal information

已经在校的学生在个人信息版块可以查看个人的基本信息。
Students already in school can view their basic personal information in the personal information section.

3-9返校申请 Back to school

已经在校的学生在【返校申请】填写可以进行返校行程的申请，填写自 己的返校信息后提交。
Students who are already in school fill in the application for returning to school in [Back

to School], fill in their own back to school information and submit.



3-10 教学评价 Teaching review

已经在校的学生在【教学评价】可以对课程进行评价，点击 开始评分按照对应的题目进行选择后提交。

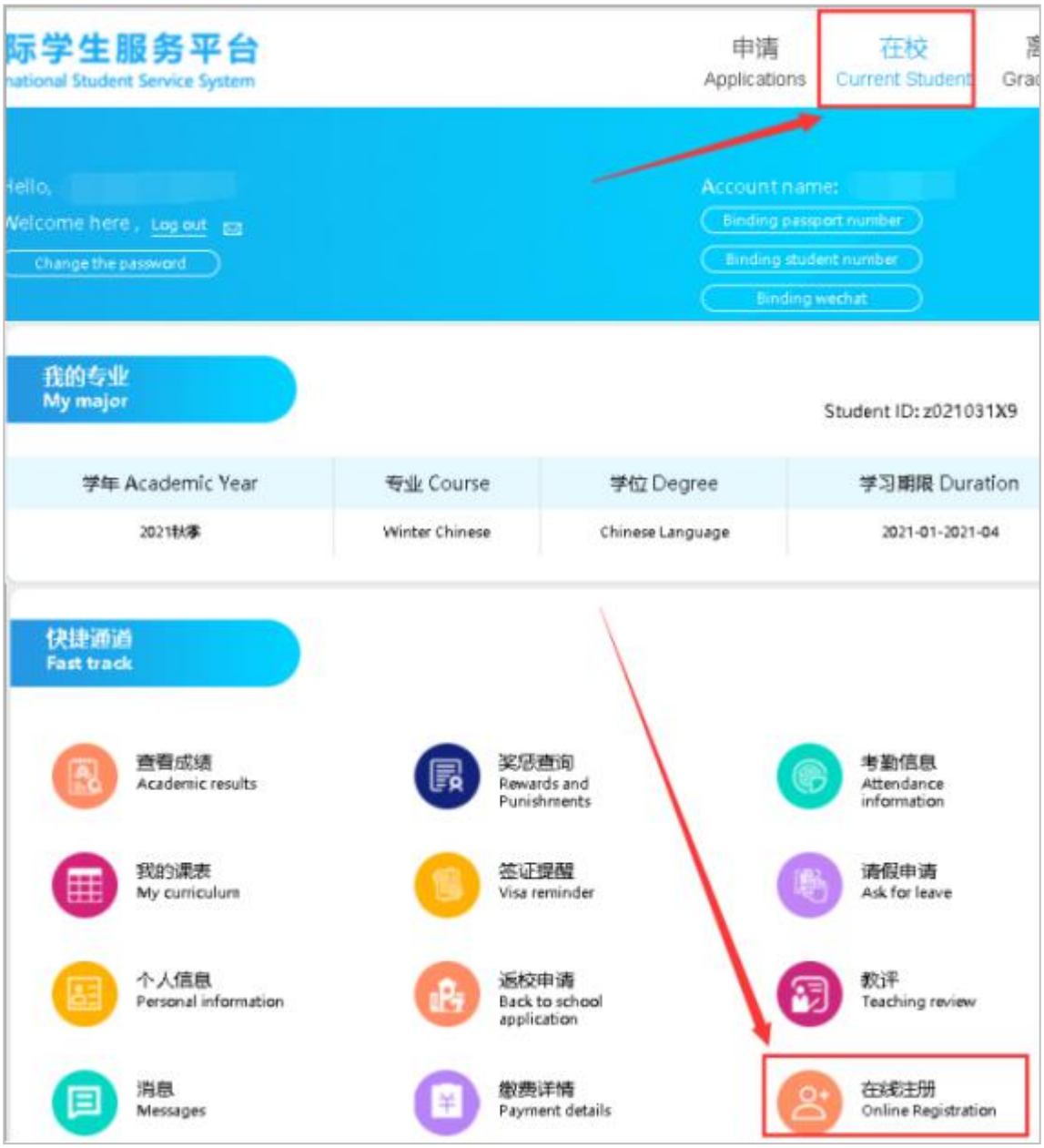
Students who are already in school can evaluate the course in [Teaching review], click to start grading, and then select and submit according to the corresponding questions.

