

## 第二课堂认证系统操作指南

温馨提示：

1. 为保证良好的填写环境，请使用[电脑端](#)进行操作。
2. 建议使用 Chrome、edge 浏览器进行作答

请根据网络环境，选取下列操作指南：（点击文字即可跳转至指南页面）

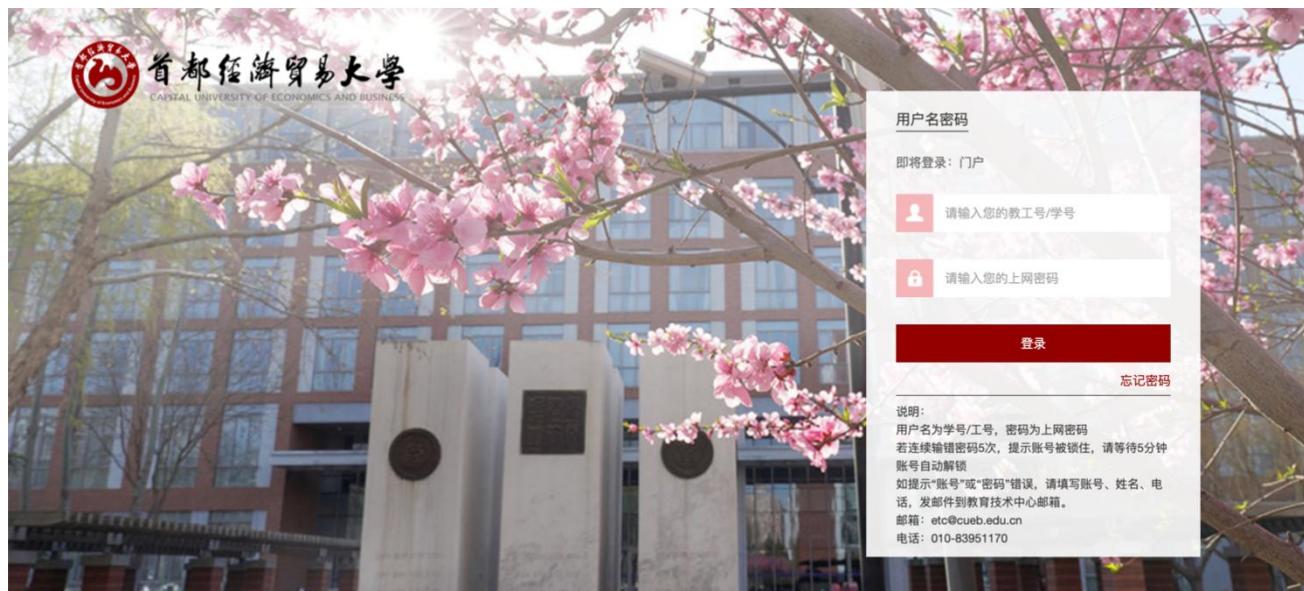
[校园网环境操作指南（需要校园网连接）](#)

[非校园网环境操作指南（不需要校园网连接）](#)

