

# 教务管理系统本科生个人信息核对及补录图解

## 第一步：点学籍信息-修改

The screenshot shows the university's integrated educational administration system. On the left, there is a sidebar with various links like '教学计划管理', '学分互认', '缓考管理', '课程查询', '综合查询', '成绩查询', '本学期授课', '学生选课', '重修重考报名', '学生考试安排', '个人成绩查询', '评估课程', '教学评价', and '校友信息服务'. The main content area displays student information for '2021年03月29日 周一 2021春 第5周'. The '学籍信息' tab is selected. The information includes: 校区 (Xiaoqu: 东湖校区), 是否有学籍 (Is there a student record: 是), 学生当前状态 (Student current status: 持行卡号), 学习形式 (Learning form: 普通全日制), 毕业类型 (Graduation type: 未毕业), 毕业证书编号 (Graduation certificate number: 无), 未毕业原因 (Reason for non-graduation: 未知), 学位 (Degree: 未知), 学位日期 (Degree date: 未知), 电子邮箱 (Email address: 未知), 乘车起始站 (Starting station for travel: 未知), 联系电话 (Contact phone: 未知), 邮政编码 (Postcode: 350500), 邮政地址 (Postal address: 未知), 参加工作时间 (Time of first job: 未知), 职称 (Job title: 未知), 工作单位 (Work unit: 未知), 工作单位邮编 (Postcode of work unit: 未知), 家庭电话 (Home phone: 未知), 家庭邮编 (Postcode of home: 350500), 家庭住址 (Home address: 未知), and 备注 (Remarks: 未知). A green '修改' (Modify) button is at the bottom right.

## 第二步：姓名拼音、英文名、政治面貌（选填入党或入团时间）

This screenshot shows the 'Modify Student Record' page. It includes fields for: 学号 (Student ID: 未知), 姓名 (Name: 未知), 英文名 (English name: 未知), 出生日期 (Date of birth: 未知), 国籍 (Nationality: 中国), 港澳台侨外 (Hong Kong, Macao, Taiwan, Overseas Chinese, Foreigner: 无), 证件类型 (Document type: 身份证), 民族 (Ethnicity: 汉族), 入党时间 (Party admission time: 未知), 需要状况 (Status: 未知), 外语语种 (Foreign language: 白话), 培养方式 (Training method: 例招), 曾用名 (Former name: 未知), 姓名拼音 (Name pinyin: 未知), 性别 (Gender: 男), 出生地 (Place of birth: 未知), 信仰宗教 (Religious belief: 未知), 证件号码 (Document number: 未知), 政治面貌 (Political面貌: 群众), 入团时间 (League admission time: 未知), 文化程度 (Cultural level: 未知), 外语水平 (Foreign language level: 未知), 是否本市户籍 (Local戶籍: 否), and 授课类型 (Teaching type: 未知). A red arrow points to the '政治面貌' field, which is set to '群众' (Masses). A placeholder '入学照片' (Admission photo) is shown on the right.

## 第三步：籍贯，填写到县（市）即可，如：福建省龙岩市

This screenshot shows the 'Modify Student Record' page again. The '籍贯' (Native place) field has been corrected to '福建龙岩市'. A red box highlights this field, and a red arrow points to it with the text '填写籍贯，具体到县（市）即可' (Fill in the native place, specifically to county (city)). The rest of the fields are identical to the previous screenshot.

#### 第四步：有方框的均可填写或修改

A screenshot of a web form with various input fields. Some fields are highlighted with a pink border, indicating they are editable or required. These include: 电子邮箱 (Email), QQ, 联系电话 (Contact Phone), 参加工作时间 (Time of Employment), 移动电话 (Mobile Phone), 微信 (WeChat), 邮政编码 (Postcode), 职称 (Title), 血型 (Blood Type), 通讯地址 (Communication Address), 工作单位 (Work Unit), and 工作单位邮编 (Postcode of Work Unit). Below the form is a pink footer bar.

#### 第五步：如高考总分有误，按下图申请修改

A screenshot of a form titled "学籍信息申请修改" (Student Record Modification Application). It includes fields for: 学位日期 (Degree Date), 电子邮箱 (Email), 乘车起始站 (Starting Station), 未获学位原因 (Reason for Not Obtaining Degree), 移动电话 (Mobile Phone), 乘车终点站 (Destination Station), 联系电话 (Contact Phone), 参加工作时间 (Time of Employment), 工作单位电话 (Work Unit Phone), 家庭电话 (Home Phone), 邮政编码 (Postcode), 职称 (Title), 工作单位邮政编码 (Postcode of Work Unit), 工作单位地址 (Address of Work Unit), and 家庭地址 (Home Address). A red arrow points to a yellow "修改" (Modify) button at the bottom right of the form area. Below the form is a green footer bar.

#### 第六步：填写监护人信息，监护人职业和职务的填写字数不超过8个字符。

A screenshot of a form titled "填写监护人信息" (Fill in Guardian Information). It includes fields for: 联系电话 (Contact Phone), 参加工作时间 (Time of Employment), 工作单位电话 (Work Unit Phone), 家庭电话 (Home Phone), 邮政编码 (Postcode), 职称 (Title), 工作单位邮政编码 (Postcode of Work Unit), 工作单位地址 (Address of Work Unit), and 家庭住址 (Home Address). Below these is a "备注" (Remarks) field. At the bottom are buttons for: 保存 (Save), 个人简历 (Personal Resume), 家庭情况 (Family Situation), 申请修改 (Apply Modification), 申请修改记录 (Modification Record), and 关闭 (Close). A red arrow points to the "家庭情况" (Family Situation) tab. Below the form is a grey footer bar.

说明：\* 为必填项。#为可申请修改项。

以上空格内填写完毕后，点击添加。然后再继续填写，再添加一条记录