3-11 消息 Messages

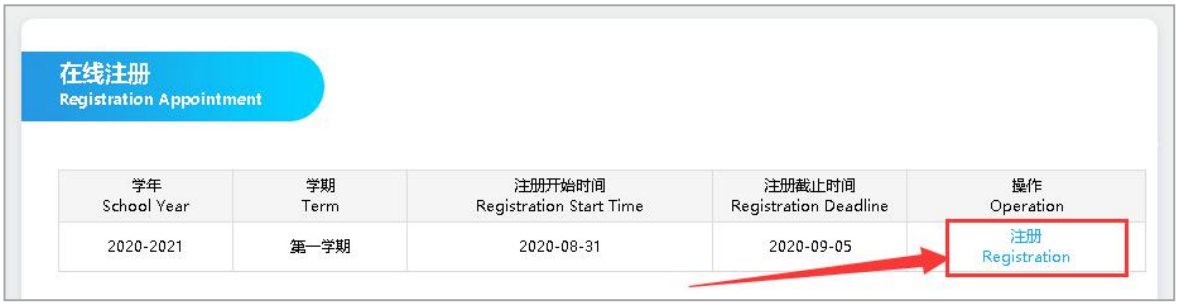
在校的学生可以在消息页面查看相关通知信息。
Students in school can view relevant notification information on the message page.

