

“i TuCai” – Offline Centralized Collection Student Operation Manual

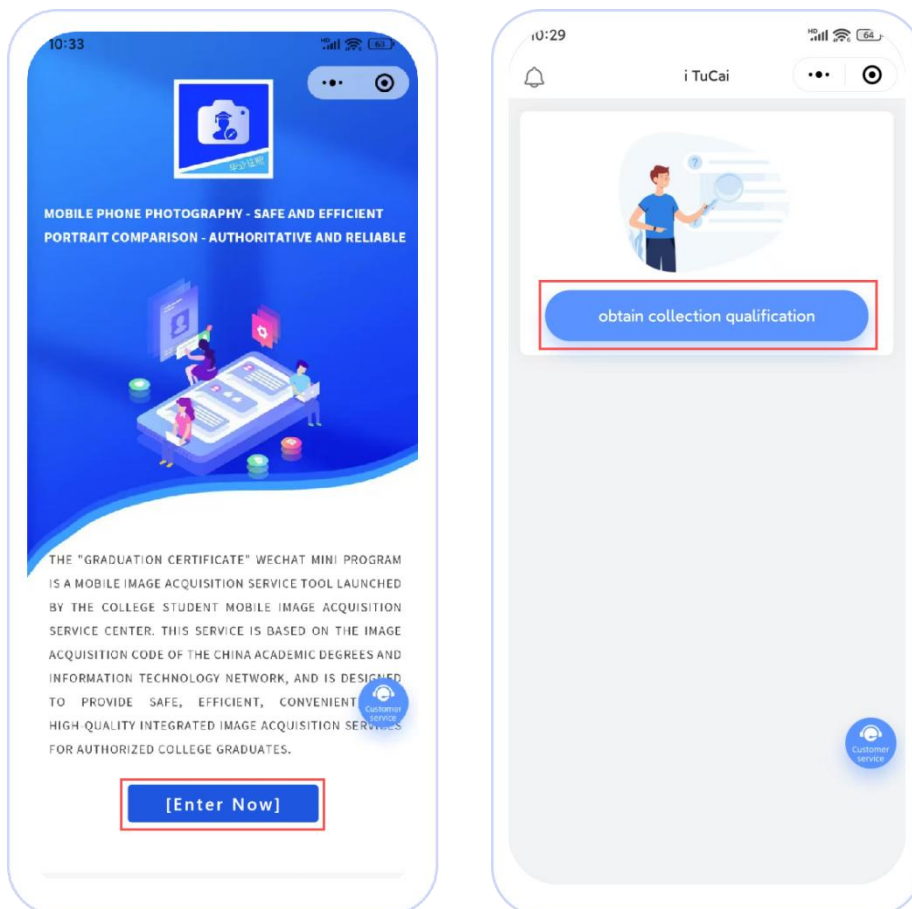


Scan the QR code with WeChat to begin collection

1 How to Use the “i TuCai”WeChat Mini Program for Image Collection

1.1. Authorization & Login (Complete before starting collection)

- 1) After scanning the program QR code, Tap the **[Enter Now]** on the launch page.
- 2) Navigate to the **[Obtain Collection Eligibility]** from the homepage.