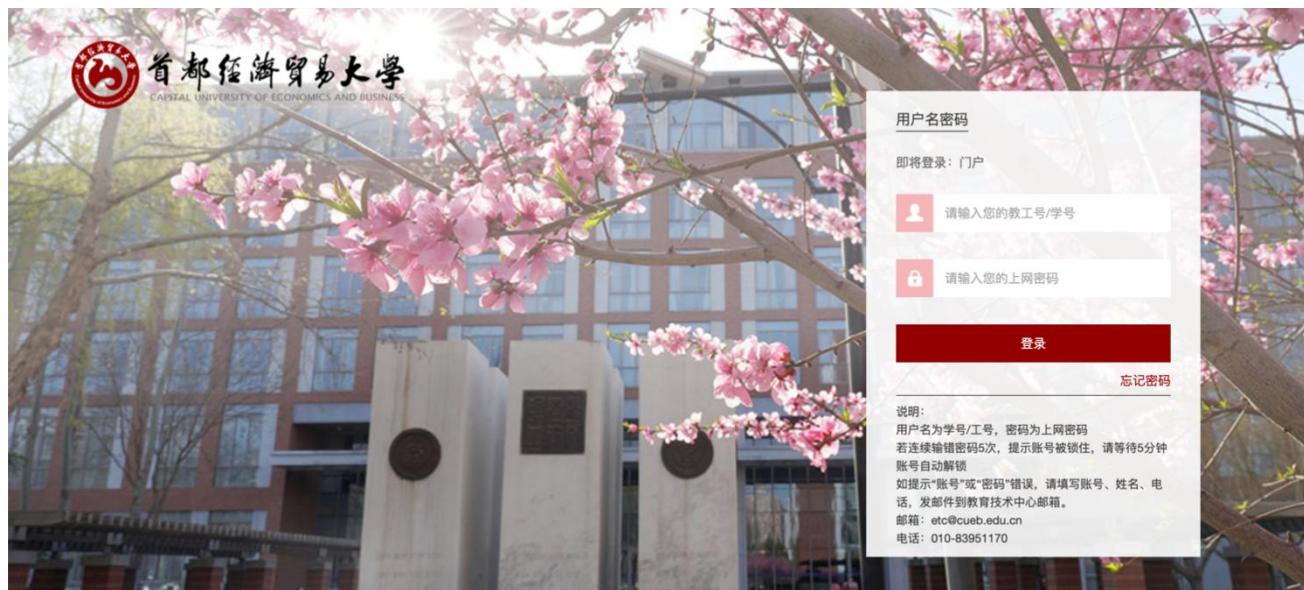
# 校园网环境操作指南

操作之前，请确保设备已连接校园网，并且成功登陆校园网。

- 输入网址：<https://mh.cueb.edu.cn>，登陆门户系统。



- 输入账号密码，登陆门户系统，账号为学号，密码为上网密码，初始密码为 Sjm+身份证后六位。



3. 登陆成功后，点击“学工系统”。

The screenshot shows the '综合信息门户' (Comprehensive Information Portal) homepage. At the top, there is a navigation bar with links for '修改密码' (Change Password) and '安全退出' (Safe Exit). Below the navigation bar, there is a section titled '第11教学周' (Week 11 of the semester). On the left, there is a '便捷应用' (Convenient Application) section with four buttons: '我的档案' (My File), '我的邮件 | 邮箱注册' (My Mail | Email Registration), '我的借阅' (My Loans), and '我的收藏' (My Favorites). On the right, there is a '通知公告' (Notice Announcements) section listing several items under '综合事务' (General Affairs), each with a date. Below this is a '业务类应用' (Business Application) section with various icons and labels, including '财务查询系统' (Financial Query System), '本科生教务' (Undergraduate Teaching Affairs), '学工系统' (Student Affairs System), '正版化(仅校内使用)' (Authorization (Only for Intra-campus Use)), '离校系统' (Leave School System), '财务学生缴费平台' (Financial Student Payment Platform), '自习室座位预约' (Self-study Room Reservation), and '更多' (More). The '学工系统' icon is highlighted with a red box and a red arrow pointing to it.

4. 点击“第二课堂”里的“学分认定”。

The screenshot shows the '学生工作管理系统' (Student Work Management System) homepage. At the top, there is a header with the university's name and a search bar. Below the header, there is a navigation bar with links for '首页' (Home), '经济困难生普查' (Economic困难生 Census), '学籍信息' (Student Record Information), '经济困难生' (Economic困难生), '勤工助学' (Part-time Employment), '奖学金管理' (Scholarship Management), '创新创业' (Innovation and Entrepreneurship), '第二课堂' (Second Classroom), '新生调查' (New Student Survey), and a user profile icon. The '第二课堂' link is highlighted with a red box and a red arrow pointing to it. The main content area is divided into several sections: '用户信息' (User Information), '个人待办' (Personal Pending Tasks), and '通知公告' (Notice Announcements). The '通知公告' section states '暂时没有通知公告!' (No notice announcements available!).

5. 输入账号密码，登陆认证系统，账号为学号，密码为上网密码，初始密码为 Sjm+身份证后六位。

首都经济贸易大学  
统一身份认证

登录

说明：  
用户名为学号/工号，密码为上网密码  
若连续输错密码5次，提示账号被锁住，请等待5分钟账号自动解锁。  
如提示“账号”或“密码”错误，请填写账号、姓名、电话，发邮件到教育技术中心邮箱。  
邮箱：etc@cueb.edu.cn  
电话：010-83951170

6. 进入该页面后，“学分认定”当中的“项目申请”。

第二课堂学分认定 首页

通知公告

第二课堂学分认定系统使用指南（学生版） 2022-04-12 08:58:03

项目申请

系统管理

7. 点击“申请”。

The screenshot shows a table of project applications. The columns are: 项目名称 (Project Name), 评定分数 (Evaluation Score), 成绩 (Grade), 审批状态 (Review Status), and 操作 (Operations). A red box highlights the '操作' column for the first row, which contains a blue button labeled '+ 申请' (Apply). An arrow points from the text '点击“申请”' to this button.