3-12 在线注册 Online Registration

老生注册页面 Registration for Current Students：

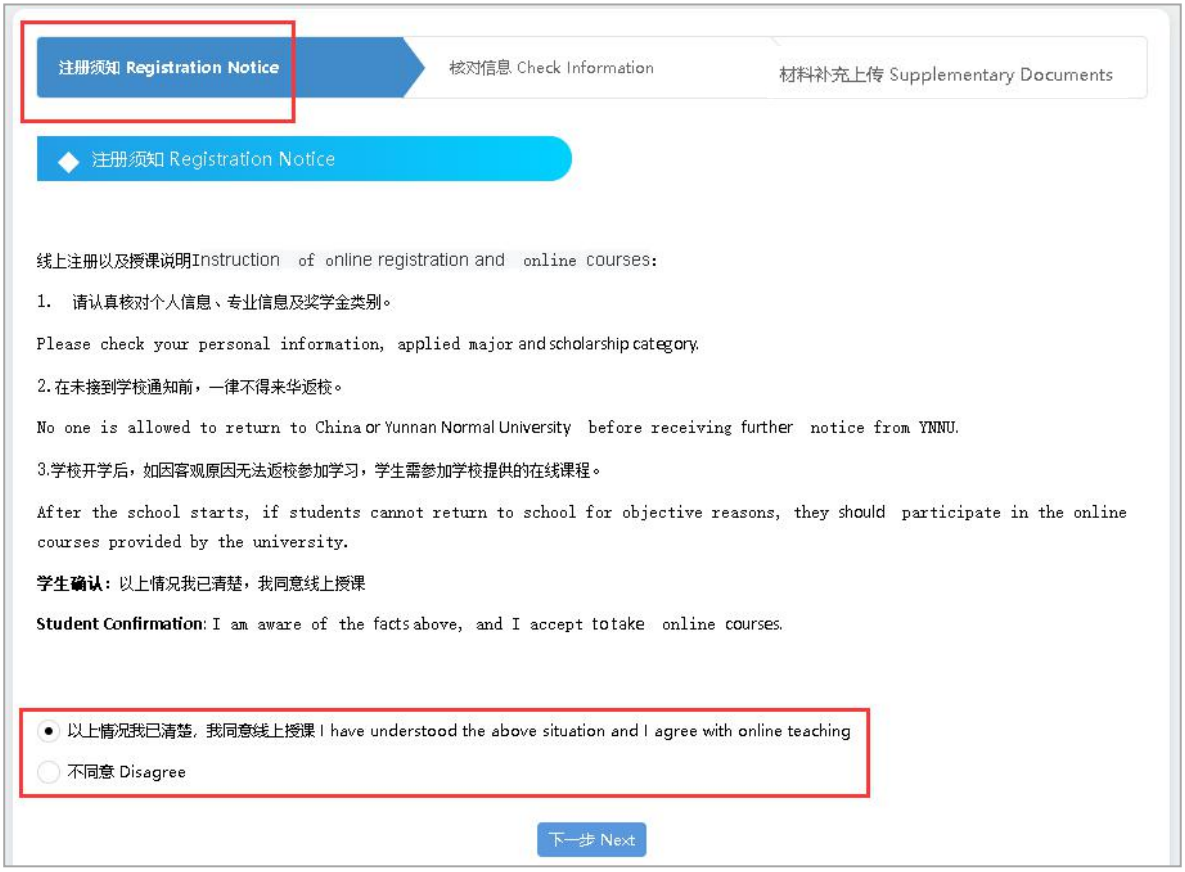


点击注册，进入填写信息流程界面。
Click **Registration** to start filling the information.

