



暨南大學  
JINAN UNIVERSITY

# Operating Manual Graduation Certificate Image Collecting Jinan University

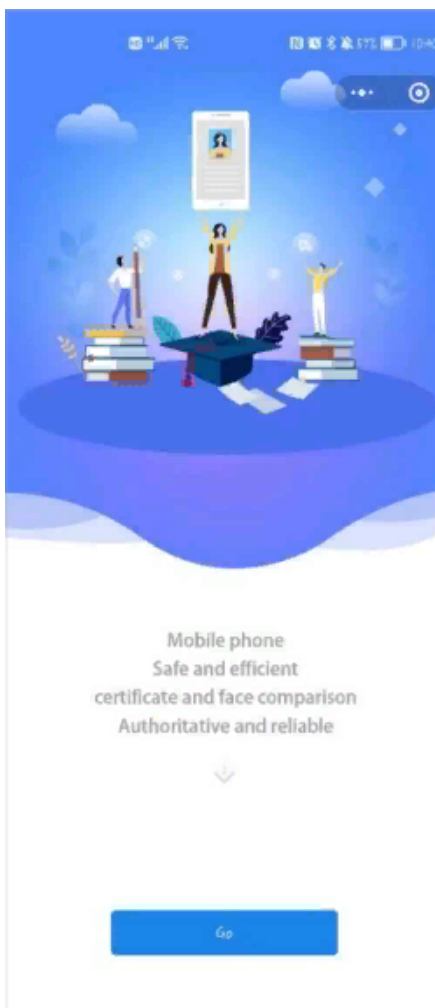


Wechat scans the QR code to enter

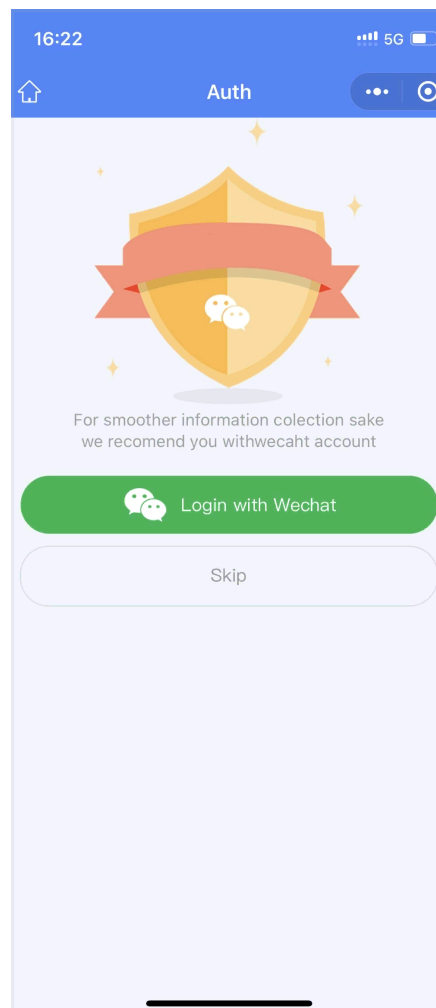


# 1.Registration

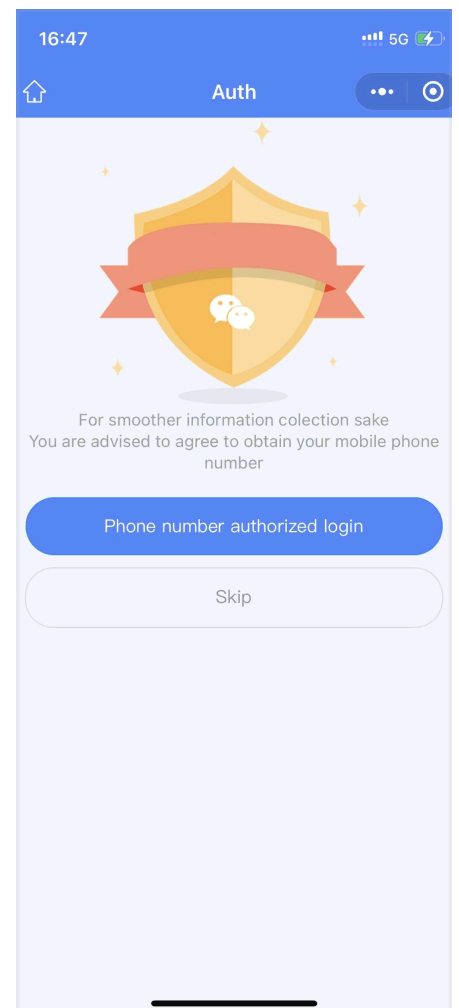
1. After scanning the code to enter the small program, click the "Enter Now (立即进入)" button in the startup page.
2. After entering the login page, click the "wechat Quick Login (微信快速登录)" button .
3. Click the "wechat mobile number Authorization login (微信手机号授权登录)" button after the successful login .
4. After all authorized login is successful, the Obtain Collection Qualification page is displayed



