

Gentle Reminder:

Welcome to become a user of Fudan University Campus Network! If you wish to learn about our network and the rich variety of information resources, please read this manual carefully. At the same time, you can also visit the Fudan University Information Office website for more details: <https://ecampus.fudan.edu.cn>

You can access campus and external network resources for free in office areas, teaching areas, libraries, and some outdoor areas after network authentication. Please refer to the chapter "Campus Wireless Network" in this manual for authentication settings.

Each teacher will receive a unified identity authentication UIS account, a Fudan University email, and a campus card (for details, please refer to the chapters "United Identity System - UIS", "E-mail ", and "eCard" in this manual).

We hope to provide you with a convenient, practical, and resource-rich information technology campus user manual. As the content of the manual will be continuously updated, please refer to the electronic version provided on the Information Office website for the final version. Due to space limitations, for some content, please scan the QR code corresponding to the content in the manual to obtain detailed information. Before reading this manual, it is recommended to scan the WeChat QR code to follow "复旦信息办"(Fudan Information Office) for more service information.



scan QR code to follow “复旦信息办”(Fudan Information Office)

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Smart Campus: eCampus

In today's digital era, information technology plays an essential role in helping us collect, share, and interact with information more efficiently. Fudan University's digital campus development has emerged in response to this growing trend. In August 1995, Fudan set up the Campus Network Management and Service Centre. As technology evolved, Fudan recognized the need to improve how the campus's digital infrastructure was managed. To address issues like scattered resources and an overemphasis on hardware rather than software, Fudan launched a series of reforms. In July 2001, the original network center was reorganized into the Campus IT Leadership Group, Fudan became one of the first universities in China to establish a dedicated Information Office.

Since the start of the new century, Fudan has accelerated the development of its digital campus. Following a "plan as a whole, implement step by step" approach, the university has embraced the technical principles of "hardware clustering, centralized data, and integrated applications." Major progress has been made in areas such as network infrastructure, application development, resource integration, management systems, and IT training.

The original ATM-based campus network was expanded and upgraded, adding core backups, redundant external links, wireless access, network monitoring, and comprehensive security. Key applications such as email services, mail gateways, content filtering, U-IDC services, and multimedia systems were also completed.

Based on existing systems like academic affairs, course registration, graduate services, research, and finance, Fudan has built many integrated platforms: a Unified Identity System (UIS), a shared data platform, an online service hall(eHall), and supporting platforms for human resources, student affairs, teaching, admissions, employment, and more. The university also implemented paperless office systems, an online learning platform (eLearning), a digital library, digital museum, and digital archives.

By combining resources and services, the digital campus has enriched the university's information network, improved efficiency, and supported a shift toward smarter management. Today, Fudan's smart campus features a unified and integrated system—advanced, efficient, stable, and secure—that now serves the entire campus community.

Campus Rules and Regulations

All campus network users must follow national laws and regulations, as well as relevant rules set by the university. No organization or individual is allowed to use the campus network to harm national security, leak state secrets, or infringe on the legal rights and interests of the country, society, groups, or individuals. Engaging in any illegal or criminal activities through the network is strictly forbidden. For detailed regulations and policies, please refer to the university's Information Disclosure website. This site gathers important policies and updates that are relevant to all faculty, students, and the public.

Website: <https://xxgk.fudan.edu.cn>

Network Security Tips:

- 1、 Install genuine operating systems, applications, and security software. Keep them updated and patched regularly.
- 2、 Always scan USB drives and downloaded files before opening.
- 3、 Do not trust unknown calls, click suspicious links, or open unfamiliar emails and attachments.
- 4、 Confirm the source of emails and notifications. Avoid sharing personal information online.
- 5、 Use strong passwords (at least 8 characters, including at least 3 types of characters), and change them regularly.
- 6、 Avoid using the same password on multiple platforms. Never share SMS verification codes with others.
- 7、 Be cautious when connecting to Wi-Fi. Always choose the official “iFudanNG.1x” network.
- 8、 Avoid connecting to free public Wi-Fi or scanning random QR codes.
- 9、 Back up important data regularly. Do not store critical files in your email inbox.

Excerpts from the Cybersecurity Law of the People's Republic of China :

Article 12: All individuals and organizations using the internet must abide by the Constitution and laws, respect public order and social morals, and must not endanger cybersecurity. It is forbidden to use the internet to: harm national security, honor, or interests, incite the overthrow of the government or socialist system, promote terrorism, extremism or ethnic hatred, spread violence, pornography, or false information that disrupts the economy or society, infringe on others' reputation, privacy, intellectual property, or other legal rights.

Article 44: It is forbidden to steal or obtain personal information illegally, and to sell or provide personal data to others without consent.

Article 46: Users are responsible for their online behavior. It is illegal to set up websites or chat groups to promote fraud, teach criminal methods, or distribute controlled or illegal items. It is also forbidden to share such information online.

Article 48: Electronic messages or apps must not contain malicious software or any content prohibited by laws or regulations.

Internet Access Guide

Campus Wireless Network

The teaching, research, and office areas of the school have completed full coverage of 5GHz Wi-Fi. Please use the stable and high-speed iFudanNG.1x wireless network. The wireless network account username for our faculty is their employee number, and the password is the unified identity authentication password (please refer to the "Unified Identity System - UIS" section of this manual for details). The first connection requires entering the account, and subsequent connections will be automatic. If the password is changed, the wireless network must be deleted and re-added. External visitors should use eduroam.

iFudanNG.1x Introduction

iFudanNG.1x supports all terminals and operating systems. Once configured successfully for the first time, as long as you are within the signal coverage area, the system will connect automatically. It only supports the 5GHz frequency band, which has minimal external interference, making the wireless connection more stable. When using, please set to forget other wireless networks.

Campus Wireless Network Configuration Method



Android



Apple



Windows 10 / 11



Linux



**Scan QR code
for details**

Configuration method: Click to connect to iFudanNG.1x, enter username / identity and password.

As an example, the configuration methods for various wireless terminals are listed. For other operating systems, the security type is generally selected as "802.1x" or "WPA2 Enterprise," and the second-stage identity authentication is selected as MSCHAPv2.

Steps to connect on Android:

- 1. Open WLAN settings, wait for the iFudanNG.1x signal to be found;
- 2. Click on the searched iFudanNG.1x to configure;
- 3. Enter the wireless network user account information in the "Username" and "Password" fields, no other modifications are needed;
- 4. After filling in the information, click "Save" or "Connect", and it will automatically connect to iFudanNG.1x for authentication;
- 5. Wait for "Connected" to display, and you can start using the wireless network.



Steps to connect on iOS (iPhone/iPad):

- 1. Open the Wi-Fi settings, turn on Wi-Fi, and wait for the iFudanNG.1x signal to be found;
- 2. Click on "iFudanNG.1x", enter your wireless network account information in the username and password fields, and click "Join";



- 3. The first time you connect, a server certificate verification will pop up, just trust it;
- 4. Wait for the connection to succeed, and you can start using the wireless network.

Steps to connect on MacOS (Macbook):

- 1. Open "AirPort", wait for the signal of iFudanNG.1x to be found;

2. Click on iFudanNG.1x, enter the wireless network account information in the pop-up window, select 802.1x as automatic, check “Remember this network”, and click “Join” to save the settings and connect automatically;

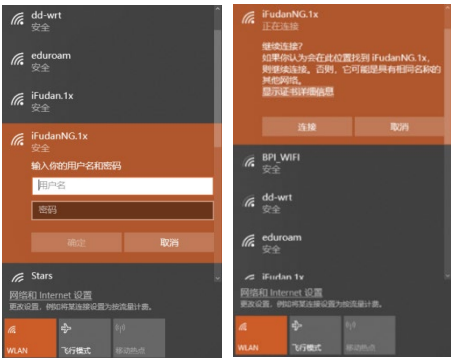


3. During the connection process, a window may pop up prompting you to verify the certificate, as shown in the image above. At this point, you can choose “Always Trust” and then “Continue”;

4. After selecting “Always Trust”, the system will prompt you to enter the system password to update the system settings; wait until it shows connected, and you can start using the wireless network.

