WCBS schoolPORTAL

Weixin / WeChat Messaging Setup

Administrator Guide

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CHAPTER 1

Introduction

Welcome to the *WCBS schoolPORTALWeixin / WeChat Messaging Setup Administrator Guide*, a guide for System Administrators setting up Weixin / WeChat messaging in WCBS software.

This chapter discusses the following:

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Introduction

Welcome to the *WCBS schoolPORTALWeixin / WeChat Messaging Setup Administrator Guide*, a guide for System Administrators setting up Weixin / WeChat messaging in WCBS software.

This Guide explains:

- How System Administrators register your school's Weixin / WeChat Enterprise Account in WCBS schoolPORTAL, linking the two. This is the first step towards using your WCBS software to send messages to Weixin / WeChat users.
- How you enable staff, contacts, parents and pupils to register / subscribe to receive your school's messages.
- How to disable Weixin / WeChat messaging in WCBS schoolPORTAL.

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.

WCBS software has been enhanced so that school customers can use it to send Weixin / WeChat messages to staff, contacts, parents or pupils who have registered with / subscribed to their feed.

About Setting up WCBS Software for Weixin / WeChat Messaging

To enable your school to send Weixin / WeChat messages using its WCBS software:

1. ***Your school must register a Weixin / WeChat Enterprise Account.***

   The WCBS Messaging Service can use any existing Weixin / WeChat Enterprise Account. The WCBS Messaging Service communicates with Weixin / WeChat using the official API. This service must be able to communicate with the Weixin / WeChat API via a fixed IP address using the recommended port 80.

2. ***Your System Administrator must link your school's Weixin / WeChat Enterprise Account to its WCBS software.***

   This is done using WCBS schoolPORTAL. More information is provided in this guide.

3. ***Your message recipients must download the Weixin / WeChat app.***

   The pupils, contacts, parents and staff that you want to message also need to have a Weixin / WeChat account.

4. ***Staff must register to receive your Weixin / WeChat messages.***

   Staff do this using 3sysACADEMIC.

5. ***Pupils, contacts and parents must register to receive your Weixin / WeChat messages.***

   Pupils, contacts and parents do this using WCBS schoolPORTAL.

6. ***The Messaging module must be available in 3sysACADEMIC***.

   Weixin / WeChat messages are sent and managed using the **Messaging** module in 3sysACADEMIC. Staff responsible for sending Weixin / WeChat on behalf of your school should be given access to this module by your System Administrator.

Once these steps have been completed, you are ready to start sending Weixin / WeChat messages to registered users.

More Details: For information about sending Weixin / WeChat messages, see the *3sysACADEMIC Weixin / WeChat Messaging User Guide*.

Before you Begin

Before you can link it to your WCBS software, you need the following information from your Weixin / WeChat Enterprise Account. You will need to enter this information and upload the QR code as part of the linking process.

- Corporation id.
- Application secret.
- Application agent id.
- Address book sync secret.
- QR code.

About theWeixin / WeChat Message Registration / Subscription Process

Once your System Administrator has linked your school's Weixin / WeChat Enterprise Account with WCBS schoolPORTAL, staff, pupils, contacts and parents can subscribe to your Weixin / WeChat messages.

The registration / subscription process is as follows:

1. You add your school's Weixin / WeChat Enterprise Account details to WCBS schoolPORTAL.
2. Your System Administrator sends a registration URL to relevant staff, contacts and / or pupils, e.g. in an email. Contacts and / or pupils can also be directed to the **Weixin / WeChat registration** button on their **My Details** screen within WCBS schoolPORTAL.
3. Recipients click on the URL or the **Weixin / WeChat registration** button and complete the subscription process via 3sysACADEMIC or WCBS schoolPORTAL.

   Staff subscribe using 3sysACADEMIC, while pupils and contacts subscribe using WCBS schoolPORTAL.

   Users can then receive Weixin / WeChat messages sent by your school.

   Note: You cannot impersonate a contact or pupil in WCBS schoolPORTAL and register on their behalf.

Related Documents

The following Weixin / WeChat user guides are also available to help different users subscribe to your school's Weixin / WeChat messaging service:

- *3sysACADEMIC Weixin / WeChat Message Registration User Guide* - Explaining how staff can register to receive your school's Weixin / WeChat messages using 3sysACADEMIC.
- *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide* - Detailing how parents, contacts and pupils can register to receive your school's Weixin / WeChat messages using WCBS schoolPORTAL.

