



Nanjing Tech  
University

Student Services  
Section

# i 南工-50 Questions



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What else don't you know about i 南工?

i 南工-50 Questions

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## I. Freshman Information Guide (2023 Edition)

A quick guide for Class of 2023 freshmen to using the campus network. Please click on the following link: Freshman Information Guide (2023 Edition)-Nanjing Tech University Information Management Center (njtech.edu.cn) [Link: <https://network.njtech.edu.cn/info/1207/2368.htm>]

## II. Unified Identity Authentication Account Acquisition

Nanjing Tech University's Unified Identity Authentication uses student ID numbers/staff numbers/temporary account numbers as unique identification for all the students, faculty and staff of the university. All registered individuals within the university can use this account to log in to the wired/wireless network and information portal of Nanjing Tech University. It also enables single sign-on access to various application systems, allowing users to access personal information and school information resources. The Unified Identity Authentication system itself does not generate user data; all relevant data is obtained from the corresponding systems based on the following categories:

Teacher accounts: Identity information is derived from the personnel system;

Student accounts: Identity information is derived from the academic affairs system;

Postgraduate accounts: Identity information is derived from the postgraduate system;

Other (temporary) personnel accounts: Identity information is obtained by the information liaison officer of each unit through the online service hall.

## III. Unified Identity Authentication Account Activation

The Unified Identity Authentication account needs to be activated upon first login. Specific steps are as follows:

1. Visit [i.njtech.edu.cn](http://i.njtech.edu.cn);



2. Enter your student ID number/staff number/temporary account number and the initial password (last 8 digits of your ID card/passport number) to access the account activation page;



3. Follow the instructions to set a new password, complete mobile phone verification, and finish the activation process.



### IV. Unified Identity Authentication Account Password Recovery

If you forget your password for Unified Identity Authentication, you can click on the “Forgot Password” on the login page (i.njtech.edu.cn) and select the “SMS” option for password recovery. If you have changed your mobile number, you need to bring valid identification to the Yifu Library Room 618 for manual modification.



### V. Follow “i 南工” on WeChat

“i 南工” is the mobile platform for Nanjing Tech University’s smart campus. Currently, relying on the Tencent WeCom, users can find the relevant application in WeChat-Contacts-“i 南工” or download WeCom-Workbench. “i 南工” aims to seamlessly integrate various mobile applications and present multiple information aggregation to provide a user-friendly mobile application platform with diverse functions for all faculty and students.

Users with a unified identity authentication account can follow and join “i 南工” by themselves. For specific instructions, please refer to: [Link: <https://network.njtech.edu.cn/info/1081/1911.html>].



Access via WeChat

Access via WeCom





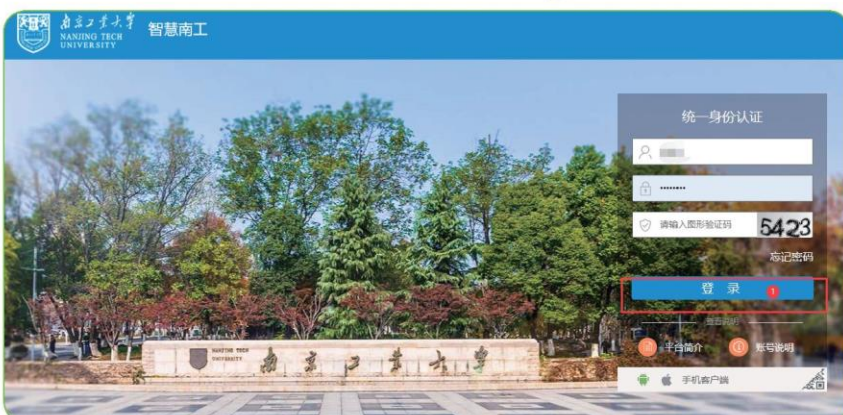
## VI. Modify Associated Mobile Number for “i 南工”