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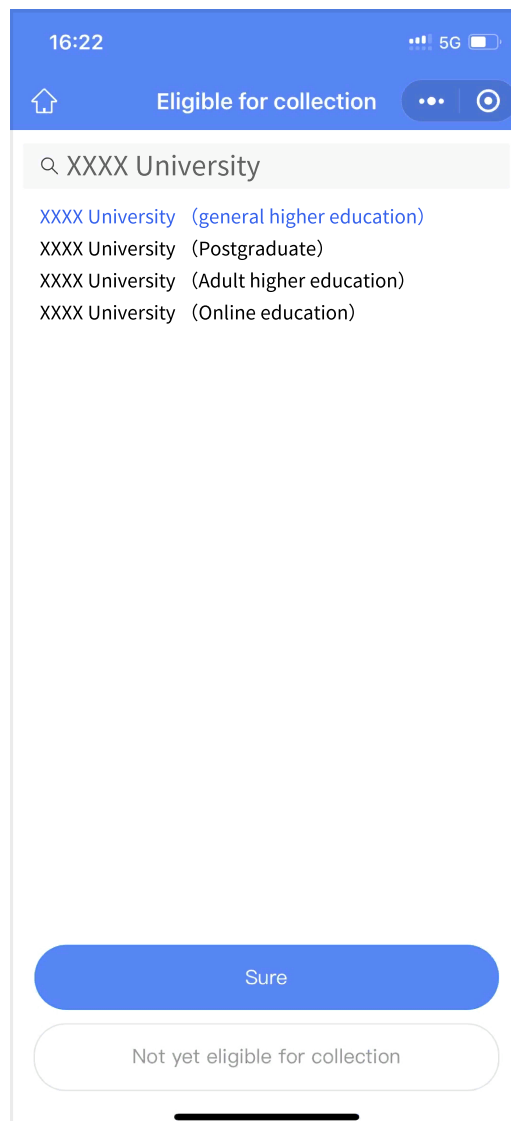
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## 2.Obtaining the Collection Qualification

1. Enter the name of the university you graduated from. After seeing the query result, select the degree category you want to collect
2. Click the "Sure (确认)" button after the selection, and the page will automatically enter the "Image Acquisition Code page of Recognition Information Network".

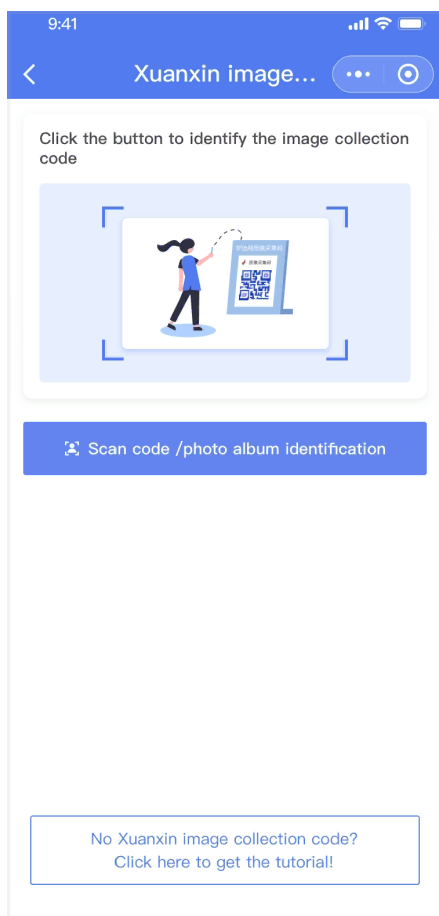
Note:

The school name must be filled in correctly to check whether you are qualified for collection

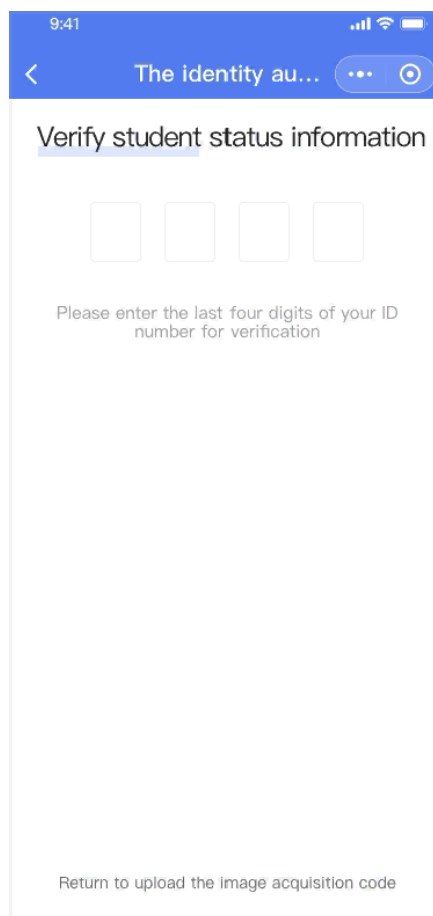


### 3. Recognition network image acquisition code

1. If you have obtained Xuexin network image acquisition code. Click "[Scan code identification/photo album identification](#) (扫码识别/相册识别)" for identification.
2. If you have not obtained the image acquisition code of Xuexin network. Click the text below the button to view the tutorial.
3. After the collection code is successfully identified, enter the page of "Check student status Information". The last four digits of your ID number will be associated with your collection information.



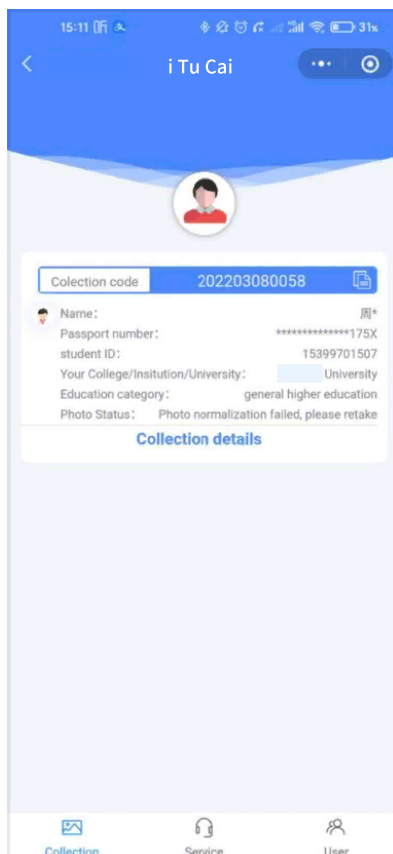
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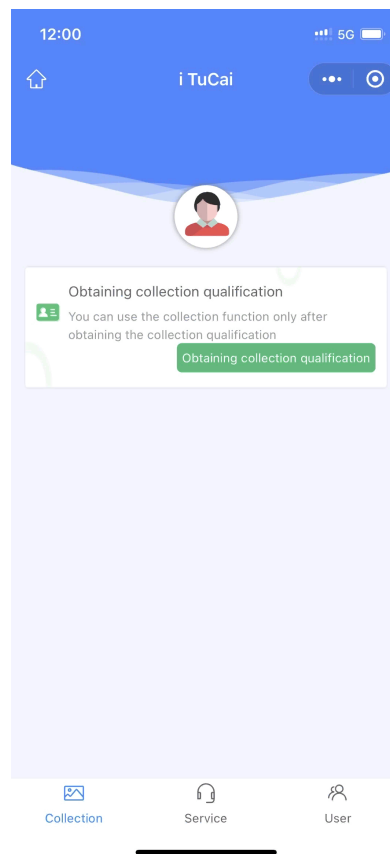
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## 4.Collection Qualification Display