Steps to connect on Windows 10:

1. Click the network icon in the lower right corner to open the network selection list, wait for the iFudanNG.1x signal to be found, select it and click “Connect”, then enter the wireless network account information and click “OK”;



2. If a certificate verification window pops up, click “Connect”;

3. Wait until it shows iFudanNG.1x is connected, and you can start using the wireless network.

Steps to connect on Windows 11:

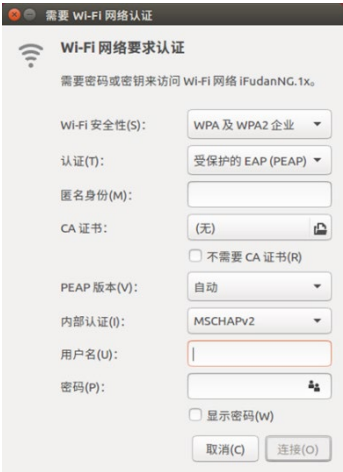
1. Click the network icon in the lower-right corner of the screen to open the list of available networks. Wait for iFudanNG.1x to appear, select it, and click “Connect”. Enter your wireless network username and password, and click “OK”.



- 2. If a certificate verification window appears, click “Connect” to proceed.
- 3. Wait until the status shows “Connected to iFudanNG.1x” - you can then start using the wireless network.

Steps to connect on Linux:

- 1. Turn on the wireless network and wait until the iFudanNG.1x signal appears;
- 2. Click on iFudanNG.1x., a setup window will pop up. Choose “WPA2 Enterprise” for the security type, select “PEAP” for the authentication method, set the PEAP version to “Automatic,” and choose “MSCHAPv2” for the inner second-phase authentication. Enter your wireless network username and password, then click “Connect” to save the settings and connect automatically. After that, return to the device list.



Global Educational Wireless Roaming - eduroam

“eduroam”, short for “education roaming,” is a secure global roaming service widely used by education and research networks in many countries and regions.

As long as you are at a university or research institution that is part of the eduroam alliance, you can use your university account to log in to eduroam and enjoy smooth internet access. The authentication method is the same as for iFudanNG.1x, with automatic seamless authentication. Visiting faculty and students from eduroam member institutions can also use their original accounts to access our wireless network for free while at our university.

Universities currently in the eduroam alliance include:

International: Harvard University | Yale University | University of Oxford | University of Cambridge | University of Tokyo, etc.

Domestic: University of Hong Kong | University of Macau | National Taiwan University | Peking University | Shanghai Jiao Tong University, etc.

Global eduroam sites: <https://www.eduroam.org/>

Education network nodes: <http://www.eduroam.edu.cn/>

Steps to connect on IOS:



- 1、Select and connect to eduroam.
- 2、Enter your account information. For our teacher, the username is your employee ID followed by @fudan.edu.cn, and the password is the same as your Unified Identity Authentication (UIS) password.
- 3、Click “Accept” to trust the security certificate;
- 4、Once connected successfully, your device will automatically connect to eduroam networks at any member institution in the alliance whenever available.

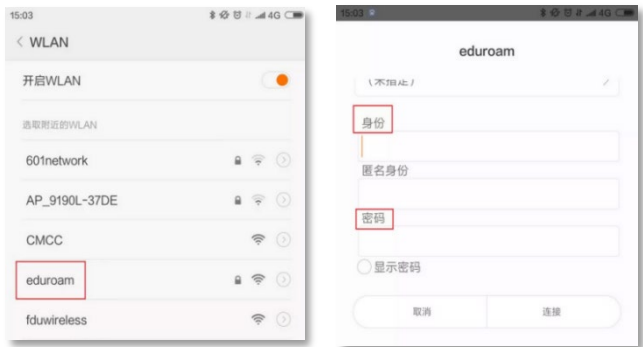
Steps to connect on Android:

- 1、Select and connect to eduroam.



Scan QR code
for details

- 2、Teachers' username is your employee ID followed by @fudan.edu.cn. In the password field, enter your Unified Identity Authentication (UIS) password. You do not need to fill in anything for anonymous identity.
- 3、Once connected successfully, your device will automatically connect to eduroam networks at any member institution in the alliance whenever available.



Wired network user authentication

On-campus teachers can use the wired network in public areas of the school and access it for free after unified identity authentication (UIS) and ask about domestic and international online resources.

The detailed process for internet authentication is as follows:

1. When accessing external addresses, the following image will pop up automatically. Please use your Unified Identity System (UIS) username and password to log in;
2. During the first authentication, it is necessary to agree to the "Fudan University Network Service Usage Agreement";
3. If the user has no access data for 30 minutes, the system will automatically log out. To manually log out, simply click the "Logout" button in the pop-up window that appears after a successful login. Closing this pop-up window is equivalent to logging out, so do not close this window if you still need to access network resources;
4. If users need to use the authentication client, they can download it through the link in the small window. Before using the client for authentication, please sign the Fudan University Network Service Usage Agreement through web browsers.



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for details



Basic Network Configuration

IP address and DNS settings

In this section, we will show you the steps for setting up a wired network IP address, DNS settings, and some simple methods to identify network issues.

DNS server addresses for Handan, Zhangjiang, and Jiangwan campuses:

202.120.224.26/202.120.224.6/61.129.42.6

DNS server addresses for Fenglin campus: 202.120.79.34/202.120.79.35

Steps to set up IP address on Windows 10:

1. Open "Control Panel" > "Network and Internet" > "Network and Sharing Center", and click on the connection, as shown in the image below;

查看基本网络信息并设置连接

查看活动网络

fudan.edu.cn
公用网络

访问类型: Internet
连接: WLAN (iFudanNG.1x)

更改网络设置



设置新的连接或网络

设置宽带、拨号或 VPN 连接; 或设置路由器或接入点。



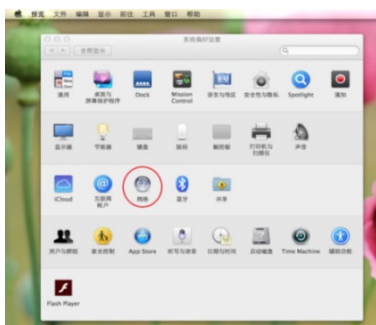
问题疑难解答

诊断并修复网络问题, 或者获得疑难解答信息。

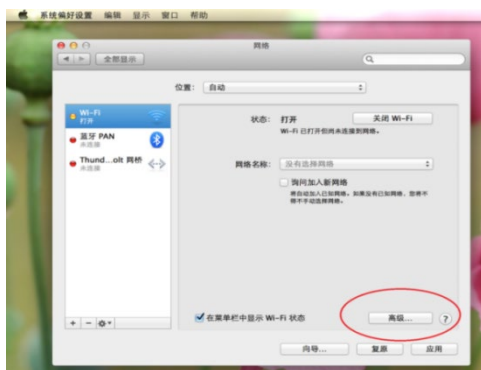
2. Click the "Properties" button to open the properties page of the local connection, see the image;
3. Select "Internet Protocol Version 4 (TCP/IPv4)", and click the properties button or double-click "Internet Protocol Version 4 (TCP/IPv4)", as shown in the right image;
4. Fill in the IP address, subnet mask, gateway, and DNS according to the IP address configuration rules of your building's information point;
5. Click the OK button, and after the correct settings are completed, you can access the campus network.