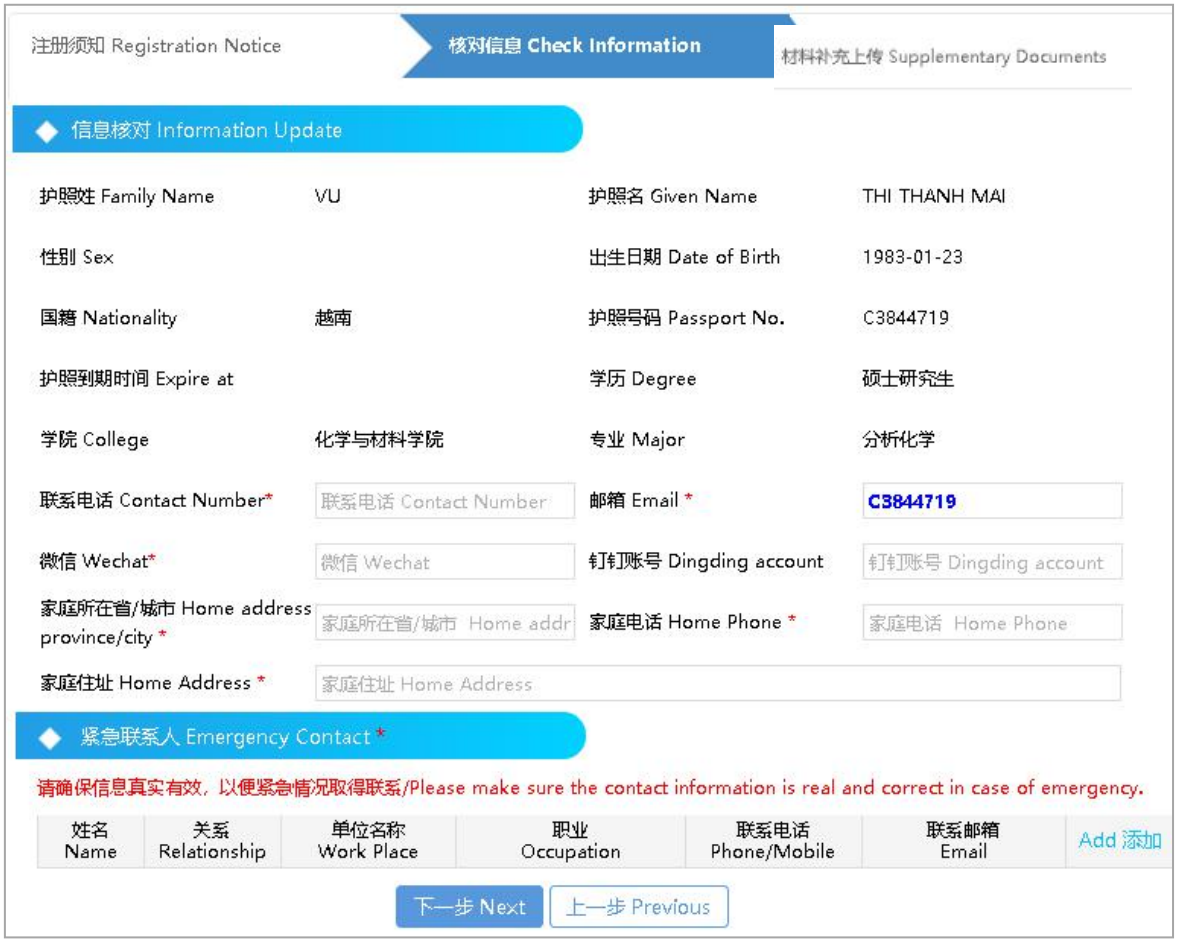


注册须知，认真阅读注册须知后，选择同意进行下一步，如果不同意需填写原因和备注。

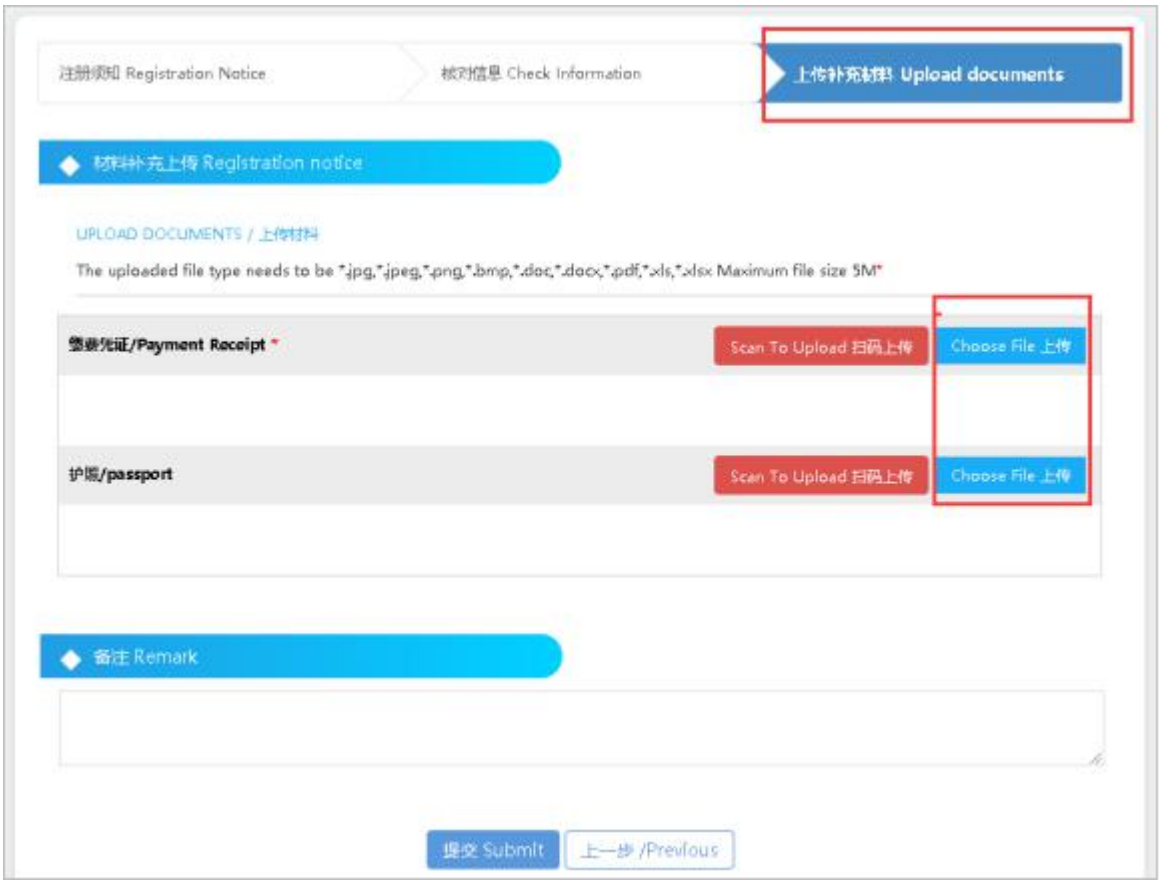
Read the registration instruction carefully, choose **Agree** to move to the next step, if you do not agree, please mention the reason and remarks.



核对信息，核对基本信息和填写紧急联系人信息后点击下一步。
Check the information, fill the emergency contact information and click **Next**.