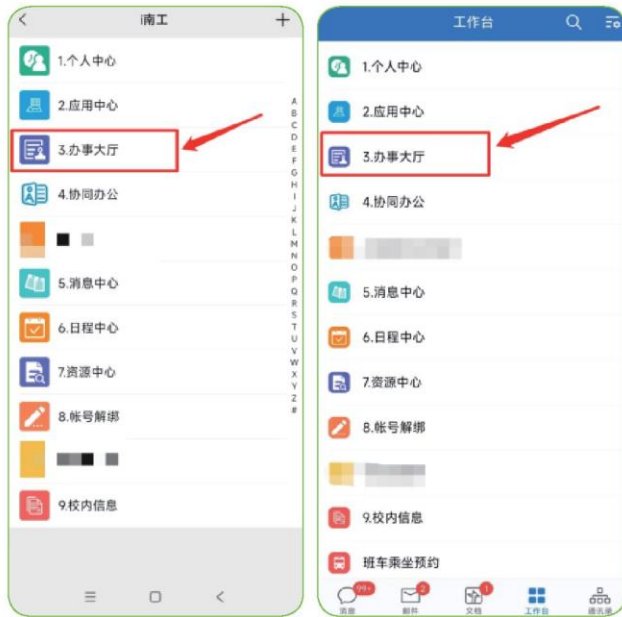
To modify the associated mobile number for “i 南工”, users need to access the bound “i 南工” WeCom account and select Account Unbinding to remove the binding. Then, using a new WeChat account (mobile number), they can follow the correct steps to bind the new account. For details, please refer to: [Link: <https://network.njtech.edu.cn/info/1081/1911.htm>].

## VII. Access the Service Hall

On the web interface, you can access the online service hall through i.njtech.edu.cn after logging in to the i南工 Portal. On the mobile interface, you can access the service hall through “i 南工”.

Access the Service Hall on the Web Interface





Access the Service Hall on the Mobile Interface

## VIII. How to Bookmark Frequently Used Processes

To bookmark common processes in the service hall, users can click on the red heart-shaped button next to the process name. The bookmarked processes will be displayed in the Service Favorites section on the portal homepage.



The online service hall provides various departmental procedures and services, which enables applications, submissions, approvals, and more to be completed online, minimizing the need for users to physically visit different offices. Users can search for specific process names or browse by department within the service hall.



## IX. Email Account Application

i. Upon enrollment, new students will automatically have an email account created. The username is their student ID numbers, and the email domain is @njtech.edu.cn. The first login requires activating the email through Unified Identity Authentication and creating an email alias associated with a mobile number. Password modification is mandatory during the first login.

(1) Activate the email through the i 南工 Portal

Visit <https://i-njtech.edu.cn>, log in, and select Email -> Activate Email.



(2) Activate the email through the email homepage: Visit <https://mail.njtech.edu.cn> and select Unified Identity Authentication to activate the email.



ii. Validity period of student email accounts

(1) Undergraduate student email accounts will be automatically canceled three months after their graduation or departure from the university.

(2) Postgraduate student email accounts will be automatically canceled six months after their graduation or departure from the university. If there is a special need to continue using the email account, an application for email extension can be initiated through "i 南工" -> Online Service Hall -> Postgraduate Student Personal Email Extension Application before graduation. The Information Management Center will review the application, and the account can be extended for a maximum of one year before being canceled.



## X. Recover Email Password

The system supports users in self-service password recovery for their email accounts. To initiate self-service password recovery, users need to first bind their mobile numbers within the email system. New users have already bound their mobile numbers during the email activation process. For old users who registered before June 2022 and have not bound their mobile numbers, they need to log in to their email accounts and select Application Center -> Security Protection Platform to bind their mobile numbers. Users are advised to bind the mobile number promptly to avoid failure to recover the password through self-service after forgetting it.



Once the mobile number is bound, if a user forgets the password, he/she can click on "Forgot Password" in the login box on the email homepage (<https://mail.njtech.edu.cn>) and follow the system prompts to reset the password.

## XI. Set Email Alias

### i. New Users Set Email Alias

The primary account number for the campus email is the student ID number, with the email domain as @njtech.edu.cn. New users can add a custom alias during the email activation process while keeping the email domain unchanged. Each user can only add one alias account, and once the alias is set, it cannot be modified.



### ii. Old Users Set Email Alias

Most old users already have alias accounts. If any old user registered before June 2022 has not set an email alias, he/she cannot set it by himself/herself. He/She can call 025-58139277 to add an alias.



## XII. Postgraduate Student Personal Email Extension Application


Postgraduate student email accounts will be automatically canceled six months after their graduation or departure from the university. However, if there is a genuine need to continue using the email account, postgraduate students can file an email extension application before graduation through “i南工” -> Online Service Hall -> Postgraduate Student Personal Email Extension Application. The application should be reviewed and approved by the supervisor, counselor and college, and be reexamined by the Information Management Center. The email account can be extended for a maximum of one year before being canceled.