Steps to configure IP address on MacOS:

1. Click the Apple icon in the upper left corner of the screen, and select "System Preferences" from the drop-down menu, as shown in the left image;
2. In the pop-up "System Preferences" menu, select "Network," as shown in the right image;

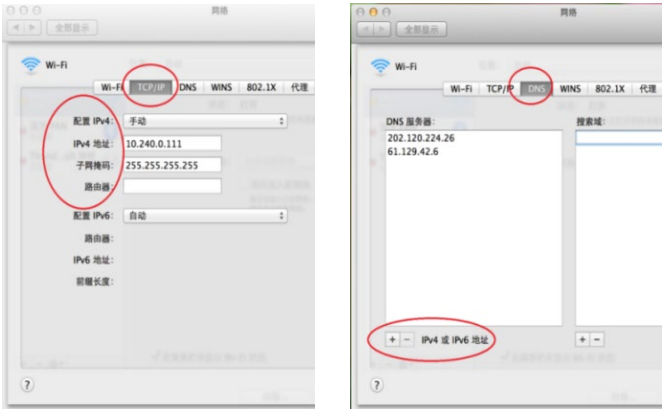


3. In the "Network" menu, click the "Advanced" button;



4. In the pop-up interface, click the "TCP/IP" tab to set the "IP address," as shown in the left image;

5. In the pop-up interface, click the "DNS" tab to set the "DNS address," as shown in the right image.



VPN Service

To facilitate our teachers in conducting learning and research activities from off-campus through the campus network, the school provides a teacher version of the VPN service. We welcome all teachers to use it and provide valuable feedback. If you encounter any issues while using it, please call the information Provide services Telephone consultation.

Link: <https://te.sslvpn.fudan.edu.cn>



Scan QR Code
for details

Teacher's apartment internet access

In Handan campus, buildings 2, 4, and 5 on Guoding Road, dormitory 11 for teachers (buildings 1-3), and building 15 in Jiangwan campus, each room is equipped with a network port that directly connects to the campus network. Users can access most domestic websites within the scope specified by the free address list of the education network, and after network authentication (logging in with the Unified Identity Authentication UIS account), they can access foreign websites for free. For the IP and gateway settings of each port, please consult the apartment property management office.

Campus network visitor account application

Visitor accounts are divided into three types: personal short-term accounts, personal long-term accounts, and conference accounts.

Special reminder: Scan the code to view the "Fudan University Campus Network Visitor User Application Process."

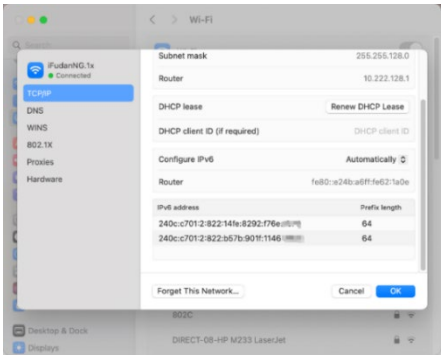
If a visitor account needs to be extended, a new application must be submitted following the application process for a new account.



Scan QR Code
for details

IPv6 Overview

As of now, the global allocation of IPv4 addresses has been completed, and the allocation of IPv6 has also been launched on a large scale. The design of IPv6 addresses uses a length of 128 bits, with an almost unlimited number of addresses. In addition, IPv6 allows each network node to communicate using its globally unique address; the design of IPv6 also considers features such as better security services and improved speed. In 2005, Fudan University became one of the 25 core main nodes of the education network CERNET2, providing access to the local network for some universities in Shanghai. Currently, IPv6 has been basically opened up in the teaching and research areas and student living areas of each campus.



Service Platform

Fudan University Online Service Hall - eHall

With the unified coordination and organization of the university, various administrative departments have streamlined their internal functions. Based on this, the Information Office has worked to standardize and integrate core business processes, promoting full digitalization of application and approval workflows. This effort led to the launch of the Online Service Hall (eHall) in September 2015, offering a one-stop platform for online application, supervision, and evaluation of administrative services for students and faculty. The eHall platform has become a key part of Fudan's digital services. In September 2019, the university launched the “复旦 eHall” account, making it easier for users to submit applications, track progress, and manage tasks from their mobile devices.



Scan QR Code to enter
the mini program

In May 2025, eHall was officially upgraded to version 4.0, with updates rolled out simultaneously for both PC and mobile. The new version features an integrated portal, a redesigned unified task center, bilingual (Chinese-English) interface support, and a built-in intelligent search function.

Link: <https://ehall.fudan.edu.cn>

Gentle reminder: You can log in to eHall and simply enter keywords in the search bar to quickly find the service you need.



Secondary Unit Service Hall

“The Secondary Unit Service Hall” was officially launched in 2023, catering to the teaching management needs of faculty and students in secondary units. It provides a low-code platform for creating general forms and processes, offering basic platform usage training to unit administrators, who can independently develop and maintain internal management matters. It mainly meets three types of scenarios: process approval, information reporting, and resource reservation for secondary units. Log in to <https://ehall.fudan.edu.cn> and search for “二级单位办事大厅管理员申请”(Secondary Unit Service Hall Administrator Application) to enable independent development permissions for secondary units.

Link: <https://ehall.fudan.edu.cn>, search for “二级单位办事大厅”(Secondary Unit Service Hall).

Information Office Homepage - eCampus

The Information Office homepage provides various information services, mainly including basic services, faculty services, departmental services, news, quick access to application systems, introduction to information construction, promotional materials, user manuals, data downloads, and more.

Link: <https://ecampus.fudan.edu.cn>

United Identity System - UIS

The Unified Identity System (UIS) provides identity authentication and single sign-on (SSO) functionality. Once teachers log in with their employee ID and password, they can access multiple connected campus systems without needing to log in again. Please change your password as soon as possible after your first login.



**Scan QR code to
retrieve password**

Usage Notes

A teacher's UIS username is their employee ID number. Please change your password immediately after your first login, and follow these four password safety principles:

1. Use a strong password: At least 10 characters, including three or more types of characters (e.g., uppercase letters, lowercase letters, numbers, special symbols, etc.).
2. Avoid common passwords: Don't use easily guessed passwords such as your name, birthday, or patterns like abc123.
3. Make it memorable for yourself: A good password is one you can remember - consider using poetry lines or acronyms of phrases.
4. Don't use the same key for every lock: Use different passwords for different accounts. For important accounts, use unique passwords.

Self-service modification of UIS password service

The Information Office has launched the "Self-service UIS Password Modification" service. If you need to change your password or have forgotten it, you can click the "找回密码" (Retrieve Password) button below the unified identity authentication login box or directly visit https://myform.fudan.edu.cn/eservice/find_password, and follow the prompts on the page to proceed.

Fudan Cloud Drive

Fudan Cloud Drive is a free cloud storage platform created by Fudan University for teachers and students. This platform provides file management and backup, allowing users to automatically sync files in real-time. Fudan Cloud Drive is not restricted by time, location, or device; as long as there is internet access, files can be operated on.

Link: <https://cloud.fudan.edu.cn>

E-mail

Fudan University E-mail System: <https://mail.fudan.edu.cn>. Fudan University staff can apply for a real-name email account, and new faculty can access eHall of Email Account application service, apply for a free new faculty email. For more information on service terms, processing procedures, etc., please scan the QR code on the right.