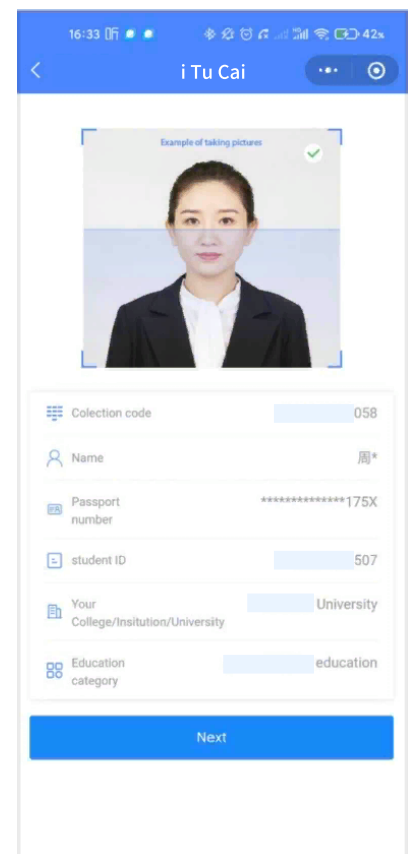
1. check student status information, enter "collect list"
2. click on the button, enter the collection into collection page for details
3. when the account not get admitted to the university information is in figure (2) to verify access to collect qualification; If you do not obtain your student status information for several times, you will need to contact the school to add your list as required.
4. into the collection according to individual needs, click "next (下一步)" button into the "service" page.



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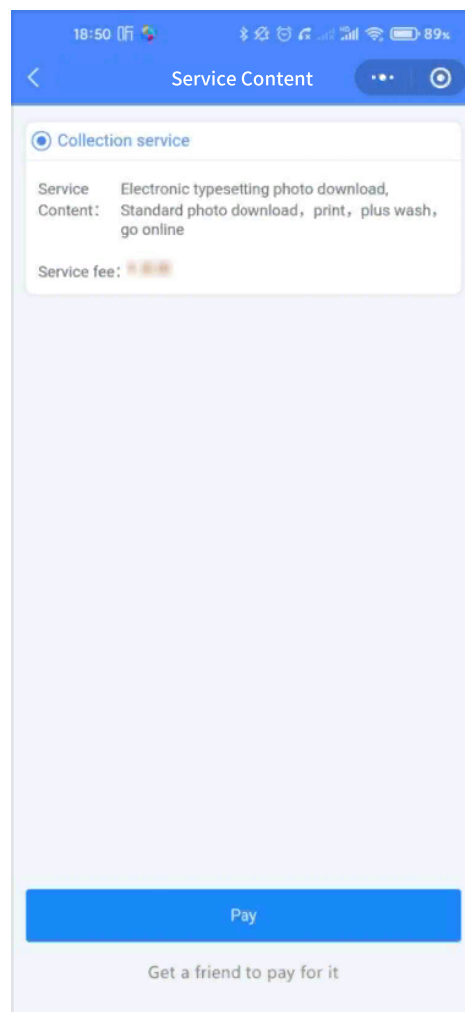


