

3sysACADEMIC

Weixin / WeChat Message Registration

User Guide



Document Reference: 3023/1

Published by WCBS September 2018

Developed against 3sysACADEMIC version 5.0.0 - 5.7.1

Helpline: +44 (0)1458 833 055

Telephone: +44 (0)1458 833 344

Fax: + 44 (0)1458 835297

Email: support@wcbs.co.uk

Website: www.wcbs.co.uk

Address:

West Country Business Systems (Holdings) Limited

Landmark House, Wirrall Park Road, Glastonbury, Somerset, BA6 9FR, UK

West Country Business Systems Ltd Registered No 1770829 West Country Business Systems (Holdings) Ltd Registered No 3387976

Abattia Group Ltd Registered No 3989092 VAT Registration GB 713 7923 30

© Copyright 2018 West Country Business Systems (Holdings) Limited © WCBS, HUB mark, circle marks, 3sys and pass are registered trademarks and HUBapply, WCBS schoolPORTAL, schoolADMIN, WCBS schoolAlumni are TM of West Country Business Systems (Holdings) Limited and associated companies

Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of West Country Business Systems (Holdings) Limited.

Fictitious, example data is used in WCBS guides and documentation to aid users' understanding. Any resemblance to real persons (living or dead), or actual contact details, events, incidents, organisations or locations is purely coincidental.

CONTENTS

CHAPTER 1 Introduction

About WeChat Registration	6
About Weixin / WeChat	6
About Registering for your School's Weixin / WeChat Messages ...	6
Related Documents	6

CHAPTER 2 Registering for Weixin / WeChat Messages

Registering for Weixin / WeChat Messages	8
Registering for your School's Weixin / WeChat Messaging Service	9
Unregistering from your School's Weixin / WeChat Messaging Service	11

This page has been left blank intentionally.

Introduction

Welcome to the *3sysACADEMIC Weixin / WeChat Message Registration User Guide*, a guide for staff who want to receive Weixin / WeChat messages sent by their school via 3sysACADEMIC.

CHAPTER 1

About WeChat Registration

Welcome to the *3sysACADEMIC Weixin / WeChat Message Registration User Guide*. This Guide explains how you, as a member of staff, can use 3sysACADEMIC to subscribe to your school's Weixin / WeChat messaging service. Once you have registered, you will start receiving Weixin / WeChat messages sent by your school.

If at a later date you decide that you no longer want to receive your school's Weixin / WeChat messages, you can unsubscribe via 3sysACADEMIC. This process is also detailed in this guide.



Note: For more information about how to send Weixin / WeChat messages using 3sysACADEMIC, see the *3sysACADEMIC Weixin / WeChat Messaging Module User Guide*.

About Weixin / WeChat

Weixin / WeChat is an instant messaging and social networking app originating in China and now with over 930 million active users around the world. It allows smartphone users to send messages and share news, photos, videos and web links in a similar way to Facebook and WhatsApp. Using Weixin / WeChat, schools can 'broadcast' or 'push' messages to subscribers directly from 3sysACADEMIC.

Weixin / WeChat are essentially different versions of the same core application. Weixin is only available to users registered with a Chinese telephone number, while WeChat is available to any international user. Schools can send messages to users of either version via the 3sysACADEMIC **Messaging** module.

About Registering for your School's Weixin / WeChat Messages

In order to receive your school's Weixin / WeChat messages:

1. You must download the Weixin / WeChat app, if you have not already done so.
2. You must use 3sysACADEMIC to register for your school's messaging service.

Once you have completed these steps, you will start receiving your school's Weixin / WeChat messages via the app.

Related Documents

The following Weixin / WeChat user guides are also available:

- » *WCBS schoolPORTAL Weixin / WeChat Setup Administrator Guide* - For System Administrators configuring the function in WCBS schoolPORTAL.
- » *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide* - Detailing how parents, contacts and pupils can register to receive your school's Weixin / WeChat messages via WCBS schoolPORTAL.
- » *3sysACADEMIC Weixin / WeChat Messaging User Guide* - Describing how staff with the relevant permissions can send Weixin / WeChat messages to subscribers using 3sysACADEMIC.

Registering for Weixin / WeChat Messages

This chapter discusses the following:

Registering for Weixin / WeChat Messages	8
Registering for your School's Weixin / WeChat Messaging Service	9
Unregistering from your School's Weixin / WeChat Messaging Service	11

CHAPTER 2

Registering for Weixin / WeChat Messages

Once your System Administrator has setup Weixin / WeChat messaging in WCBS schoolPORTAL and 3sysACADEMIC, you will be sent a URL. You can then subscribe to your school's Weixin / WeChat messages.