**Scan QR Code
for details**

Notes:

1. The maximum size of a single email attachment is not recommended to exceed 50MB (attachments should not exceed 40MB) to avoid being rejected by the recipient. If there are large attachments, it is recommended to use the large attachment or file transfer station function, or to send them in multiple batches;
2. The initial capacity of the real-name email is 5G. Currently, when the system detects that the remaining capacity of the email is less than 100M, it will implement a tiered increase in email capacity;
3. The incoming/outgoing server (POP3 or IMAP/SMTP) address is mail.fudan.edu.cn, and when setting up the client, you need to check "SSL/TLS encryption"
4. In the case of receiving a returned letter due to delivery failure, please forward the returned letter to urp@fudan.edu.cn and explain the situation;
5. The email subject and body should not be empty or too short, such as containing only a meaningless character or " hi/hello/Hello, and please keep the subject line concise to avoid being flagged as spam by

the email receiving system;

6. Multiple attachments should preferably use zip format for compressed files, rather than rar format, as it is more universally compatible;

7. Users must comply with the management regulations related to the campus network, and are prohibited from using the messaging and mailing functions to harass others. Sending spam emails through the campus network is not allowed (any email that possesses one of the following attributes is considered spam: a. advertisements, electronic publications, or promotional materials that the recipient has not requested or agreed to receive; b. emails that the recipient cannot refuse; c. emails that hide the sender's identity, address, title, and other information; d. emails containing false information about the source, sender, routing, etc.); it must not be used for commercial purposes, otherwise, the information office has the right to suspend the account at any time.

8. If you receive phishing emails or other malicious emails in your inbox, please forward the email as an attachment to urp@fudan.edu.cn or cac@coremail.cn to report it.

Email Two-Factor Authentication

The Fudan University email system is an important business system of the school, and its security is crucial to the entire campus network ecosystem. To enhance the security of email client usage and reduce the risk of account theft, the email system has added two-factor authentication and a dedicated password feature for clients. Currently, two-factor authentication supports various methods, including WeChat, SMS, Coremail 论客 APP, and third-party OTP.

Two-factor authentication is an additional verification method used when accessing the email system at <https://mail.fudan.edu.cn> with a browser, which enhances the security of the login process by requiring not only the username and password but also another form of verification. Once two-factor authentication is enabled, various client software will need to use a client-specific password to log in.

The client-specific password completely separates the password used for web login from the password used for client software login, setting a dedicated password for client software (such as Foxmail, NetEase Mail Master, Outlook, email apps on mobile phones, etc.). This dedicated password replaces the email password for logging into the client, with one client password corresponding to one client.

When you use two-factor authentication, an additional verification step is required during login, so even if an attacker obtains the main email password, they cannot access the email; when you use a dedicated password in the client, each client has a unique password, meaning that even if one is compromised, the attacker cannot use it to access other services or clients. Therefore, enabling these two features can significantly reduce the risk of email account theft or password leakage, which could lead to

email content leaks, personal information exposure, spam sending, and account misuse, thereby enhancing the security of email accounts and the email system's security capabilities.

Detailed user guide and frequently asked questions: <https://365.kdocs.cn/l/ccpeaNockzOE>

FAQ

Q: Why can't I log into my email normally?

A: If both the username and password are correct, it may be due to the email space being full or the possibility of being brute-forced by hackers. It is recommended to regularly clean up unnecessary emails. For urgent needs, you can contact the information office service desk by phone or email urp@fudan.edu.cn for assistance.

Q: What should I do if I forget my password?

A: If you have already bound SMS two-factor verification, you can retrieve it through the pre-set mobile phone number. If you forget your password without binding a mobile number, please refer to the "人工重置密码服务"(Manual Password Reset Service), contact staff for assistance in modifying your password.



**Scan QR Code to
retrieve password**

Q: How to prevent "phishing" emails?

A: Any "phishing" email that requests account passwords or other private information should be treated with caution and reported promptly. Please do not click on unknown links or attachments easily to avoid leaking passwords and other personal information. For important matters, please contact the sender through other means for confirmation.

Q: How to set up logging into Fudan email on mobile/PC client?

A: The receiving/sending server (POP3, IMAP, SMTP) address is mail.fudan.edu.cn. Check "SSL/TLS encryption" (do not select StartTLS), and keep the port default, which is 995 for POP3, 993 for IMAP, and 465 for SMTP; Please check the encrypted connection and pay attention to the various options in the client settings. If you have any questions, you can contact urp@fudan.edu.cn for assistance.

Special Note: Please set a sufficiently complex password, such as including both uppercase and lowercase letters, symbols, numbers, etc., and having more than 8 characters. It is recommended to change the password regularly and frequently check the login and sending status of your email to prevent account theft.

Email Expansion

Automatic Expansion: When the system detects that the remaining capacity of the real-name email is less than 100M, it will upgrade the email capacity in a tiered manner.

Manual Expansion: For faculty and staff real-name emails or departmental emails that need to be expanded quickly and currently have an actual usage of 70% or more of the total email capacity, or have important work needs, the email can be expanded in a tiered manner, with a maximum capacity of 50G. The applicant should send an email from their Fudan email that needs expansion to urp@fudan.edu.cn to apply for email expansion, stating their employee number, name, department, current actual email usage, and reason for the application; the information office will verify the applicant's email usage and confirm if they meet the expansion conditions before proceeding with the expansion.

eCard

The e-Card System is an important part of Fudan University's digital infrastructure and serves as a foundation for collecting campus data. Centered on a software architecture and using physical cards and mobile devices as carriers, the system acts as a comprehensive service platform for all faculty and students. It was officially launched in April 2005, and has continually expanded in functionality and application.

In 2011, the system underwent a major upgrade, improving areas such as databases, server architecture, security protocols, new business workflows, and support for multiple types of cards. In 2015, the system was upgraded to CPU-chip cards, and new features continued to be added. In 2017, the Smart Dining System was introduced to improve campus food service management, collect dining data, and offer feedback mechanisms—making it a key component of the university's logistics digitization. In 2020, the system was completely upgraded, transforming the traditional campus payment model to an online transaction system. In addition to the physical campus card, a virtual campus card was introduced, enabling features such as: online payments, top-ups, identity verification, online meal ordering, account inquiries, transaction history, spending limits, password changes.

The virtual campus card entered trial operation on December 31, 2020. On April 22, 2021, a new feature was launched: the Fudan–Shanghai Public Transport Co-branded Card (referred to as the Fudan Co-branded Card). On September 28, 2021, a smart self-service food weighing feature went live at Xiyuan Dining Hall in Fenglin Campus. In September 2022, the dormitory access system across all four campuses was fully upgraded to support virtual campus cards. In August 2023, smart self-service food weighing was added to the third floor of Danyuan Dining Hall in Handan Campus. In January 2024, third-generation smart POS terminals were introduced in the second dining hall of Jiangwan Campus. In

March 2024, WeChat and Alipay QR code payment for food ordering was enabled. On May 27, 2024, the Fudan University Alumni Card launched its public beta. In September 2024, visitors from outside campus will be able to book campus visits online and enter the campus using valid ID cards or the “随申码 Suishen Code” (a health and ID QR code used in Shanghai).