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## 5. Pay a fee

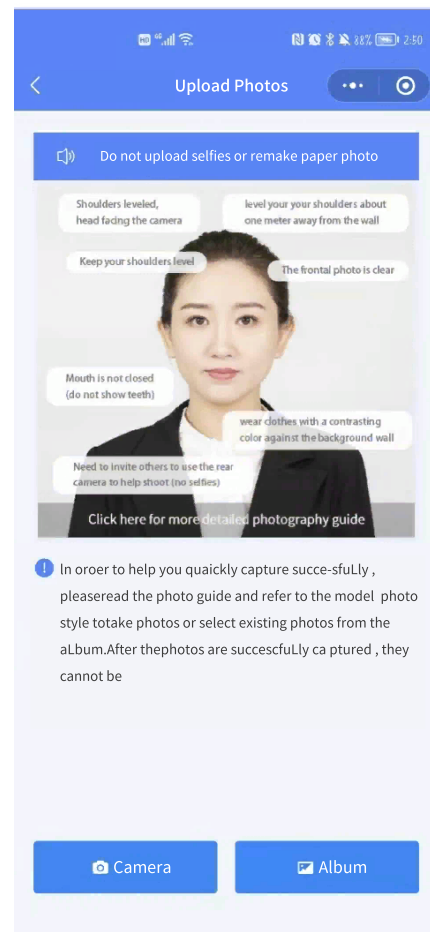
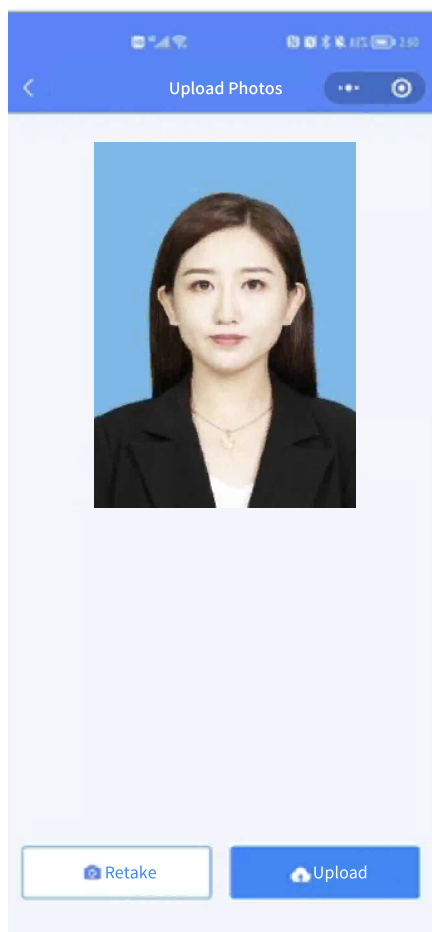
Click the "Pay Now (立即支付)" button to pay. The fee includes all services such as image acquisition, image standardization, etc., one payment, multiple shots, until you are satisfied with the shooting submission.

Note: The collection fee is subject to the price shown on the page



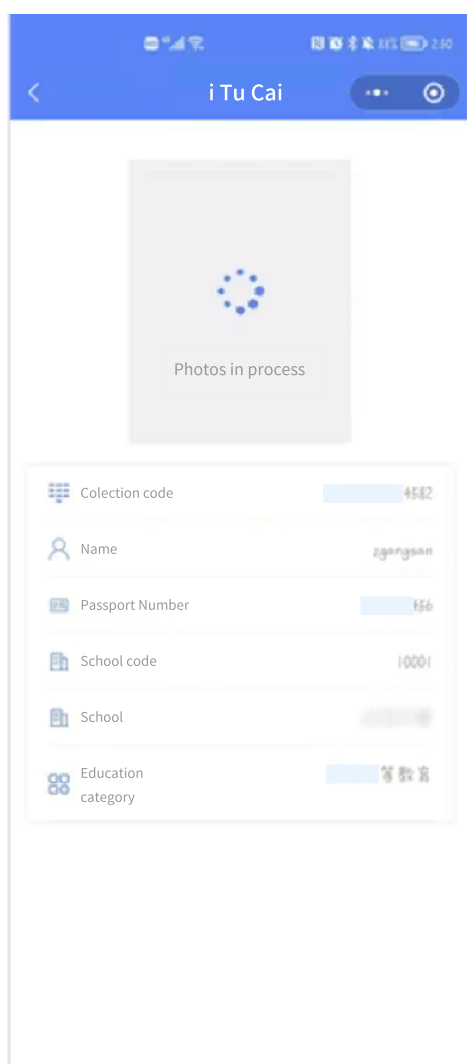
## 6.Photo/upload on mobile phone

1. In order to help you quickly complete image acquisition, it is recommended that you carefully read the photo requirements before submitting photos. Click the "Take Photo or select from album (从相册选取)" button to collect images.
2. After the photo is taken, if you are satisfied with the current photo, please click the "Upload (上传)" button to make the certificate for you. According to.
3. If you are not satisfied, you can click "Retake (重拍)" to take a new photo or upload a new photo.