### Postgraduate Student Personal Email Extension Application Information Service



提交申请 > 导师审核 > 辅导员审核 > 学院审核 > 信息管理中心审核

 南京工业大学  
NANJING TECH UNIVERSITY

### 研究生个人邮箱延期申请

申请日期: 2023-06-07

学号	<input type="text"/>	姓名	<input type="text"/>	联系方式*	<input type="text"/>
所在院系	<input type="text"/>	专业	<input type="text"/>		
导师姓名*	<input type="text"/>	辅导员姓名*	<input type="text"/>		

**备注:**

- 个人提交申请后需由导师、研究生辅导员和学院进行审核, 并需信息管理中心复审;
- 审核通过后研究生个人邮箱可延期至次年12月31日关闭, 请在此期间及时处理邮件信息, 做好备份和转移工作;
- 如有疑问或请求协助请联系信息管理中心, 联系电话: 58139277.

## XIII. Software Licensing

Nanjing Tech University provides the following licensed software suites for faculty and students (including retired faculty), which can be installed and used on university-owned computers and personal computers:

(1) Autodesk software suite, including Autodesk 2023, Autodesk 2022, Autodesk 2021, and Autodesk 2020. Link:

<https://soft.njtech.edu.cn/index.php/autodesk/>

(2) Adobe suite, including Acrobat, Photoshop, Audition, Premiere, InDesign, Illustrator, After Effects, and 16 other products. Link:

<https://soft.njtech.edu.cn/index.php/adobe/>

(3) Microsoft software suite, including Windows, Office, Visio, Server, and other genuine Microsoft software. Link:

<https://soft.njtech.edu.cn/index.php/microsoft/> If you have any usage questions, please contact Mr. Zhang at 58139801.

## XIV. Campus Card Extension

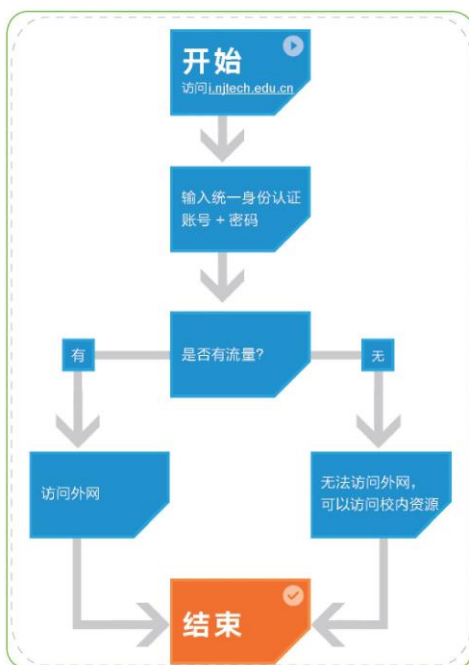
Student cards will be canceled in bulk three months after students graduate or leave the university. Temporary cards will be canceled one month after their expiration if no extension request is submitted. The remaining balance on the card will be refunded through the original recharge path. If there are special circumstances such as delayed graduation, going abroad, military service, or work requirements for temporary cards, individuals can submit an extension request. For postgraduate students, the request must be reviewed and approved by the supervisor, counselor, college, and the Graduate School. For undergraduate students, it must be reviewed and approved by the counselor, college, and the Academic Affairs Office. For temporary cardholders, it requires approval from the second-level unit. After review by the Information Management Center, the card usage period can be extended for one year.

For inquiries, please contact Mr. Xu at 58139277 or Ms. Han at 58139275.

## XV. Internet Access in the Teaching Area

Our university's information platform follows the principle of "one-stop" login and implements "one network, one portal, one login" approach. To access the internet at the campus of Nanjing Tech University, you need to undergo identity verification and permission through the Unified Identity Authentication system. For wired internet access, you need to connect your computers to the network using an Ethernet cable and ensure that the local connection status shows Connected. After that, you can open any web browser, and the browser will automatically redirect you to the unified identity login page.

(If the login page does not appear automatically due to browser version issues, please manually enter "i.njtech.edu.cn" in the address bar.) Enter your activated unified identity account and password to access the internet.



Note: You can check your remaining traffic on the welcome page and the information portal homepage.



Currently, there are three wireless networks available on campus: Njtech, Njtech-Home, and eduroam (in Jiangpu Campus as our university joins eduroma).