The Campus Card System is closely tied to the daily work, study, and life of all students and staff, and its functions continue to grow and improve. Each member of the Fudan community can hold: a physical campus card, a virtual campus card, a Fudan co-branded public transport card. These cards can replace all or part of previous credentials such as work IDs, student IDs, library cards, medical cards, and access passes. With these cards, users can be identified across campus systems, access services, stay informed about personal and university-related information, and actively manage their academic, research, and daily life - truly enabling “one card for the whole campus.”

e-Card Service Platform

The Campus Card Service Platform uses the Unified Identity System (UIS) for login. After logging in, users can access functions such as checking account information, viewing transaction history, recharging, reporting a lost card, and unfreezing a suspended card. It is recommended to use Google Chrome for the best experience.

Link: <https://ecard.fudan.edu.cn>

e-Card Password

1、The campus card password is a 6-digit number. The default password is the last six digits of your valid ID (e.g., passport or national ID number). If any of the last six characters include letters or special symbols, they are replaced with zeros (0).

2、After receiving your card, please change the password as soon as possible using the “复旦 eCard” WeChat account or at self-service terminals in dining halls across campus to prevent password leakage.

3、To protect your rights, you will be required to enter your campus card password when making purchases that exceed your personal spending limit at campus terminals.

4、If you forget your password, you can reset it via the “复旦 eCard” account, or go to the Campus Card Management and Settlement Center with your card.

“Fudan e-Card” Wechat Account

You can log in to your virtual campus card by searching for the “复旦 eCard” account in WeChat, or by using WeChat’s “Scan” function to scan the QR code on the right. Log in using your Unified Identity System (UIS) username and password. Alternatively, you can also access “复旦 eCard” through the “复

旦 eHall” account by tapping on “一卡通”, or open the “复旦生活码”(Fudan Life Code) directly from the eHall Wechat account.

Fudan Life Code

(1) Payment: Used at all campus facilities that accept campus card payments. Open the “复旦生活码”(Fudan Life Code) and scan it at the payment terminal. Once it shows “Payment successful”, the transaction is complete. Available at: Campus dining halls, campus hospital, cafés, swimming pool, education supermarket, bookstore (Jingshi Bookstore), souvenir shop, and more.



(2) Identity Verification: Used for access and authentication at: Campus gates (all four campuses), dormitory entrances, some public buildings, library turnstiles, campus shuttle buses, upgraded attendance and event sign-in devices. To verify your identity, open the “复旦生活码”(Fudan Life Code), scan it at the device, and wait for a success message.

Scan to Use

Used for certain dormitory water dispensers and private shower units. Press the “Confirm” button on the device to display a QR code. Use the “Scan” function in WeChat to scan the code, then tap “Confirm to start” to begin using water. To stop, press the “Cancel” button on the device. The water fee will be automatically deducted from your campus card balance. It is also used for access control at dormitories and some office areas: Open “Scan”, scan the “复旦生活码”(Fudan Life Code) displayed on the device. Wait for the success message to complete verification.

Online Recharge

The Online Recharge feature allows you to top up your campus card via WeChat. You can enter a custom amount or choose quick options (20, 50, 100, 200 yuan). Funds are credited instantly — no need to collect cash in person.

Online Meal Ordering

With the Online Meal Ordering feature, you can select dishes in advance. After placing your order, please go to the corresponding food window and pay with your physical campus card to pick up your meal.

Report or Cancel a Lost Card

If your physical campus card is lost, please use the “Report Loss/Cancel Loss” function to reduce risk. If you find your card before replacing it, you can “Cancel Loss”.

Change Password

To keep your account secure, the account allows you to change your campus card password online.

Please keep your new password in memory.

Spending Limits

The Spending Limit feature allows you to set your own per-transaction and daily spending limits.

The default limits are ¥20 per transaction and ¥50 per day. You can customize them within 4-digit values.

View Records

The “Records” section is located at the bottom of the homepage. Click to view your spending history, top-up records, access logs, attendance, and campus entry/exit records.

Set Notifications

You can enable alerts for balance reminders, spending reminders, and more. If your balance drops below ¥20, ¥10, or ¥5, a notification will be sent via the “复旦信息办”(Fudan Information Office) WeChat official account. To enable reminders: First follow the “复旦信息办”(Fudan Information Office) WeChat account, then go to “个人中心”(Personal Center) and bind your UIS account.

Account Inquiry

Tap “我的”(Mine) in the bottom-right corner of the app to view your personal information, including: Photo, name, employee ID, department, card status, account balance, card validity period, campus entry access status. You can also change your campus card password on this page.

Fudan - Shanghai Public Transport Co-branded Card

The Fudan University Shanghai Public Transportation Co-Branded Card (hereinafter called the Fudan Co-Branded Card), which works through the phone’s NFC function, can be used for payments in campus locations such as dining halls, education supermarkets, library gates, library fines, the campus hospital, campus cafés, Jing Shi Bookstore, and the campus souvenir shop. It also serves as an identity verification tool at the entrances of the four campuses, campus buses, student dormitory access, meeting check-ins, attendance, and other scenarios. When used for on-campus purchases, the Fudan Co-Branded Card deducts payment amounts directly from the campus account balance, just like the “复旦生活码”(Fudan Life Code) in the virtual campus card. Besides supporting Shanghai’s public transportation - including metro, buses, and ferries with transfer and cumulative ride discounts - the card can also be used in 336 cities across China, as well as in the Hong Kong and Macau Special Administrative Regions. It covers various public transportation options such as buses, subways, ferries, taxis, and



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suburban railways, following the national transportation card interoperability standard issued by the Ministry of Transport. You can scan the QR code on the right or use the “复旦 eCard” WeChat account’s “复旦联名卡”(Co-Branded Card Guide) to see detailed information about activating and using the Fudan Co-Branded Card and mobile phone support.

Self-Service Terminals

The self-service card replacement machines not only allow you to replace your card by yourself but also offer online services such as checking account information, reporting lost cards and canceling the report, changing passwords, and updating card information to meet daily needs.

Reporting Lost and Canceling Lost Status

If your physical campus card is lost, you can report it lost in any of the following ways:

- 1、Enter your employee ID and campus card password at a self-service terminal to apply for a lost report;
- 2、Use the “复旦 eCard” WeChat account to report the loss online;
- 3、Visit the campus eCard Service Platform to report the loss online.

If you find your lost physical campus card before replacing it, you can cancel the lost status through the following methods:

- 1、Use the “复旦 eCard” WeChat account to cancel the lost status;
- 2、Use a self-service terminal to cancel the lost status
- 3、Bring the card to the eCard Management and Settlement Center for assistance;
- 4、Visit the campus eCard Service Platform to cancel the lost status online.

Note: Reporting a card lost or canceling the lost status requires the campus card password.

Card Replacement

There are two main ways to replace your campus card:

- 1、Use the self-service card replacement machines located on the four campus.
- 2、Go to the eCard Management and Settlement Center on any of the four campuses for in-person replacement.

Note: After card replacement, your original account balance will be transferred automatically in real time—no manual transfer is needed.

Checking Transaction Records

You can check your transaction history in three main ways:

- 1、In the “Records” section of the “复旦 eCard” WeChat account;
- 2、At the self-service card replacement machines;
- 3、By logging into the campus eCard Service Platform and checking under “Transaction Records.”

Card Recharge Services

There are five main ways to recharge your campus card:

- 1、Use the “复旦 eCard” WeChat account to recharge via WeChat Pay;
- 2、Use the “复旦信息办”(Fudan IT Office) WeChat official account, go to “个人中心”(Personal Center) → “一卡通充值”(eCard Recharge) to pay with WeChat;
- 3、Use the “校园卡充值”(Campus Card Recharge) function on the self-service card replacement machines, which supports WeChat and Alipay QR code payments;
- 4、Recharge with cash in person at the eCard Management and Settlement Center.
- 5、Use the Agricultural Bank of China mobile app: go to “Life” → “Campus” → “Fudan University” → “Campus eCard” to recharge your card.