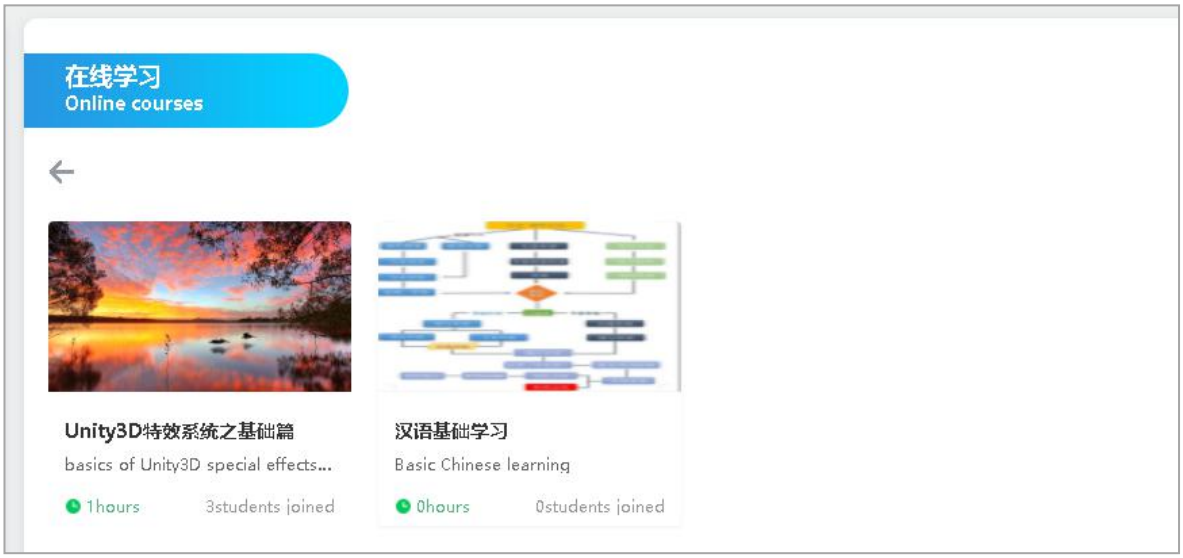
材料补充上传，上传材料信息后点击【提交】。
Upload the Supplementary Documents and click 【Submit】.



提交后列表可查看审核状态。
After submission, you can check the approval status.

3-13 在线学习 Online courses

在校生，可以进入【在线学习】查看学校上传的教学视频。
Students in school can enter [Online courses] to view the teaching videos uploaded by the school.