1.2. Recognize the Xuexin.com Image Collection Code (Complete before starting collection)

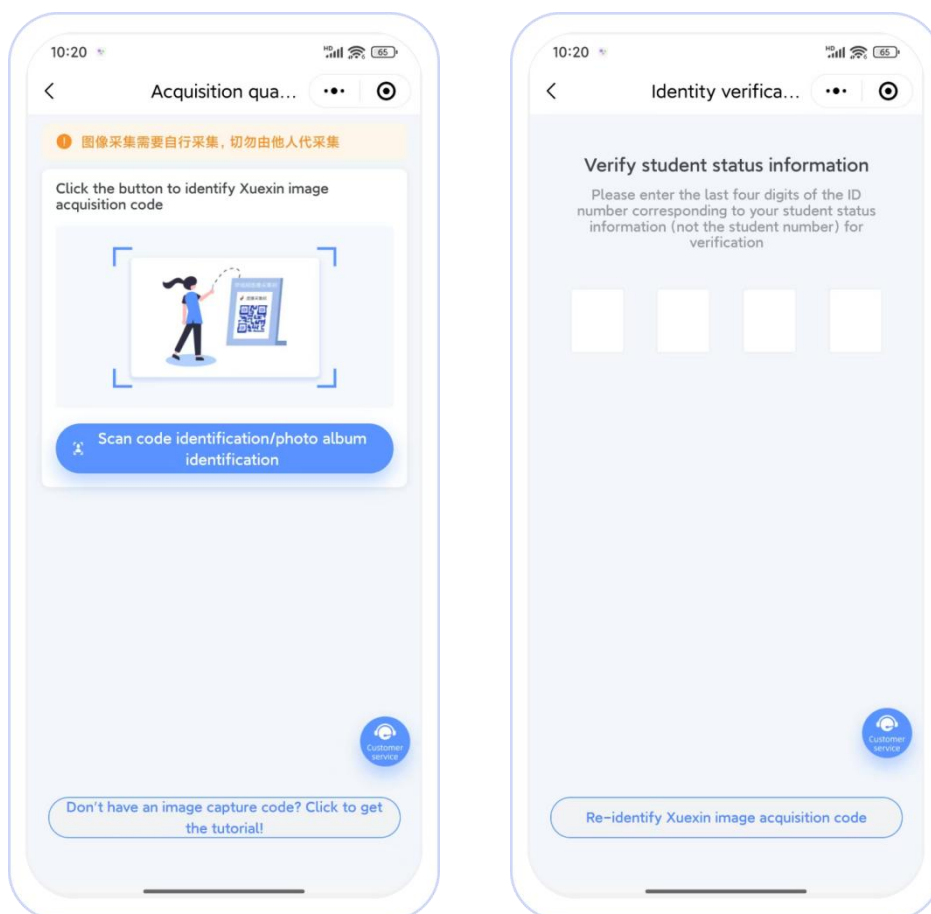
1) If you have the Collection Code:

- Tap the **[Scan Code/Album Recognition]** to proceed.

2) If you need the Collection Code:

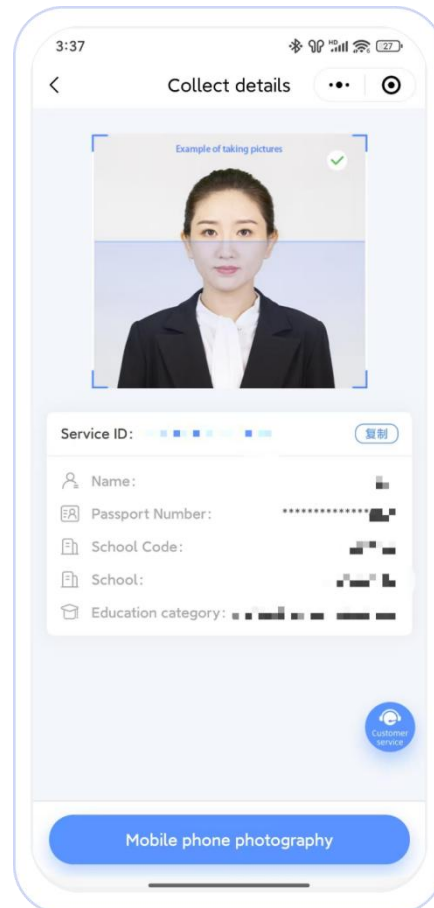
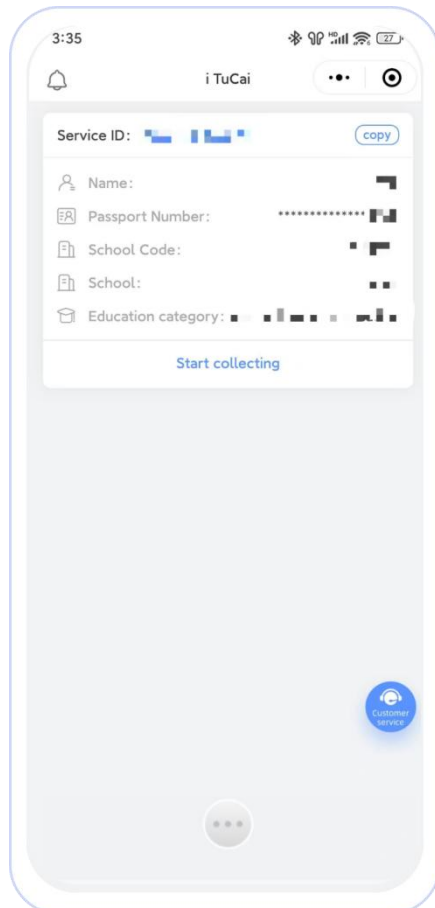
- Tap the link below the button for a tutorial.