## 7. Standardized production of photos

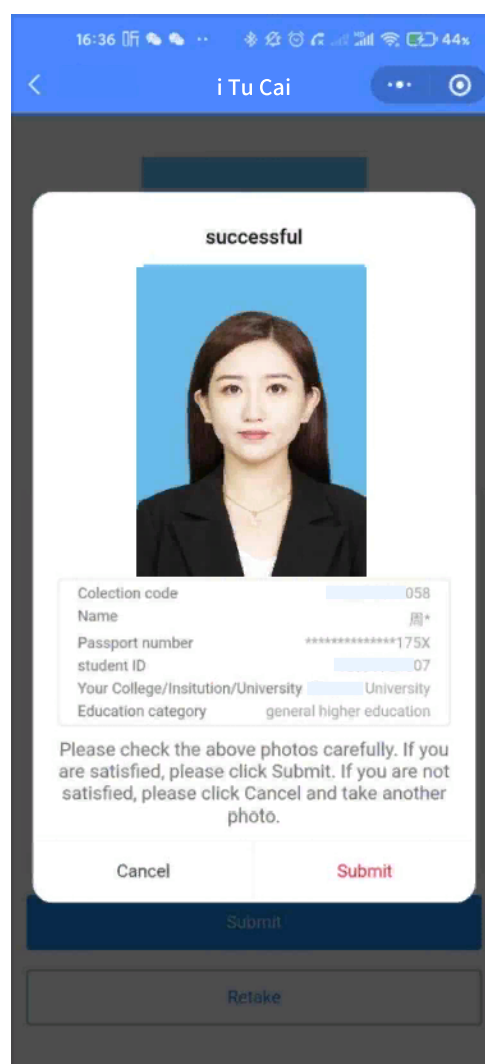
1) After you are satisfied with taking photos, click "photo Standardization (照片标准化)" to enter the process of photo standardization. 2) Before uploading the photo, please confirm your photo again and click the "Submit" button. The photo will enter the manual In the audit. o



i Tu Cai


Photos in process

Collection code	4582
Name	zhangsan
Passport Number	116
School code	10001
School	
Education category	等教育



16:36 i Tu Cai

successful



Collection code	058
Name	周*
Passport number	*****175X
student ID	07
Your College/Insitution/University	University
Education category	general higher education

Please check the above photos carefully. If you are satisfied, please click Submit. If you are not satisfied, please click Cancel and take another photo.

Cancel Submit

Submit

Retake

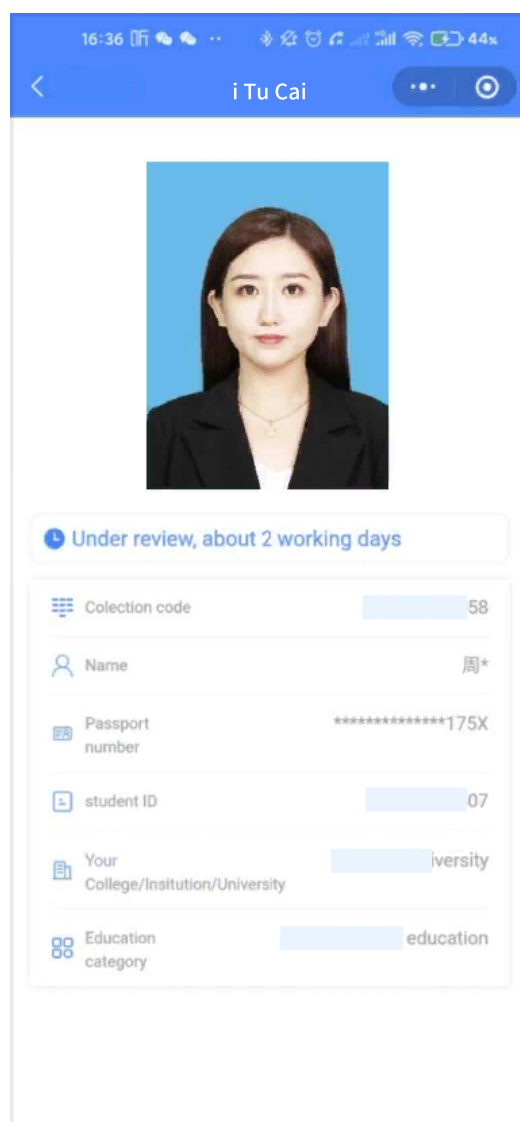


## 8. Submit photos for approval

The review will take about two working days. If you find that the information is wrong or you want to upload a new photo during the review, please contact the customer service immediately.