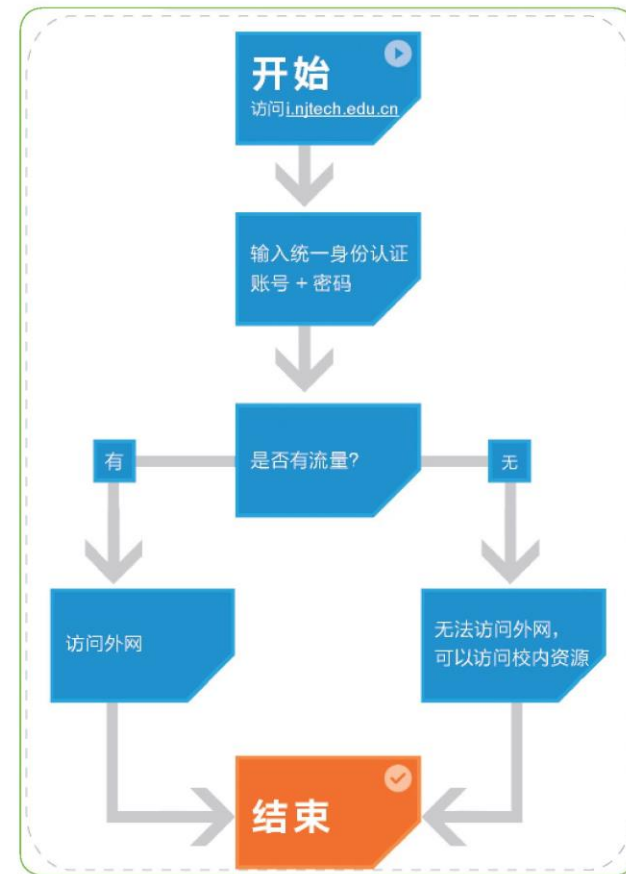


Laptops and mobile phones can connect to the Wireless Njtech network for Wi-Fi access on campus. Please refer to the following flowchart for the steps:



### XVI. Free Traffic in the Teaching Area

Our university provides 15GB of free monthly traffic for undergraduate students and 30GB for postgraduate students. Access to on-campus resources does not consume traffic from your quota.



Note: You can check your remaining traffic on the welcome page and the information portal homepage.



## XVII. Dormitory Internet Access

### 1. Dingjiaqiao Campus Dormitory Internet Access:

Application Method: Bring your student ID and ID card to Room C420 in the Science and Technology Innovation Building at Dingjiaqiao Campus to apply for internet access and obtain an internet account and password (not the same as the unified identity account).

Internet Access Fee: RMB 50/month, RMB 270/half-year, RMB 400/year

Inquiries: 83172364, 83172367

Access Method: Use the provided internet account to log in from your dormitory.

### 2. Jiangpu Campus Dormitory Internet Access:

Application Method: Bring your student ID and ID card to the China Telecom or China Mobile business halls located on Jiangpu Campus to apply for internet access;

Internet Access Fee: Included in your mobile phone package;

Inquiries: China Telecom: 10000; China Mobile: 10086

## XVIII. Campus Network Maintenance

Repair Hotline: 83172364, 83172367, 58139277 (Jiangpu Campus)

Service Locations: Room C420, Science and Technology Innovation Building, Dingjiaqiao Campus; Room 618, Yifu Library, Jiangpu Campus





## XIX. Dormitory Network Maintenance

### Dingjiaqiao Campus:

Repair Hotline: 83172364, 83172367

Service Location: Room C420, Science and Technology Innovation Building, Dingjiaqiao Campus

### Jiangpu Campus:

Repair Hotline: 58139276

Service Location: Room 627, Yifu Library, Jiangpu Campus

Addresses of business halls on Jiangpu Campus:

China Mobile: Nanyuan, Beiyuan, Xiyuan, Xiangshan, Yaqing and Pujiang

China Telecom: Beiyuan, Jingxingyuan, Yaqing, Xiangshan and Xiyuan





## XX. Usage of Intelligent Q&A Platform

### PC:

1. Information Management Center Website: <http://network.njtech.edu.cn>



### Mobile:

1. “i 南工” WeChat Enterprise Account:

(1) Open the “i 南工” WeCom Account and click on Intelligent Robot to access Nanjing Tech University Intelligent Customer Service.



## 2. “i 南工” WeCom:

(1) Log in to WeCom, open the Workbench, select Intelligent Robot to access the Intelligent Customer Service.



## 3. Information Management Center WeChat Official Account: Nanjing Tech University Information Technology

Enter the dialogue interface of the official account, input your questions or keywords in the chat box. The intelligent customer service will provide answers or present a list of similar questions for you to choose from.



Note: You can ask questions by typing or using voice input.



## XXI. Eduroam

Eduroam is a wireless roaming service that allows authorized users from our university to access wireless internet at any research or educational institution that joins eduroam, using their unified identity account.



## XXII. Campus Wireless Distribution Diagram

- 图例：
- "Njtech" 信号覆盖点
  - "eduroam" 信号覆盖点与 "Njtech" 一致
  - "Njtech-Home" 信号覆盖点

南京工业大学  
无线信号源覆盖地图