3) After successful recognition, enter the **"Verify Academic Information"** page and input the last four digits of your ID number to link your profile.



1.3. Display Collection Eligibility (Complete before starting collection)

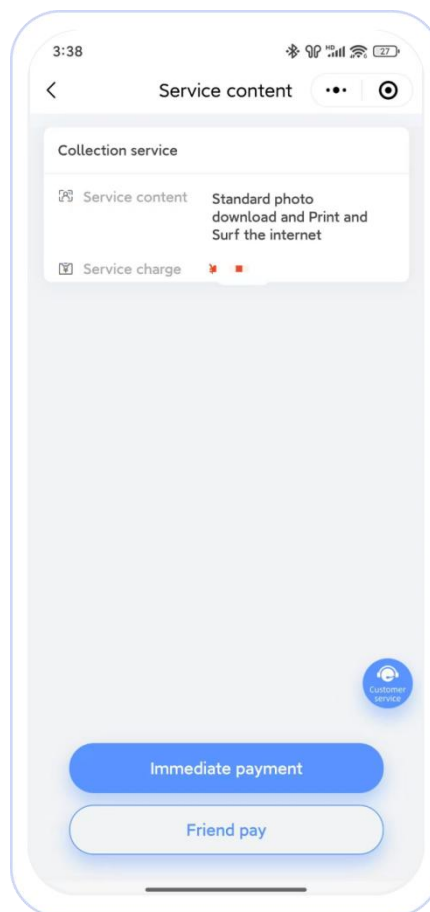
- 1) After verifying your academic information, you will enter the "Collection List".
- 2) Tap the **[Start Collection]** to enter the details page.
- 3) On the collection details page, Tap the **[Start Collection]** button again to enter the "Service Content" page.



1.4. Payment (Complete before starting collection)

Tap the **[Pay Now]** to complete payment. The fee covers image Collection, standardization, and all related services.

Note: The fee is subject to the price displayed on the page.



1.5. Scan QR Code for Queue Number (Must be operated by the student personally at the collection site)

- 1) Open the mini program, enter the QR code queue number interface (as shown in Figure 1).
- 2) Tap the **[Scan Code for Queue Number]** to open the scan interface (as shown in Figure 2), and scan the queue QR code provided by the photographer (This operation must be performed at the collection site).
- 3) If you are prompted with "Number is being generated", please wait patiently for the number to be issued.