### Note:

Once the photos are submitted and approved, the information cannot be modified or changed after they are collected or accessed online The photos.



The screenshot shows a mobile application interface for a user named 'i Tu Cai'. At the top, the status bar displays the time 16:36, signal strength, Wi-Fi, and battery at 44%. The app header is blue with a back arrow, the name 'i Tu Cai', and a settings icon. Below the header is a large portrait photo of a woman with long dark hair wearing a black blazer. Underneath the photo is a status bar with a clock icon and the text 'Under review, about 2 working days'. Below this is a form with several fields, each with a small icon to its left:

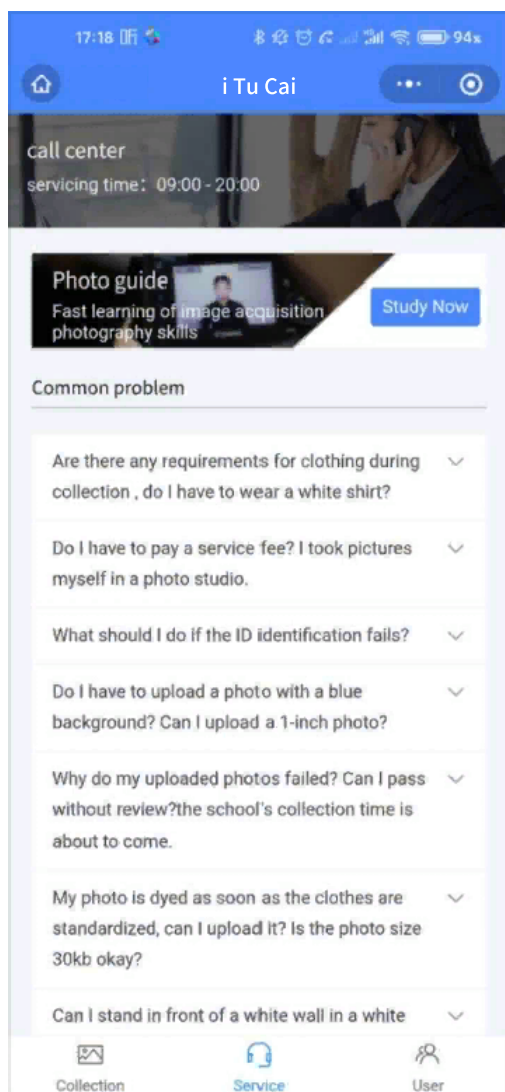
- Collection code: 58
- Name: 周\*
- Passport number: \*\*\*\*\*175X
- student ID: 07
- Your College/Insitution/University: iversity
- Education category: education

## 9.Customer service consultation

By tapping [Customer service], you can use online service or contact customer service.

Please note that :

- Please retake your photo and upload it again as soon as possible if your photo is “not approved” (without extra charge).



## 02 Precautions for taking Photos

1. selecting good indoor light, choose a clean white walls, contrast with the background color of the clothes, the body wall about one meter distance;
2. body parts use the rear camera to the chest part of the bust;
3. ears and forehead, head to face the camera, keep the shoulder level, natural looking, naturally pursed lips;
4. attention to try not to wear glasses, can wear glasses often wear glasses, but may not wear colored glasses, not wearing headdress, earrings, necklaces and other ornaments;
5. Monochrome collared wear, wear suits, avoid complex design, decorative pattern, don't dress is bloated, don't wear sleeveless, condole belt, low-cut blouses, costumes, for image acquisition background is blue, forbidden to wear blue clothes;
6. to avoid shadows or Yin and Yang face face;
7. without makeup, it is prohibited to skin care and makeup, wear lenses;