Updating Card Information

You can use the “Update Card Information” function on the self-service terminals to update your card’s validity period, card type, and other information by yourself.

Smart Ordering System

You can check the daily menus and order food online without going to the dining hall in advance. Using the “在线点餐”(Online Ordering) feature in the “复旦 eCard” WeChat account, submit your order online, then swipe your card at the corresponding food window to pay and pick up your meal. Orders placed in advance can be paid instantly on-site.

Service Information

- 1、Email: ecard@fudan.edu.cn
- 2、eCard Management and Settlement Centers

Each campus has an eCard Management and Settlement Center responsible for card-related services. For specific contact details, please refer to the latest notices from these centers as they may changes.

1) Handan Campus

Address: Room 120, Comprehensive Building

Phone: 55664868

Office Hours: 8:00 AM - 5:00 PM (Weekdays)

Recharge Location: West side of the first floor, Main Campus Cafeteria

Recharge Hours: 11:00 AM - 12:30 PM (Weekdays)

2) Fenglin Campus

Address: East Building, 2nd Floor, Academy Building

Phone: 54237344

Office Hours: 10:00 AM - 4:00 PM (Weekdays)

3) Zhangjiang Campus

Address: First Floor, Cafeteria

Office Hours: 11:00 AM - 12:30 PM (Monday and Thursday)

4) Jiangwan Campus

Address: First Floor, Cafeteria

Office Hours: 11:00 AM - 12:30 PM (Tuesday and Friday)

FAQ

Q: Can the physical campus card be used as a bank card?

A: No, the physical campus card is not a bank card and can only be used within the campus.

Q: Is there a fee for the physical campus card? Does it need to be returned after leaving Fudan?

A: The first physical campus card is free. If lost and replaced, a cost fee applies. After leaving the university, you may keep the card as a souvenir, but its functions will be disabled.

Q: What is the campus card password? What if I forget it?

A: The campus card password is a 6-digit number. The initial password is the last 6 digits of your ID card or passport number. If the last 6 digits contain letters or special characters, use 0 in their place. You can use the self-service terminals to manage your password. After receiving the card, please change your password as soon as possible through the “复旦 eCard” WeChat account or self-service terminals to protect your account. If you forget your password, you can reset it through the “复旦 eCard” account or visit the eCard Management and Settlement Center.

Q: After online recharge or a refund of consumption, do I need to collect money in person?

A: No. Online recharges and refunds are processed in real time and credited automatically.

Q: After reporting a card lost and replacing it, do I need to wait three days to transfer the balance?

A: No. After replacement, there is no need to transfer the balance; your account balance is available immediately.

Q: Where is the payment deducted from when scanning to pay?

A: The virtual campus card (used for scan-to-pay) and the physical campus card share the same account balance. After scanning to pay, the physical card balance updates in real time.

Q: After changing the campus card password, will the Unified Identity Authentication (UIS) password change?

A: No. Changing the campus card password only affects the campus card itself and does not change the UIS password.

Q: What should I do if I forget my Unified Identity Authentication (UIS) password?

A: If you forget your UIS password, please visit the Fudan University IT Office website (<https://ecampus.fudan.edu.cn>) and check the UIS password reset process under the “Teacher Services” section.

Q: How can I check my campus access permission status?

A: Open the “复旦 eCard” WeChat account, tap “我的”(Mine) at the bottom right, and check your access permission status. You can also log in to the Fudan University online service hall (eHall) and search for “一卡通信息查询”(One Card Information Query) to check.

Q: Where are the self-service card replacement machines located?

A: Self-service card replacement machines are available on all four campuses, located as follows:

1) Handan Campus: First and second floors of Danyuan Cafeteria, first and second floors of North Campus Cafeteria, first floor of South Campus Cafeteria, lobby of Teaching Building 1, and the IT Office on the first floor of East Main Building, Guanghua Building.

2) Fenglin Campus: Basement level (B1) and first floor of the cafeteria, and first floor of the Nursing School cafeteria.

3) Zhangjiang Campus: First floor of the cafeteria.

4) Jiangwan Campus: First floor of the cafeteria, in front of the IT Office on the first floor of Leo KoGuan Law Building, and first floor of North Cafeteria.

After replacing the card, your original account balance will be transferred automatically and available immediately.

Q: Can the “Fudan Life Code” be used for door access, attendance, and meeting check-in?

A: Currently, the “Fudan Life Code” supports student dormitory access, some public building door access devices, library gates, and upgraded attendance and meeting check-in equipment.

Q: After activating the virtual campus card, will the physical campus card become invalid? Can both be used at the same time?

A: The virtual campus card and the physical campus card share the same account and can be used simultaneously.

Q: Why might the campus card be frozen? How to handle it?

A: The card will automatically freeze if the account balance is below zero or insufficient to cover water control charges. After recharging, the card will automatically unfreeze and work normally.

If the balance is sufficient but the card is still frozen, please contact the eCard Management and Settlement Center for assistance.

Q: How to update the campus card after applying for an extension?

A: Please update your card information at a self-service terminal.

E-Book Resource

Digital Library

Website: <http://www.library.fudan.edu.cn/>

Medical Library Website: <https://library.fudan.edu.cn/medical/>

The digital library offers a large collection of electronic journals and books, including full-text access to well-known journals like Nature and Science. You can directly access these digital resources online.

Accessing Library Resources Off Campus

All users connected to the campus network in teaching and office areas can access library resources directly. For accessing library resources from outside the campus, there are three methods:

1、Use the university's WebVPN service with the following steps:

1) Open your browser and go to <https://webvpn.fudan.edu.cn/>;

2) No account registration is needed—log in using your UIS (Unified Identity

Authentication) credentials;

3) After logging in successfully, access the WebVPN resource page to visit database resources and internal websites as needed;

4) If the resource you need is not listed under “Frequently Used Sites,” click “Quick Jump,” enter the website address in the address bar that appears (make sure to select the appropriate connection type from the dropdown on the left), then click “Jump Now”. It is recommended to use mainstream browsers like Chrome,



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Firefox, IE11, Edge, or Safari. You can also access library resources via the university's SSLVPN service; for setup, please refer to the "VPN Service" section of this handbook.

2、Using CARSI Service: The university has launched the CARSI service, which provides off-campus access to electronic resources based on Shibboleth authentication. Users can access the library's electronic resources anytime and anywhere, using any network without IP restrictions. Simply log in with your Unified Identity Authentication on the designated page to access the resources.



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3、Using the Library Proxy:

1) For on-campus proxy setup, please refer to:

<https://library.fudan.edu.cn/e8/b1/c42804a518321/page.htm>

For off-campus proxy setup, please refer to:

<https://library.fudan.edu.cn/e8/b2/c42804a518322/page.htm>

2) Wireless users and teacher dormitory area do not need authentication to access library resources via the proxy. Proxy can be set up to access library resources off campus, and unified identity authentication can be used for identity verification. Other users who need off-campus access should contact the library to apply for a temporary account. Phone: 55664282.

3. After using the library proxy server, you can only access electronic resources of the library and medical library, but cannot browse other websites. Therefore, please make sure to uncheck "Use a proxy server for your LAN" after finishing.

Important Notes:

1. Some library resources limit the maximum number of simultaneous users (for example, 5 users). This is usually indicated on the webpage. If you cannot access a resource, it may be because the user limit has been reached. Please try again later.

2. To ensure more faculty and students can use electronic resources smoothly, please avoid downloading large amounts of data or using download tools. Excessive downloading may be seen as malicious by resource providers and could cause our IP address to be blocked.