	项目名称	评定分数	成绩	审批状态	操作
<input type="checkbox"/>	首都经济贸易大学2026届毕业生第二课堂学分认定				<a href="#">+ 申请</a> <a href="#">查看</a>

8. 点击“申请”。

The screenshot shows a sidebar menu on the left with options: 首页 (Home), 学分认定 (Credit Recognition), 项目申请 (Project Application), and 系统管理 (System Management). The '项目申请' option is selected. The main content area shows a table of project applications. The columns are: 认定类型 (Recognition Type), 项目名称 (Project Name), 认定内容 (Recognition Content), 学分规则 (Credit Points Rule), 申请说明 (Application Description), 评定分数 (Evaluation Score), 审批状态 (Review Status), 确认状态 (Confirmation Status), and 操作 (Operations). A red box highlights the '操作' column for the first row, and a red arrow points from the text '点击“申请”' to the '+ 申请' button in that column.

认定类型	项目名称	认定内容	学分规则	申请说明	评定分数	审批状态	确认状态	操作
						待审批	未确认	<a href="#">修改</a> <a href="#">查看</a>

9. 填写申请信息，填写完成后，点击“确定”。注：星号为必填项

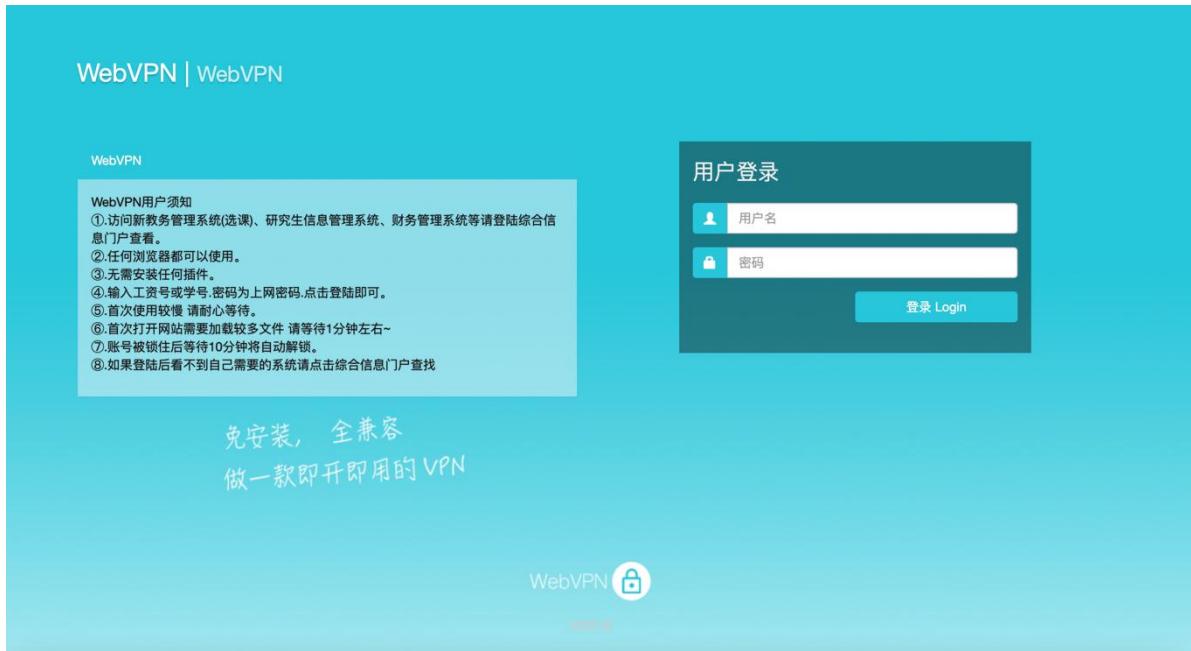
在此处选择活动类型  
在此处选择活动名称  
在此处选择活动具体等级  
审批状态:  
若有特殊情况请填写  
若无特殊情况请填“无”。  
在此处上传证明材料：  
最多上传 5 个附件，请上传 jpg 格式文件  
确定 取消  
填写完成后，点击“确认”提交

