

WCBS schoolPORTAL

## Weixin / WeChat Message Registration

### User Guide



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# Introduction

Welcome to the *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide*, a guide for parents, pupils and contacts who want to receive Weixin / WeChat messages from their school.

# CHAPTER 1

## Introduction

Welcome to the *WCBS schoolPORTAL Weixin / WeChat Message Registration User Guide*.

Your school is now using WCBS software to send Weixin / WeChat messages. If you would like to receive these messages, you need to register. This Guide explains how you can do this using WCBS schoolPORTAL.

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

### About Weixin / WeChat

Weixin / WeChat is an instant messaging and social networking app originating in China and now with over 960 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, your school can send messages to people who have subscribed / registered to receive them.

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. Your school can send messages to both Weixin and WeChat users.

### 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 WCBS schoolPORTAL 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.



**Note:** If you have any questions about registering for your school's Weixin / WeChat messages, please contact your school.

# Registering for Weixin / WeChat Messages

This chapter discusses the following:

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Unregistering from your School's Weixin / WeChat Messaging Service	11

# CHAPTER 2

## About Registering for Weixin / WeChat Messages

To receive your school's Weixin / WeChat messages, you need to register for the service using WCBS schoolPORTAL.

If you decide that you no longer want to receive your school's Weixin / WeChat messages, you unsubscribe using WCBS schoolPORTAL too.

For more information, 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 TO RECEIVE YOUR SCHOOL'S WEIXIN / WECHAT MESSAGES

1. Do ONE of the following:
  - » Log in to your WCBS schoolPORTAL site and, on the **My Details** screen, click **Weixin / WeChat registration**.
  - » Click on the URL provided by your school and log in to your WCBS schoolPORTAL site.

The **Weixin / WeChat Messaging Service** screen appears.

### Weixin / WeChat Messaging Service

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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](#)

2. 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](#)

3. Click **Next**.

The **Registration** screen appears.

### Registration

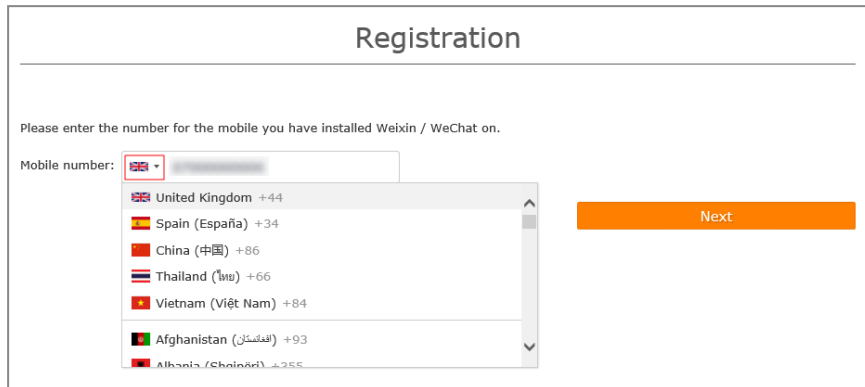
---

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

Mobile number:

[Next](#)

4. 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**

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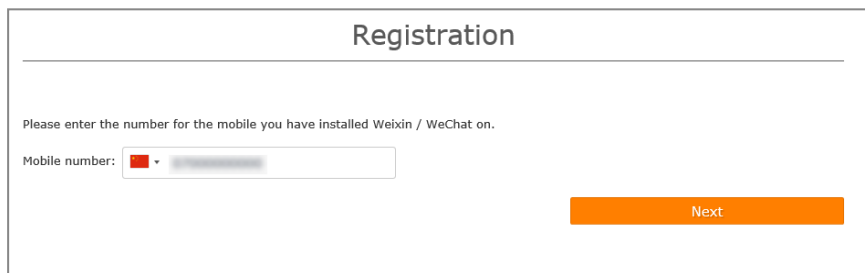
Please enter the number for the mobile you have installed Weixin / WeChat on.

Mobile number: UK

-  United Kingdom +44
-  Spain (España) +34
-  China (中国) +86
-  Thailand (ไทย) +66
-  Vietnam (Việt Nam) +84
-  Afghanistan (افغانستان) +93
-  Albania (Shqipëri) +355

[Next](#)

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



**Registration**

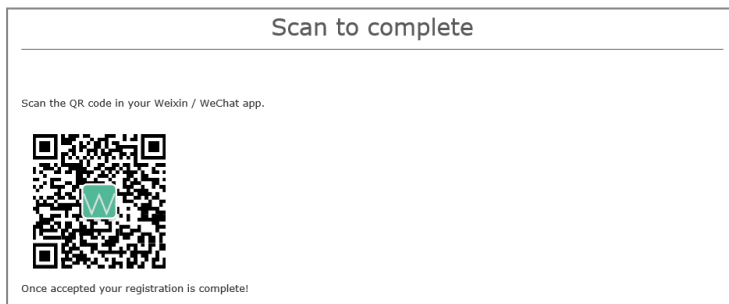
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Please enter the number for the mobile you have installed Weixin / WeChat on.

Mobile number: UK

[Next](#)


5. Click **Next**.  
The **Scan to complete** screen appears.



**Scan to complete**

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Scan the QR code in your Weixin / WeChat app.



Once accepted your registration is complete!

6. 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

1. Do ONE of the following:
  - » Log in to your WCBS schoolPORTAL site and, on the **My Details** screen, click **Unregister from Weixin / WeChat**.
  - » Click on the URL provided by your school and log in to your WCBS schoolPORTAL site.

The **Weixin / WeChat Account Registered** screen appears.

**Weixin / WeChat Account Registered**

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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**

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[Registration Account](#)

You will no longer receive Weixin / WeChat messages from your school.

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