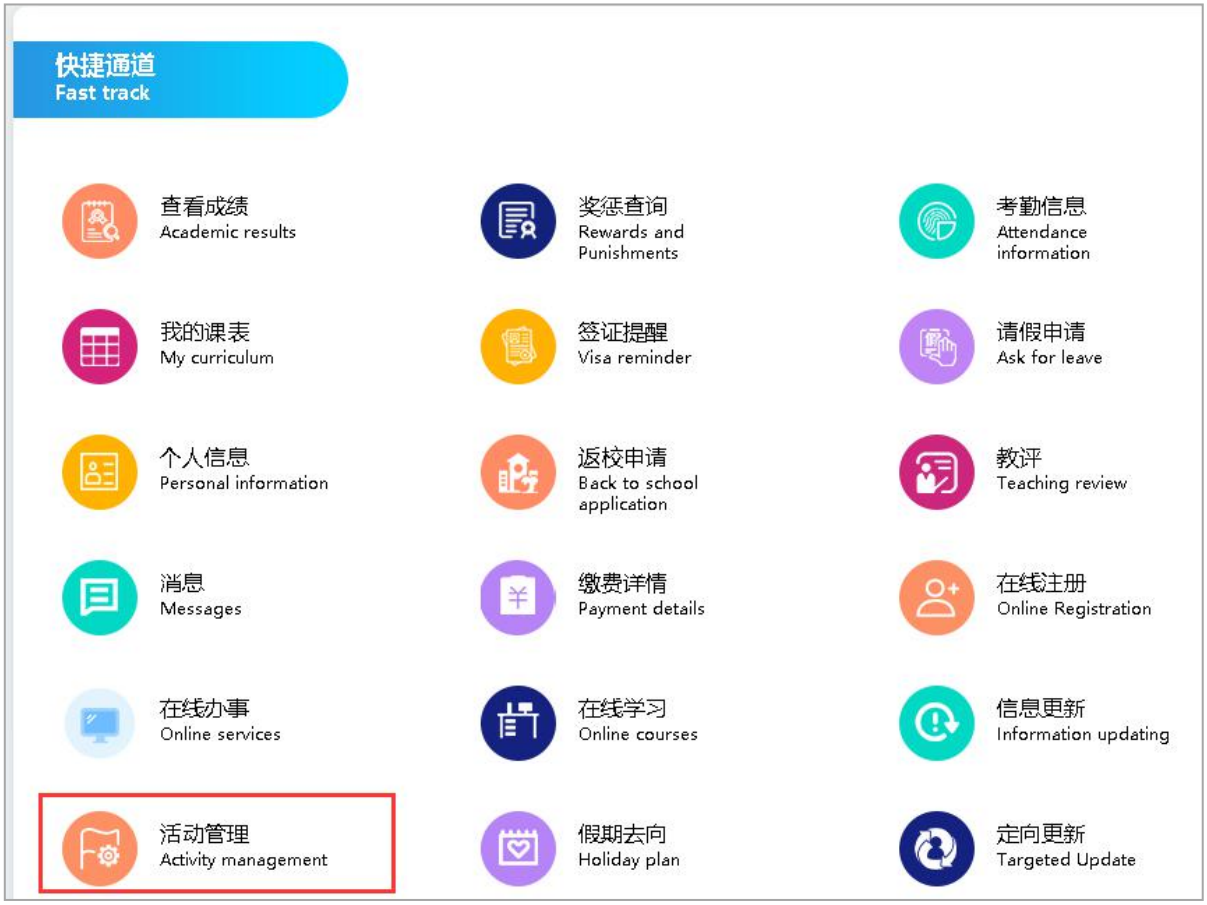
3-14 信息更新 Information updating

在校生，可以进入【信息更新】核对并修改填写自己的信息后提交至老师审核。
Students in school can enter [Information updating] to check and modify and fill in their own information and submit it to the management teacher for review.

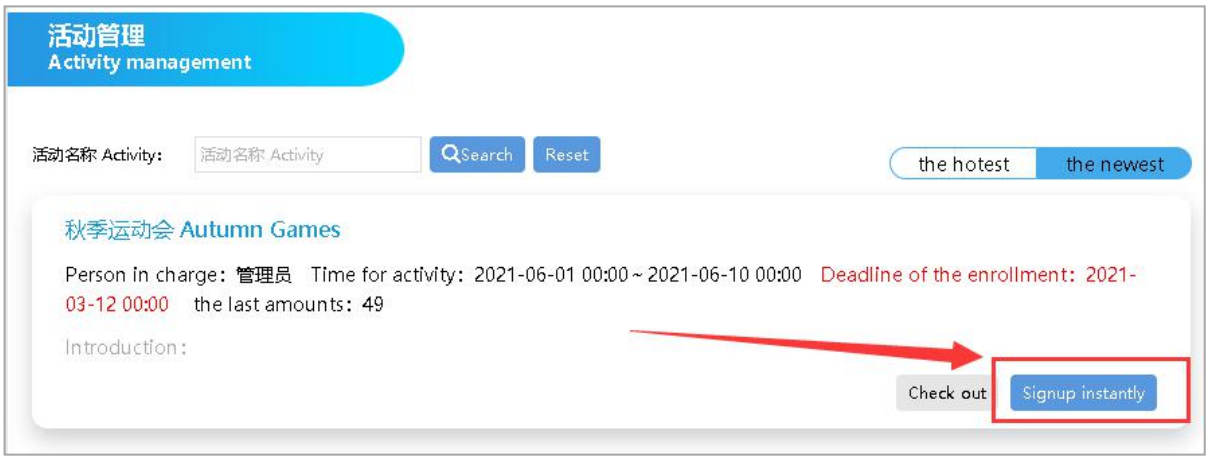
1）进入信息更新页面，选择需要更新的信息，点击进入填写自己的信息后提交，已经提交更新的信息在【提交记录】中查看自己的信息审核状态和反馈。

Enter the information update page, select the information that needs to be updated, click to enter, fill in your own information, and submit. For the updated information that has been submitted, check your information review status and feedback in the [Submission Records].