10. 填写完成后，可在下方列表中查看已申请项目情况，也可点击“申请”申请下一个项目。

点击“申请”，申请下一个项目  
在此处查看已申请项目审核状态  
操作  
可在此处对已经申请的项目进行修改和删除

# 非校园网环境操作指南

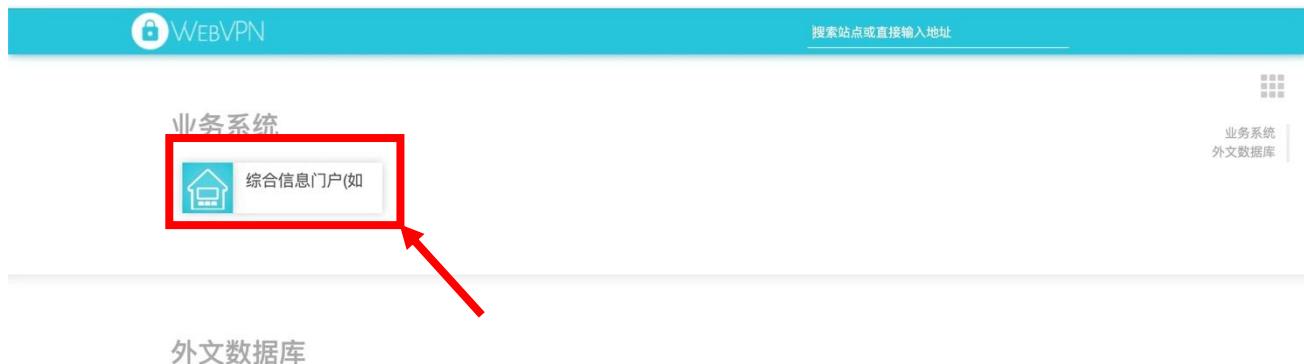
1. 输入网址: <https://webvpn.cueb.edu.cn>。



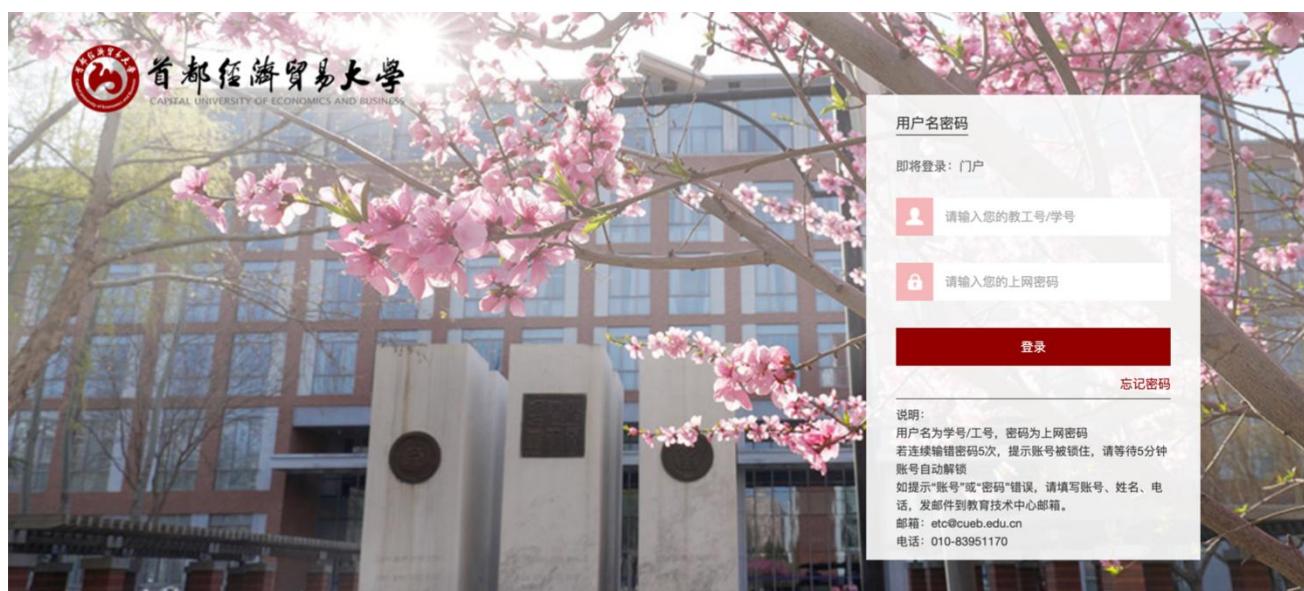
2. 输入账号密码，登陆 VPN 系统，账号为学号，点击获取验证码后，即可登录。



3. 点击“综合信息门户”。



4. 输入账号密码，登陆门户系统，账号为学号，密码为上网密码，初始密码为 Sjm+身份证后六位。



5. 登陆成功后，点击“学工系统”。

The screenshot shows the '综合信息门户' (Comprehensive Information Portal) homepage. At the top, there is a navigation bar with links for '修改密码' (Change Password) and '安全退出' (Safe Exit). Below the navigation bar, there is a section titled '第11教学周' (Week 11 of the semester). On the left, there is a '便捷应用' (Convenient Application) section with four buttons: '我的档案' (My File), '我的邮件 | 邮箱注册' (My Mail | Email Registration), '我的借阅' (My Loans), and '我的收藏' (My Favorites). On the right, there is a '通知公告' (Notice Announcements) section listing several items under '综合事务' (General Affairs), each with a date. Below that is a '业务类应用' (Business Application) section with various icons, including one for '学工系统' (Student Affairs System) which is highlighted with a red box and a red arrow pointing to it.