If you decide that you no longer want to receive the school's Weixin / WeChat messages, you can unsubscribe using 3sysACADEMIC too.

For details, see:


- » ["Registering for your School's Weixin / WeChat Messaging Service" on the facing page.](#)
- » ["Unregistering from your School's Weixin / WeChat Messaging Service" on page 11.](#)

Registering for your School's Weixin / WeChat Messaging Service

HOW TO REGISTER FOR YOUR SCHOOL'S WEIXIN / WECHAT MESSAGING SERVICE

 **Note:** This information is for staff, who must register via 3sysACADEMIC to receive Weixin / WeChat messages from their school. Information for parents, contacts and pupils is included in the *WCBS schoolPORTAL Online Help* and *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide*.

1. Click on the URL provided by your school.
The **3sysACADEMIC login** screen appears.

 **Note:** Keep this link on file for future reference. You need it to access these options again, e.g. to unregister.

2. Log in to **3sysACADEMIC**.
The **Weixin / WeChat messaging service** screen appears.

Weixin / WeChat messaging service

Welcome to our Weixin / WeChat messaging service, allowing you to keep up-to-date with your school.

Tick this box to agree to your school contacting you directly via Weixin / WeChat.

[Next](#)

3. If you are happy for your school to contact you via Weixin / WeChat, tick the **Tick this box to agree to your school contacting you directly via Weixin / WeChat** check box.

Weixin / WeChat messaging service

Welcome to our Weixin / WeChat messaging service, allowing you to keep up-to-date with your school.

Tick this box to agree to your school contacting you directly via Weixin / WeChat.

[Next](#)

4. Click **Next**.
The **Registration** screen appears.

Registration

Please enter the number for the mobile you have installed Weixin / WeChat on.

Mobile number

[Next](#)

5. Add the mobile telephone number associated with your Weixin / WeChat account.
 - a. If required, click on the flag and select the relevant international dialling code from the drop list.

Registration

Please enter the number for the mobile you have installed Weixin / WeChat on.

Mobile number 🇬🇧

- 🇬🇧 United Kingdom +44
- 🇨🇳 China (中国) +86
- 🇦🇫 Afghanistan (افغانستان) +93
- 🇦🇱 Albania (Shqipëri) +355
- 🇩🇿 Algeria (الجزائر) +213
- 🇲🇵 American Samoa +1684
- 🇦🇩 Andorra +376

Next

- b. Type your mobile telephone number in the **Mobile number** field.

Registration

Please enter the number for the mobile you have installed Weixin / WeChat on.

Mobile number 🇨🇳

Next

6. Click **Next**.
The **Scan to Complete** screen appears.

Scan To Complete


Scan the QR code in your Weixin / WeChat app.

Once accepted your registration is complete!

7. Using the Weixin / WeChat app on your mobile telephone, go to **Discover > Scan QR Code** and scan the QR code to complete the registration process.

Unregistering from your School's Weixin / WeChat Messaging Service

HOW TO UNREGISTER FROM YOUR SCHOOL'S WEIXIN / WECHAT MESSAGING SERVICE

 **Note:** This information is for staff who wish to stop receiving Weixin / WeChat messages from their school. Staff unregister from this service using 3sysACADEMIC. Information about how pupils and contacts unregister is included in the *WCBS schoolPORTAL Online Help* and *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide*.

1. Click on the URL provided by your school and log in to 3sysACADEMIC.
The **Weixin / WeChat Account Registered** screen appears.

Weixin / WeChat Account Registered

Mobile number XXXXXXXXXX

Active

[Unregister Weixin / WeChat Account](#)

2. Click **Unregister Weixin / WeChat Account**.
The **Weixin / WeChat Account Unregistered** screen appears.

Weixin / WeChat Account Unregistered

[Registration Account](#)

You are now unregistered from your school's Weixin / WeChat messaging service and should no longer receive messages via the app.

Helpline: +44 (0)1458 833 055

Telephone: +44 (0)1458 833 344

Fax: + 44 (0)1458 835297

Email: support@wcbs.co.uk

Website: www.wcbs.co.uk

Address:

West Country Business Systems (Holdings) Limited

Landmark House, Wirrall Park Road, Glastonbury, Somerset, BA6 9FR, UK

