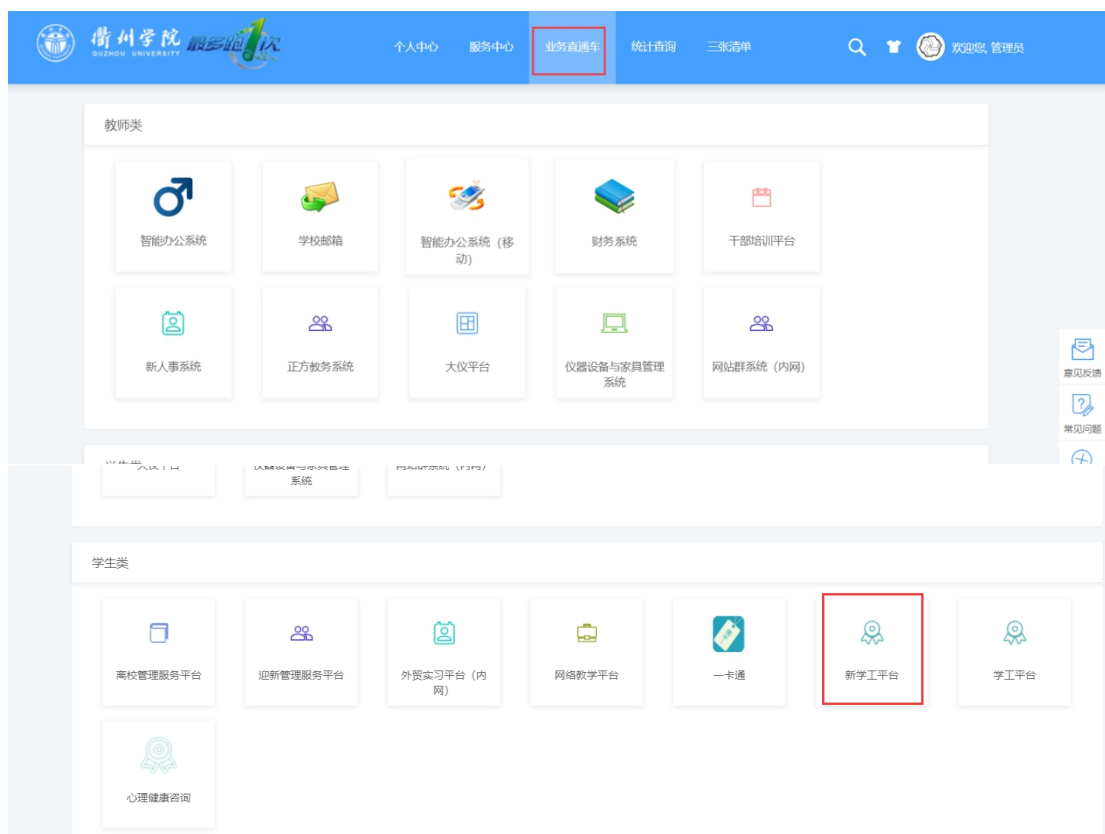


附件 1:

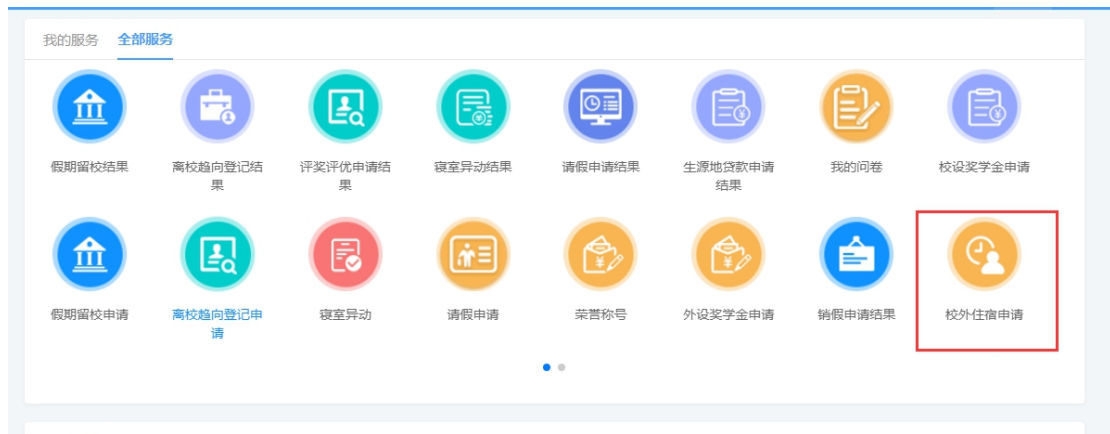
新学工平台“校外住宿申请”及“寝室异动” 操作流程

方法一：电脑端

1. 点击登入服务大厅 (<https://portal.qzc.edu.cn>) 通过统一身份认证登录【服务大厅】，点击【业务直通车】—【新学工平台】进入系统。