3. If you experience any issues accessing certain online resources, please contact the library promptly.

Licensed Software

To promote intellectual property protection and support the teaching, research, and administrative needs of the university, Fudan University has purchased genuine licensed software including Microsoft Windows & Office, Adobe products, domestic operating systems, WPS, SPSS, SAS, MathWorks TAH,

antivirus software, development tools, and more. These are available for free download by faculty and students on the campus network. The IT Office reserves the right to hold accountable anyone who obtains, uses, or distributes the university's licensed software through unauthorized means.

Access:

<https://ehall.fudan.edu.cn> → Licensed Software

<https://zb.fudan.edu.cn> (Accessible only within the campus network. Please use VPN to access from off campus.)



eLearning Platform

The eLearning system is Fudan University's most widely used and popular online teaching support platform. Instructors can use eLearning to post announcements, course materials, assignments, and videos, conduct online exams, and organize discussions. Students can access course content and participate in learning activities through the platform.



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Self-service Printing

We have installed self-service printing terminals across all four campuses, allowing teachers to conveniently print documents such as employment certificates, professional title certificates, asset labels, and foreign affairs approvals. After submitting an application through the Online Service Hall (eHall), teachers can collect their documents directly from the terminals—saving time and avoiding trips between campuses and administrative offices.

Staff and faculty can bring their campus cards to the self-service printer for free printing. Service

hours: Daily from 08:00 to 17:00;

Proof of employment and title self-service printing locations:

1. Handan Campus: North Side of the Hall, First Floor, Comprehensive Building; Hall, Fifth Floor, Comprehensive Building; First Floor, Wen Tu Building.

2. Fenglin Campus: East Garden Teacher and Student Service Center.

3. Jiangwan Campus: First Floor, Leo KoGuan Law Building.

4. Zhangjiang Campus: School Affairs Hall, Third floor, Research Building No. 3.

Asset label self-service printing locations: First Floor, Teaching Building No.1, Handan Campus; First Floor, West Auxiliary Building, Guanghua Building; First Floor, Mingdao Building, Fenglin Campus; School Affairs Hall, Third floor, Research Building No. 3, Zhangjiang Campus; First Floor, Leo KoGuan Law Building, Jiangwan Campus; First Floor, Teaching Building A, Jiangwan Campus.

Survey Platform

This service is for department questionnaire administrator applications. Unit questionnaire administrators can search for the "通用调查问卷平台单位管理员申请登记"(General Survey Questionnaire Platform Unit Administrator Application Registration) service through "复旦 eHall". After entering, fill out the form, and after approval by the applying unit, the Information Office will activate the questionnaire administrator permissions within one working day.

After the unit questionnaire administrator permissions are activated, you can log in to the questionnaire platform (<https://survey.fudan.edu.cn>) to start creating, sharing, producing questionnaires, and publishing them.

Campus electronic official document system (OA)

Fudan University Campus Electronic Government Affairs System (OA), is an efficient campus office automation system established to achieve high-efficiency collaboration among various departments within the university, improve management and office efficiency, and enhance office transparency. The campus electronic government affairs system currently mainly includes daily office tasks (to-do items, notifications, announcements, departmental briefings, rules and regulations), document management (document circulation management, receipt management, contract management, yearbook statistics, information submission, supervision handling), personal services (email, personal information, my friends, my schedule), affairs management, system maintenance, and other modules, providing convenience for the university's daily office work.



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The campus electronic government affairs system realizes paperless document circulation; provides complete process tracking and control, achieving cross-departmental collaborative work; and ensures secure remote mobile office through strict identity authentication and authorization management.

Link: <https://oa.fudan.edu.cn>

SMS Service

The SMS platform independently developed by the Information Office was put into trial operation in 2011. This platform utilizes the SMS gateways of China Mobile, China Unicom, and China Telecom to achieve cross-province mobile SMS services across the entire network. The platform assists various departments of the university in sending various SMS notifications, playing an important role especially in major meetings and independent enrollment work, enhancing the timeliness and accuracy of information dissemination. It is currently open for use by the university's Organization Department, Party Committee Office, Financial Office, Human Resources Office, and other departments.

Teacher Personal Homepage

Fudan University provides free personal homepage space for current faculty and staff, accessible from outside the university. The service users are current faculty and staff of Fudan University. The teacher personal homepage system is a comprehensive teacher management and self-presentation system aimed at strengthening the university's information construction. Users can log in to the teacher personal homepage platform, click the "Login" button in the upper right corner, log in to the backend through unified identity authentication (UIS), maintain content, and submit it for review by the department's review personnel. Once approved, the homepage can be accessed externally. Currently, the default space for personal homepages is 1G.

Link: <https://faculty.fudan.edu.cn>

Fudan University Academic Achievement Unified Claim Platform

Fudan University Academic Achievement Unified Claim Platform was launched in 2020, connecting with high-precision matching of papers and book achievement data for scholars. After logging into the platform, scholars can claim and confirm their achievements, as well as perform operations such as supplementary entry of achievements, full-text uploads, and book donations. The platform also provides functions for administrator review and backend management. Once claimed,

authoritative academic achievement data for scholars is formed, which can be used for various data applications by scholars, as well as for data analysis, management assessment, and decision support by the university's functional departments. This is a strong measure to implement the university's "One Network for All Services" information service concept.

Link: <https://output.fudan.edu.cn>

Campus Life Service

Personal Reservation for Sports Venues

Some of our university's sports venues implement online reservation services for sports facilities. Faculty and staff can log in to: <https://ehall.fudan.edu.cn> and search for "体育场馆预约"(Personal Reservation for Sports Venues). Additionally, faculty and staff can search for the "复旦 eHall" mini-program in the WeChat mobile app, log in, and search for "体育场馆预约"(Personal Reservation for Sports Venues) to book sports venues.

Campus Map (GIS)

Fudan University's Campus Map System offers both 2D layouts and 3D virtual models of all four campuses. The map marks buildings, landmarks, departments, and various campus facilities. Some buildings include photos and brief descriptions, and the system also features a navigation function for easier campus exploration.

Link: <https://map.fudan.edu.cn>

Easy Travel Assistant

To better meet the commuting needs of faculty and students, Fudan University has partnered with relevant enterprises to offer more affordable and convenient travel services. Search for “出行无忧宝” (Travel Assistant Service) to get started.

Link: <https://ehall.fudan.edu.cn>

Repair Service

The WeChat Repair Request Platform provides a convenient way for Fudan students and faculty to report issues related to campus wired and wireless networks, as well as campus card equipment malfunctions. To improve user experience and service quality, the platform also features user feedback

and follow-up services by the Information Office.

Access method:

Follow the “复旦信息办” (Fudan Information Office) official WeChat account.

Tap the “微信息办” menu and select “微信报修” (WeChat Repair Request).

Log in using your Unified Identity System (UIS) credentials to submit repair requests.

Meeting Platform

To ensure the remote teaching, research, and office needs of all faculty and students, the school provides a cloud video conference platform based on "Tencent Meeting" software (<https://meeting.fudan.edu.cn>). Teachers can apply for meetings through the "Cloud Video Conference Application" in the eHall's "云视频会议申请"(Cloud Video Conference Application) application to make meeting reservation requests. We currently offer virtual meeting room options for 50, 300, and 500 people, supporting low-latency real-time voice interaction, high-definition video access, whiteboard and document sharing annotations, and other functions.