In addition, the *3sysACADEMIC Weixin / WeChat Messaging User Guide* is available, outlining how to use 3sysACADEMIC to send messages to registered / subscribed staff and pupils.

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CHAPTER 2

Registering a Weixin / WeChat Enterprise Account

This chapter discusses the following:

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About Registering your Weixin / WeChat Enterprise Account

This chapter explains how to register your Weixin / WeChat Enterprise Account in WCBS schoolPORTAL and enable staff, contacts, parents and pupils to subscribe to your messages.

If at a later date your school no longer wants to allow users to register for Weixin / WeChat messages via WCBS schoolPORTAL or 3sysACADEMIC, the function must be disabled in WCBS schoolPORTAL.

For details, see:

- "Registering your School's Weixin / WeChat Enterprise Account in WCBS schoolPORTAL" below
- "Disabling User Registration via WCBS schoolPORTAL / 3sysACADEMIC" on page 13.

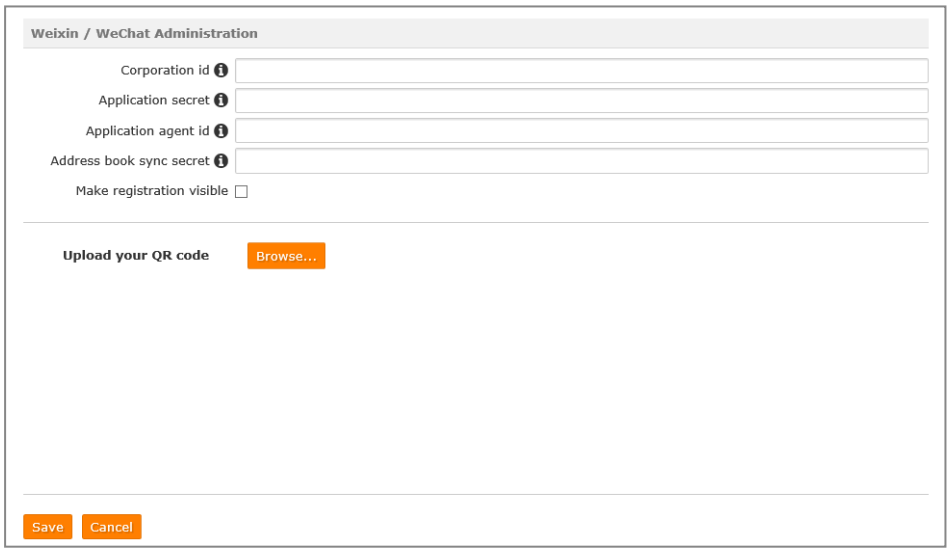
Registering your School's Weixin / WeChat Enterprise Account in WCBS schoolPORTAL

Note: We discourage you from undertaking this procedure using an iPad due to a known issue affecting large image uploads. This should be addressed in a future release.

HOW TO ADD YOUR SCHOOL'S WEIXIN / WECHAT ENTERPRISE ACCOUNT DETAILS TO WCBS SCHOOLPORTAL

1. Go to **Application Setup > Weixin / WeChat Registration**.

   The **Weixin / WeChat Administration** screen appears.



Note: If you cannot see a menu option, check that you have been given access to it via your profile permission settings (**Accounts & Profiles > Administrator Profiles**) or contact your System Administrator. For more information about profiles, see the *WCBS schoolPORTAL Accounts & Profiles Administrator Guide*.

2. Complete the fields using information provided by Weixin / WeChat in relation to your Enterprise Account, i.e. your school's:
   - Corporation id.
   - Application secret.
   - Application agent id.
   - Address book sync secret.
3. To enable Weixin / WeChat registration within WCBS schoolPORTAL and 3sysACADEMIC, tick the **Make registration visible** check box. This means that users can access the registration screens and that the **Weixin / WeChat registration** button appears on contacts / pupils' **My Details** screens within WCBS schoolPORTAL.
4. Click **Browse...** to upload the QR code image provided by Weixin / WeChat.
5. Once you have completed all the fields, click **Save**.