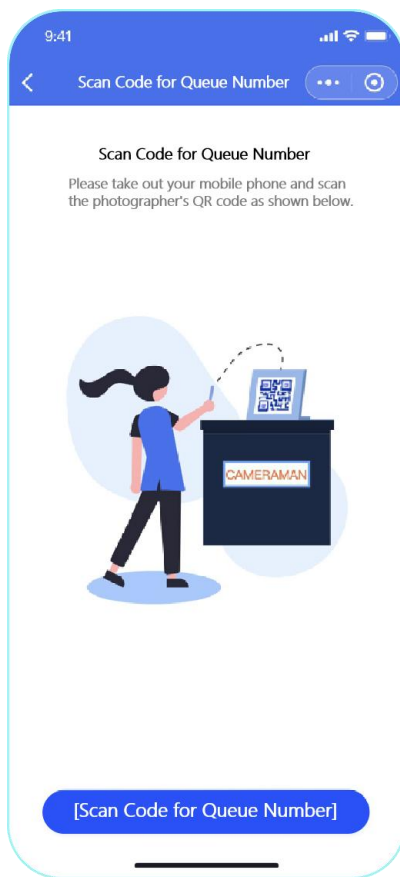


Figure 1

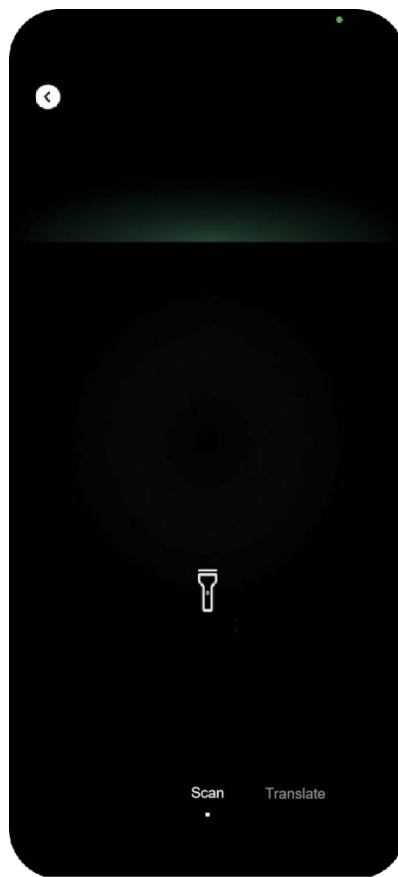


Figure2

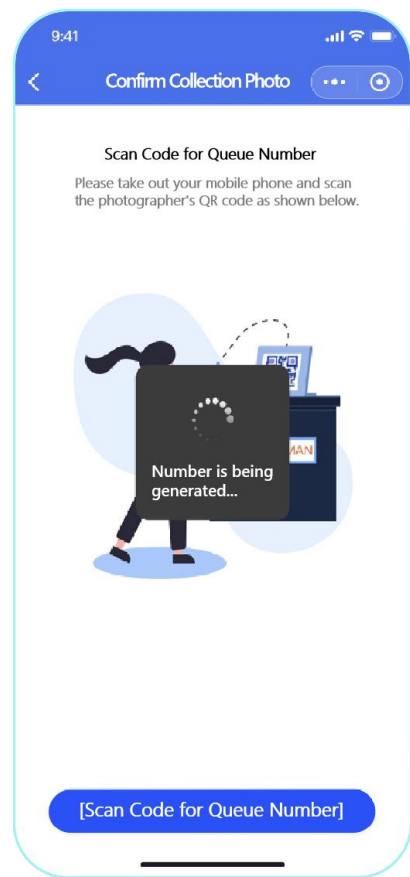
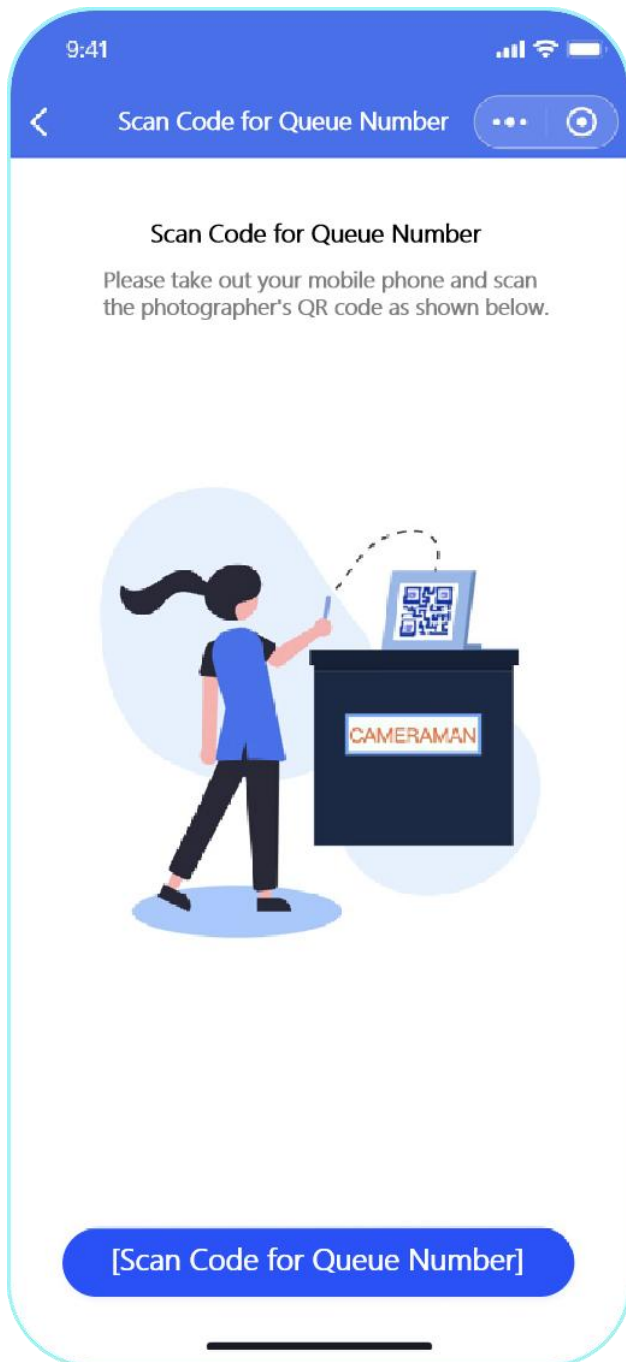


Figure 3

Successful Queue Number Assignment



After the queue number is successfully assigned:

- ① Please queue in the order of your number.
- ② Follow the arrangements of the on-site collection staff for the collection process.
- ③ Do not leave the collection site midway.
- ④ Students who have successfully obtained a queue number should not swap positions arbitrarily.



Supplementary Instructions

If you encounter the following situations, please follow the on-screen prompts:

- 1) If Queue Number Assignment Failed (as shown in Figure 4), please tap the **[Scan Code for Queue Number]** to try again.
- 2) If the Queue Number Has Expired (as shown in Figure 5), please tap the **[Scan Code Again]** to get a new queue number.
- 3) If the Queue Number Has Expired (as shown in Figure 6), please follow the photographer's arrangements.