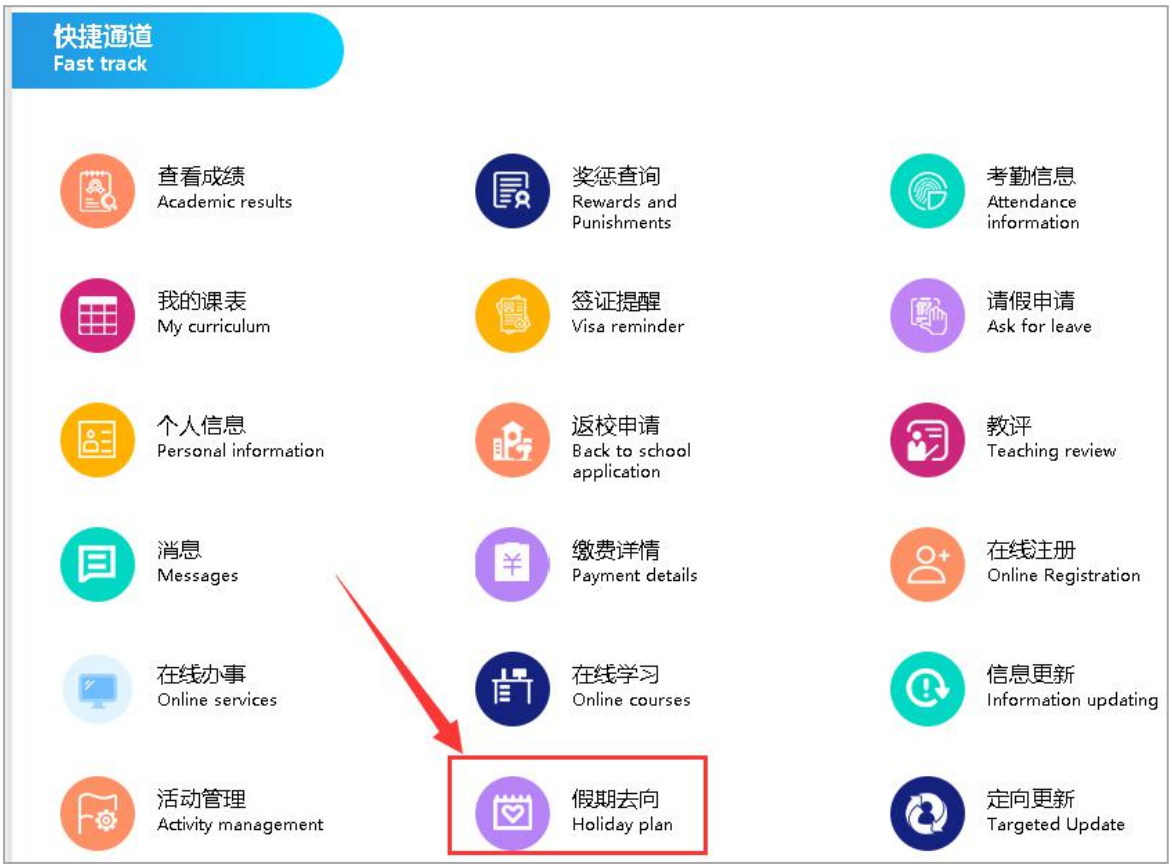
3-15 活动管理 Activity management



1）进入【活动管理】，查看活动信息，点击【立即注册】进行报名。
Enter [Activity management], view event information, and click [Signup instantly] to register.