6. Contact relevant staff and explain that to register to receive your school's Weixin / WeChat messages, they need to:
   a. Go to 3sysACADEMIC via https://INSERT YOUR 3sysACADEMIC URL HERE/WeChatRegistration/Step1 OR http://INSERT YOUR 3sysACADEMIC URL HERE/WeChatRegistration/Step1. (Which link you use depends upon how your site is set up. Please check with your IT team.)

      Note: The registration screens cannot be accessed via the existing menus in 3sysACADEMIC. The only way to reach them and complete the registration process is using the URL you provide, as a System Administrator, described above.

   b. Complete the registration screens.

      Note: For further information about the staff registration process, see the *3sysACADEMIC Online Help* or the *3sysACADEMIC Weixin / WeChat Message Registration User Guide*.

7. Tell relevant parents / contacts / pupils that to register to receive your school's Weixin / WeChat messages, they need to:
    a. Do ONE of the following:
        - Go to WCBS schoolPORTAL via https://INSERT YOUR WCBS schoolPORTAL URL HERE/WeChatRegistration/Step1 OR http://INSERT YOUR WCBS schoolPORTAL URL HERE/WeChatRegistration/Step1. (Which link you use depends upon how your site is set up. Please check with your IT team.)
        - Log in to WCBS schoolPORTAL and click the **Weixin / WeChat registration** button on their **My Details** screen.
    b. Complete the registration screens.

> **Note:** For further information about the contact / pupil registration process, impersonate a non-administrative user and go to the *WCBS schoolPORTAL Online Help* or see the *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide*.

8. Ensure that relevant staff have access to the **Messaging** module in 3sysACADEMIC and begin using it to send Weixin / WeChat messages to registered recipients.

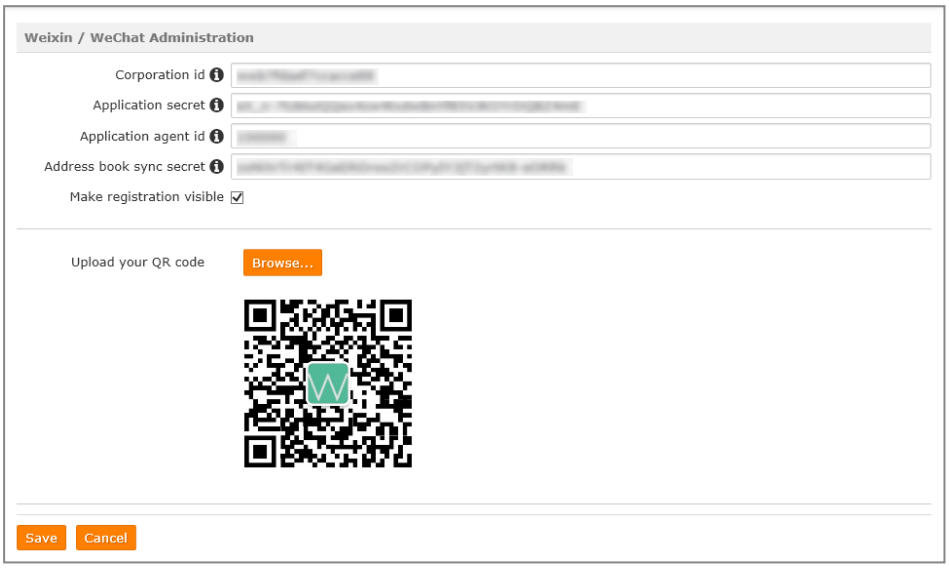
> **Note:** For more information about how to send messages, see the *3sysACADEMIC Weixin / WeChat Messaging User Guide* or the *3sysACADEMIC Online Help*.

Disabling User Registration via WCBS schoolPORTAL / 3sysACADEMIC

HOW TO DISABLE USER REGISTRATION VIA WCBS schoolPORTAL / 3sysACADEMIC

1. Go to **Application Setup > Weixin / WeChat Administration**.

   The **Weixin / WeChat Administration** screen appears.



> **Note:** If you cannot see a menu option, check that you have been given access to it via your profile permission settings (**Accounts & Profiles > Administrator Profiles**) or contact your System Administrator. For more information about profiles, see the *WCBS schoolPORTAL Accounts & Profiles Administrator Guide*.

2. Untick the **Make registration visible** check box.
3. Click **Save**.

   The registration screens in 3sysACADEMIC and WCBS schoolPORTAL are no longer available to users.

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