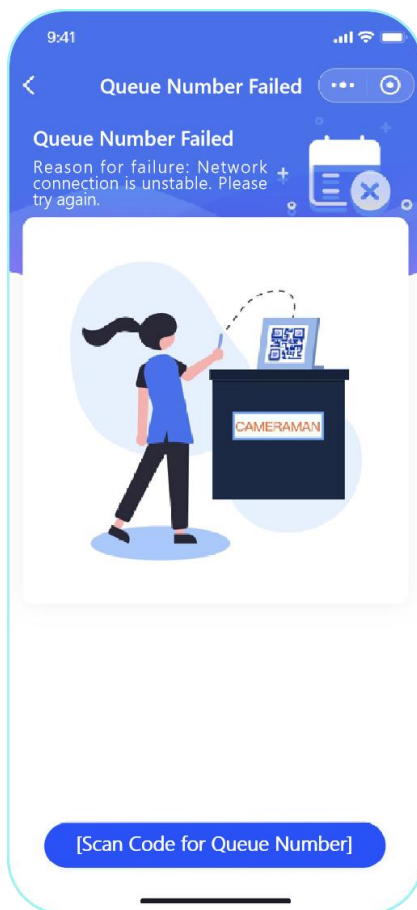


Figure4

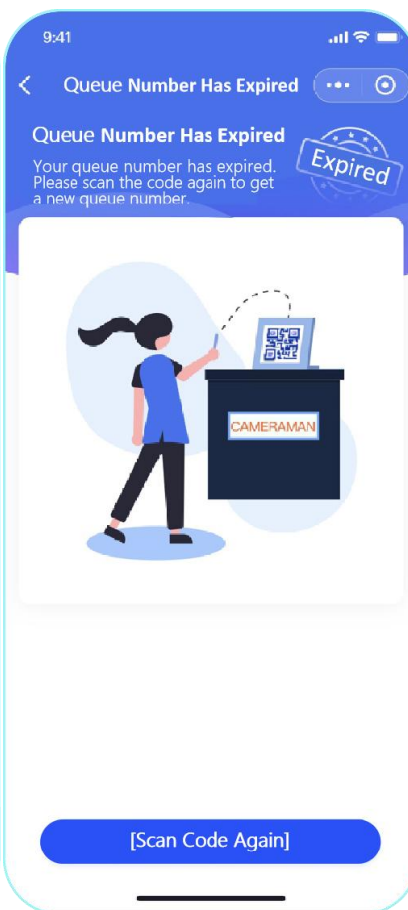


Figure5

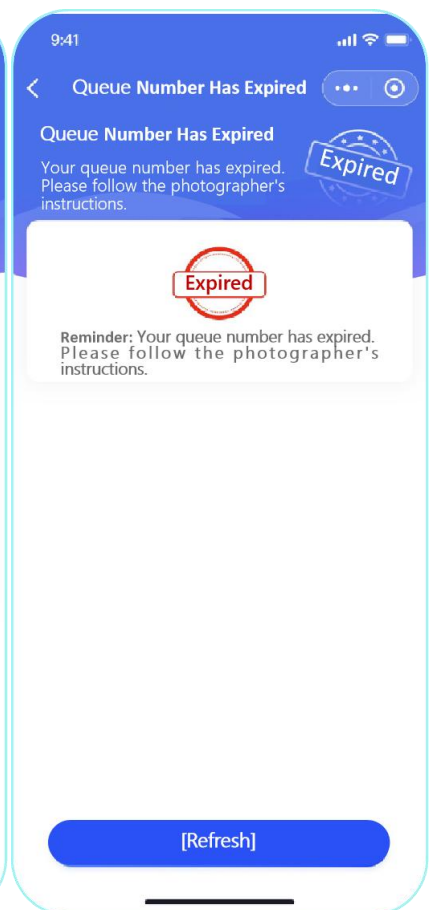


Figure 6

2 Photography Guidelines

1. Ensure both ears and forehead are fully visible, keep your head facing the camera directly with eyes level, and maintain even, aligned shoulders, with a natural expression, lips naturally closed.
2. Please avoid wearing glasses if possible. Those who require glasses for daily use may do so, but tinted glasses are not permitted. Additionally, all accessories, including headwear, earrings, necklaces, or similar items, must be removed.
3. Wear solid-colored collared formal attire and avoid clothing with complex patterns, prints, or bulky silhouettes. Sleeveless tops, spaghetti straps, low-cut necklines, or unconventional clothing styles are prohibited. Additionally, as the photo background is blue, blue clothing is strictly forbidden.
4. Appear with a natural appearance: Beauty filters, cosmetics, colored contact lenses, or any artificial enhancements are strictly prohibited.