6. 点击“第二课堂”里的“学分认定”。

The screenshot shows the '学生工作管理系统' (Student Work Management System) homepage. At the top, there is a header with the URL 'xgxt.cueb.edu.cn'. Below the header, there is a navigation bar with links for '首页' (Home), '经济困难生普查' (Economic困难生 Survey), '学籍信息' (Student Record Information), '经济困难生' (Economic困难生), '勤工助学' (Part-time Employment), '奖学金管理' (Scholarship Management), '创新创业' (Innovation and Entrepreneurship), '第二课堂' (Second Classroom), '新生调查' (New Student Survey), and a user profile icon. The '第二课堂' link is highlighted with a red box and a red arrow pointing to it. The main content area is divided into several sections: '用户信息' (User Information), '个人待办' (Personal Pending Tasks), and '通知公告' (Notice Announcements). The '通知公告' section has a message stating '暂时没有通知公告!' (No notice announcements available!).

7. 输入账号密码，登陆认证系统，账号为学号，密码为上网密码，初始密码为 Sjm+身份证后六位。

首都经济贸易大学  
统一身份认证

登录

说明：  
用户名为学号/工号，密码为上网密码  
若连续输错密码5次，提示账号被锁住，请等待5分钟账号自动解锁。  
如提示“账号”或“密码”错误，请填写账号、姓名、电话，发邮件到教育技术中心邮箱。  
邮箱：etc@cueb.edu.cn  
电话：010-83951170

8. 进入该页面后，“学分认定”当中的“项目申请”。

The screenshot shows the homepage of the 'Second Classroom Credit Recognition System'. On the left, there is a sidebar with a dark blue background. It has three main items: '首页' (Home), '学分认定' (Credit Recognition), and '系统管理' (System Management). Under '学分认定', there is a sub-menu with three items: '项目申请' (highlighted with a red box and a red arrow pointing to it), '成绩认定', and '其他认定'. On the right, the main content area has a light gray background. At the top, it says '通知公告' (Announcements). Below that, there is a single announcement card with the title '第二课堂学分认定系统使用指南 (学生版)' (Second Classroom Credit Recognition System Usage Guide (Student Version)) and the date '2022-04-12 08:58:03'.

9. 点击“申请”。

The screenshot shows a table with one row of data. The columns are labeled: 项目名称 (Project Name), 评定分数 (Assessment Score), 成绩 (Grade), 审批状态 (Review Status), and 操作 (Operations). The first column has two checkboxes. The second column contains the text '首都经济贸易大学2026届毕业生第二课堂学分认定'. The fifth column contains a red box around a blue button labeled '+ 申请' (Apply). Below the table, there is a pagination bar showing '共 1 条' (1 item), '10条/页' (10 items per page), and a page number '1'.

10. 点击“申请”。

The screenshot shows a table with multiple rows of data. The columns are labeled: 认定类型 (Recognition Type), 项目名称 (Project Name), 认定内容 (Content), 学分规则 (Credit Rule), 申请说明 (Application Description), 评定分数 (Assessment Score), 审批状态 (Review Status), 确认状态 (Confirmation Status), and 操作 (Operations). The first column has two checkboxes. The second column contains the text '认定类型'. The third column contains the text '项目名称'. The ninth column contains a red box around a blue button labeled '+ 申请' (Apply). A large red arrow points from the bottom left towards this button. On the left side of the screen, there is a sidebar with navigation links: 首页 (Home), 学分认定 (Credit Recognition), 项目申请 (Project Application), and 系统管理 (System Management).

11. 填写申请信息，填写完成后，点击“确定”。注：星号为必填项

在此处选择活动类型  
在此处选择活动名称  
在此处选择活动具体等级  
审批状态:  
若有特殊情况请填写  
若无特殊情况请填“无”。  
在此处上传证明材料：  
最多上传 5 个附件，请上传 jpg 格式文件  
确定 取消  
填写完成后，点击“确认”提交

12. 填写完成后，可在下方列表中查看已申请项目情况，也可点击“申请”申请下一个项目。

点击“申请”，申请下一个项目  
在此处查看已申请项目审核状态  
操作  
可在此处对已经申请的项目进行修改和删除