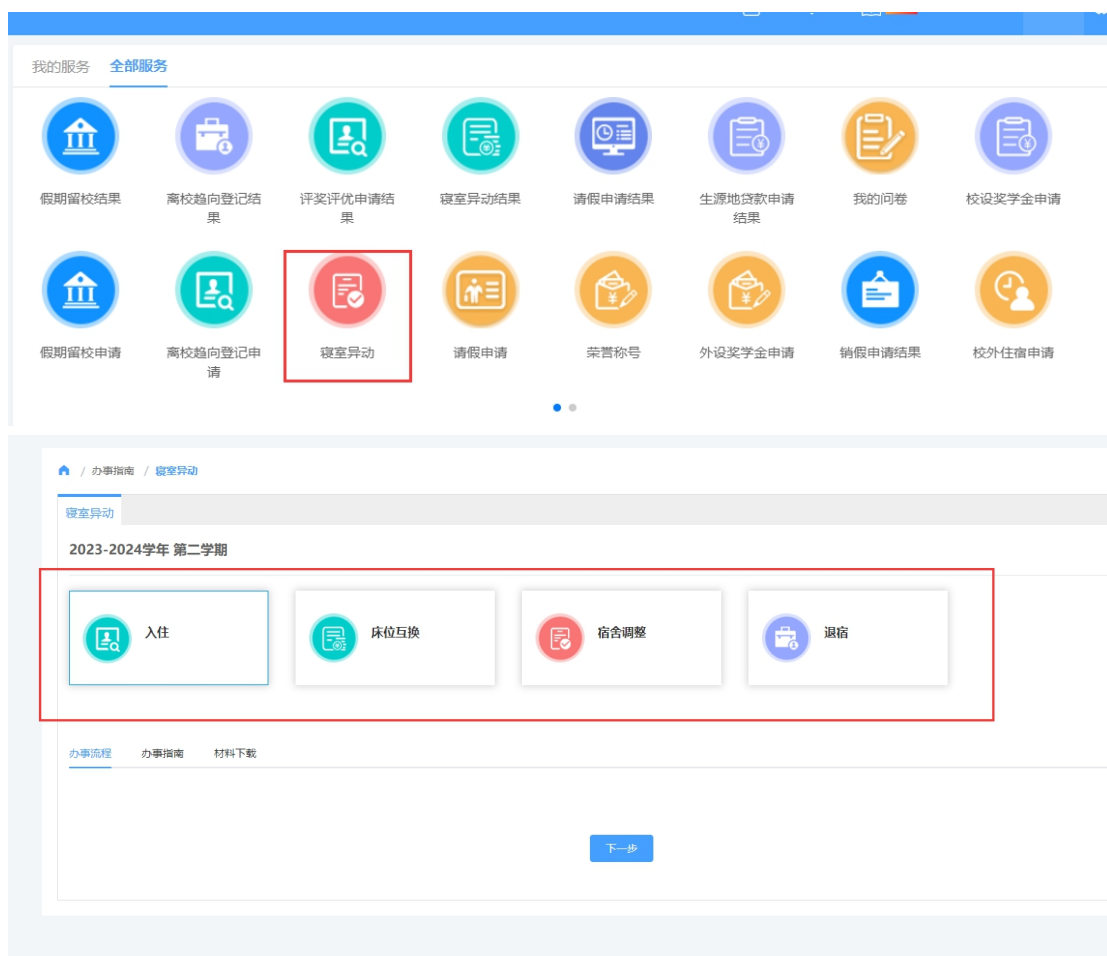


2. 选择【全部服务】，点击【校外住宿申请】，点击【在线办理】

A screenshot of the '校外住宿申请' (Out-of-campus Accommodation Application) form. The form is titled '走访信息' and contains several input fields and checkboxes. The fields are: '开始时间' (Start Time) with a date picker and '必填项' (Required) label; '申请类别' (Application Type) with radio buttons for '初次申请' (Initial Application) and '续报申请' (Renewal Application); '家长身份证号' (Parent ID Number) with a text input and '必填项' label; '交通方式' (Transportation Method) with a dropdown menu; '校外居住房屋性质' (Out-of-campus housing type) with a dropdown menu; '校外住宿地址' (Out-of-campus address) with a large text input and '必填项' label; '校外住宿原因' (Reason for out-of-campus accommodation) with a large text input and '必填项' label; '房东姓名及手机号' (Landlord name and phone number) with a text input and '必填项' label; and '上传附件' (Upload attachments) with a '点击上传' (Click to upload) button. There are also fields for '结束时间' (End Time), '家长姓名' (Parent name), '家长联系方式' (Parent contact information), and '是否与家人同住' (Live with family) with radio buttons for '否' (No) and '是' (Yes). At the bottom, there is a '提交申请' (Submit Application) button and a note: '请上传《衢州学院校外住宿申请表》、《衢州学院学生校外住宿协议书》、校外住宿证明材料（比如县级以上医院诊断证明）、房屋租赁合同、拍照或扫描件。' (Please upload the 'Qingzhou University Out-of-campus Accommodation Application Form', 'Qingzhou University Student Out-of-campus Accommodation Agreement', out-of-campus accommodation supporting materials (such as county-level or above hospital diagnosis certificates), rental contracts, photos or scanned copies.)