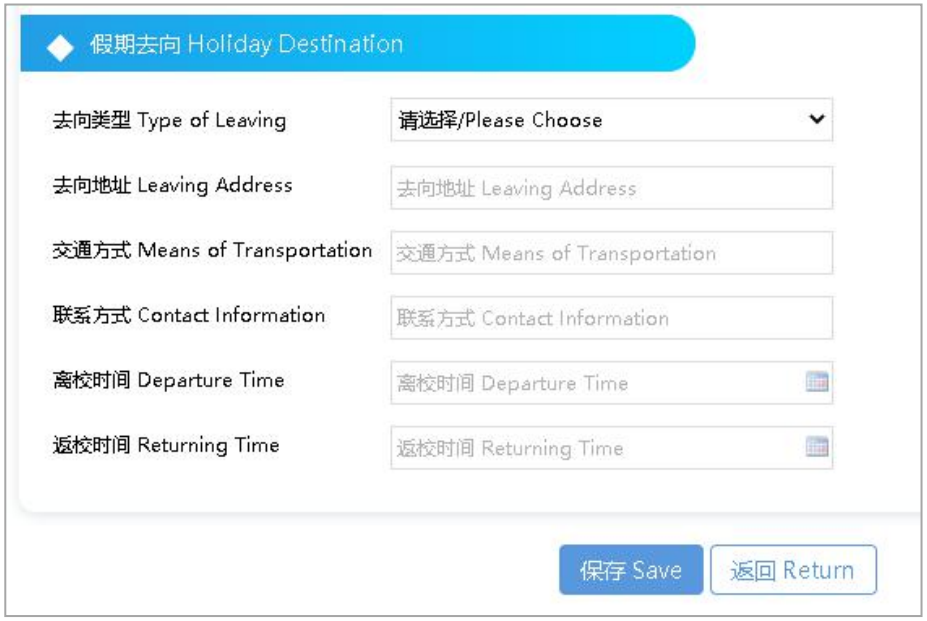


3-16 假期去向 Holiday plan



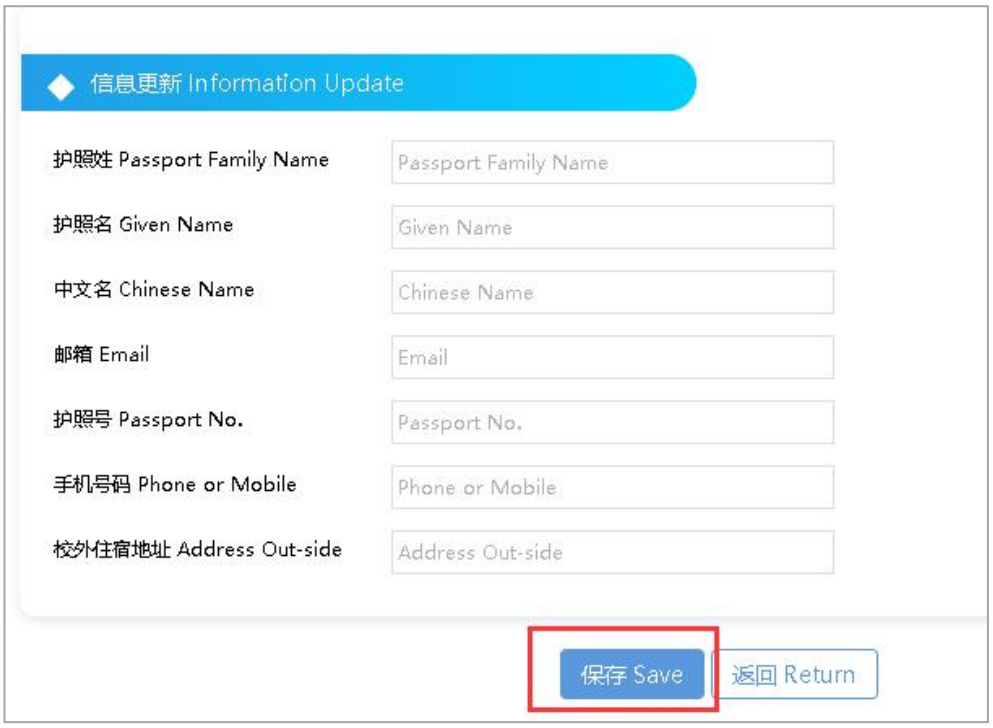
1）进入【假期去向】，点击【编辑】进入上报自己的假期信息。
Enter [Holiday plan], click [Edit] to enter to report your own holiday information.

2)点击【上报】，填写假期去向信息后提交。
Click [Report], fill in the holiday destination information and submit it.



3-17 定向更新 Targeted Update

1）进入【定向更新】，点编辑进入信息填写页面，填写完自己的信息后点击保存。
Enter [Targeted Update], click Edit to enter the information filling page, and click Save after filling in your own information.



3-18 在线办事 Online services

1）已经在校的学生，点击进入【在线办事】，选择需要提交的办事信息，根据流程填写后提交，已经提交的办事信息在【提交记录】中可以查看自己的信息审核状态和审批记录。

Students who are already in school, click to enter [Online Services], select the service information that needs to be submitted, fill in according to the process and submit. The submitted service information can be viewed in the [Handling record] to view their own information review status and approval record.

办理记录
Handling record
[redacted]提交的在线评教申请
处理中 In process
课程喜爱程度1-10分
好8-7
提交时间
2021-06-03
返回 Return
审批记录
Approvval record
审批人
Approver
审核时间
Date
审批状态
Status
审批说明
Notes
附件
Attachment

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