3.填写相关信息，上传相关附件，提交申请，等待班主任、辅导员审批，审批通过即完成申请。

4. 选择【全部服务】，点击【寝室异动】，选择要办理的异动类型。填写相关信息后提交，等待审核完毕后才能异动成功。



4.1 床位互换：仅需调换床位的其中 1 位同学申请即可，不能 2 个人都申请。

方法二：手机端

1. 扫码下载智慧衢院 APP（苹果系统需进入手机【设置】点击【通用】【设备管理】选择信任此 APP）



2.打开 APP，登录 APP，账号：学生学号 密码：门户密码。



The image shows the login page of the '智慧衢院' (Smart Weiyuan) app. At the top, there is a small circular logo and the text '智慧衢院'. Below this, there are two input fields: '职工号/学号' (Employee ID/Student ID) and '请输入密码' (Please enter password). There is a checked checkbox for '记住密码' (Remember password) and a link for '忘记密码' (Forgot password). A large blue button labeled '登录' (Login) is positioned below the input fields. At the bottom, there is a checked checkbox for '我已阅读《用户协议》和《隐私声明》' (I have read the User Agreement and Privacy Statement).

3. 进入新学工平台。进入首页点击业务系统，进入【新学工平台】。



进入新学工平台后，点击【我的服务】后面的齿轮，把“校外住宿申请”、“寝室异动”增加进来，这样下次就可以在“我的服务”中直接使用。

5

我的消息

0

我的申请

通知公告

更多

暂无数据

我的服务



请假申请



请假申请结果



学生信息修改



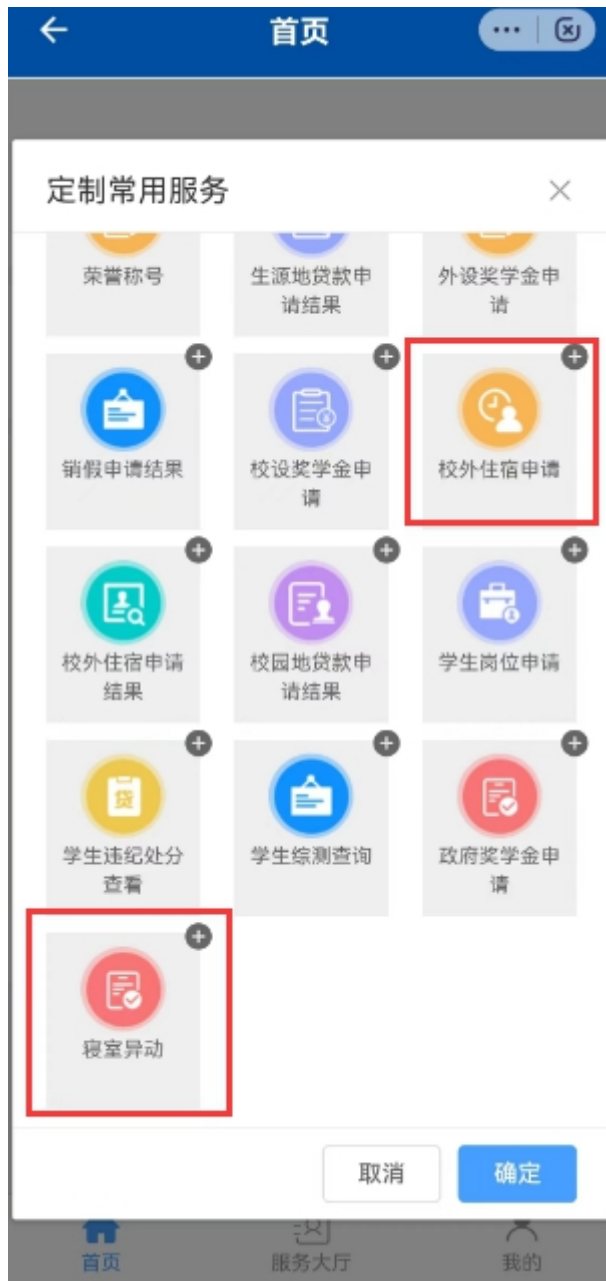
首页



服务大厅



我的



申请填写的要求与 PC 端一样。