Link: <https://meeting.fudan.edu.cn>



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NTP Time Service

Fudan University provides NTP services for accurate network time synchronization. The service addresses are:

ntp.fudan.edu.cn (accessible off campus)

ntp1.fudan.edu.cn (accessible on campus only)

ntp2.fudan.edu.cn (accessible on campus only)

Ask Fudan Helpdesk

Launched officially on January 5, 2025, “旦问无妨”(Ask Fudan Helpdesk) provides a feedback channel for faculty and students to submit inquiries, suggestions, compliments, and complaints. The system covers seven main categories: undergraduate affairs, graduate affairs, faculty and staff, academic research, international exchange, logistics support, and other matters.

The homepage features a “部门黄页”(Department Directory) listing contact phone numbers and emails for various departments, as well as a “常见问题”(Frequently Asked Questions) section with common answers. The account coordinates responses across all campuses, allowing users to select their

campus location for precise issue handling and faster resolution.

Access: Available at the top right corner of the homepage in the “复旦 eHall” Wechat account.

Various application services

Teachers can log in to the online service hall (<https://ehall.fudan.edu.cn>) and search for various services in the "服务搜索"(Service Search) box. The following content statistics are as of May 2025, and the service content will be updated and changed from time to time; please refer to the web version for accuracy.

Service Name	Service Category	Service Description
Monthly Application for Housing Subsidy for Introduced Talent	Asset Management	According to regulations from the Human Resources Office, newly recruited talent eligible for monthly housing subsidies can apply online through this module.
Comprehensive Financial Information Management	Asset Management	Services include: reimbursement appointments, personal financial inquiries, project fund management, invoice management, etc. After logging in, users can select various functional modules as prompted. Financial Information Portal: http://www.cwgl.fudan.edu.cn
Review of Research Fund Execution Status	Asset Management	Please refer to notices from the Office of Finance and State-Owned Assets Management for more details.
Routine Financial Reimbursement	Asset Management	Appointments for financial reimbursement can be made online.
Approval of Purchased Inventory	Asset Management	Refers to various materials, fuels, packaging, low-value consumables, and equipment not qualifying as fixed assets that are stored for use. Applicants must fill in the procurement form online.
Reporting of Purchased Inventory	Asset Management	Applicants fill out the procurement form and item details online, then submit for review. If approved, print the form and submit it to the Finance Office for reimbursement. If rejected, the form will be returned for revision.
Management of Foreign Trade Contracts	Asset Management	Faculty and retired (re-employed) staff submit reports online, subject to approval by the respective school/department and the Asset Management Office.
Reporting of Intangible Assets	Asset Management	Applicants fill out the reimbursement form and submit it. The Asset Management Office reviews the submission. If not approved, it is returned for correction.

		If approved, bring the required materials to the Finance Office. The Finance Office records the posting date to complete the reimbursement process.
Approval of Fire Safety Equipment Changes	Asset Management	All full-time staff can submit applications online for internal contract approval, subject to review by the Security Office.
Management of Domestic Trade Contracts for Assets	Asset Management	Create a new contract template → Fill in contract details → Submit the contract → Await review.
Graduate Thesis Supervisor Review	Graduate Student Services	Supervisors review students' submission drafts, defense drafts, and final theses; designate defense secretaries; and view thesis review results.
Graduate Scholarship Management System	Graduate Student Services	A portal for managing graduate scholarships and Outstanding Graduate Student nominations.
Graduate Mentor Information Management System	Graduate Student Services	Includes functions like reviewing mentors, managing mentors, and assigning mentors to students.
Graduate Student Assistantship (TA/RA) Management	Graduate Student Services	The university provides practical work-study posts to encourage graduate students to actively participate in university administration, teaching, and research while gaining experience
Graduate Course Enrollment List Printing	Graduate Student Services	Allows printing of graduate course enrollment lists by course.
Online Review of Graduate Theses	Graduate Student Services	Thesis review experts review student-submitted theses online.
Upload of Graduate Course Syllabus	Graduate Student Services	Graduate course instructors upload course syllabi.
Comprehensive System for Graduate Mentors	Graduate Student Services	Mentors manage personal, teaching, and student-related information, and complete tasks such as qualification review and annual evaluations.
Mentor Guidance for Graduate Course Selection	Graduate Student Services	Mentors guide graduate students in course selection.

Graduate Grade Submission	Graduate Student Services	Departments enter graduate students' course grades.
Undergraduate Counselor Assessment	Student Affairs	Students, advisors, and departments fill out online surveys.
Work-Study Program	Student Affairs	Undergraduate Work-Study Position Establishment Application
Application for Financial Aid (Undergraduate Students)	Student Affairs	Process: Student fills out application → Counselor reviews → Department reviews → Student Affairs Office reviews.
Application for Financial Aid (Graduate Students)	Student Affairs	Students log in to eHall, search for “研究生家庭经济困难生申请”(Graduate Student Application for Financial Difficulty Assistance), and apply or withdraw according to the timeline set by the relevant department.
Visa and Work Permit Services for International Visitors	Foreign Affairs Services	Applications related to visa and work permits for staying and working in China are submitted through this service.
Approval for Work-Related Overseas Travel for Faculty/Staff	Foreign Affairs Services	Teachers who have received invitation letters from foreign or overseas institutions can submit applications online.
Entry Application for Experts from Hong Kong, Macao, and Taiwan	Foreign Affairs Services	This service is for departments inviting experts from Hong Kong, Macao, and Taiwan to fill in the entry registration and submit it. After approval, the entry registration can be found in the submission list as “经费核算”(Expense Accounting). Fill in reimbursement details and submit. Once approved, the reimbursement form (with the Hong Kong, Macao, and Taiwan Affairs Office's signature) can be printed and taken to the Finance Office for reimbursement.
Visa and Work Document Services for Foreign Nationals	Foreign Affairs Services	This service handles the uploading and reviewing of materials related to work permits for foreign faculty and staff.
NGO Information Filing and Registration	Foreign Affairs Services	Designated personnel from various departments submit NGO-related information for record.

Discount Air Ticket Booking (China Eastern Airlines)	Life Service	Users can log in with their Fudan UIS account directly on the China Eastern Airlines website to purchase tickets.
Application for Display Boards and Exhibition Stands at Public Venues	Life Service	Applications must be submitted in the system 3 days prior to the conference. Before entry, communicate with the property management center and register as required. Place materials only at property-designated locations.
Access Control Permission Request for Guanghua Building	Life Service	Applicants must be “Office Directors” from units located in Guanghua Building. “Office Director” is assigned by each unit’s “Process Administrator” via eHall personnel configuration. For personnel changes, staff numbers must be filed with the General Affairs Office Property Management (phone: 65643418) for security reasons to obtain access control application permissions.
Faculty Apartment Selection	Life Service	Services including faculty apartment resource reservation, application, and contract printing.
Faculty Apartment Rent Inquiry	Life Service	Faculty Apartment Rent Inquiry
New Campus Card Application for External Personnel	Life Service	Process: Online application → Department head review → General Affairs Catering Office review → Deputy Director review → Finance Office approval. After approval email received, applicants go to the eCard Center to get the card.
Campus Card Extension Application for External Personnel	Life Service	Same approval process as above. After approval, users can renew their card at the eCard Center or update card information at a self-service terminal.
Canteen Use	Life Service	Steps for applying to use cafeteria space for events: 1.Submit application online 2.Fill in required information 3.Department supervisor review 4.General Services Office Dining Department approval 5.Print the application form 6.Coordinate with the cafeteria manager

Sports Venue Reservation	Life Service	Some campus sports venues can be booked online via eHall by all students and staff. After booking, check-in on-site via eCard or cancel at least 2 hours in advance. Reservations can be made via the PC eHall portal or the “复旦eHall” mobile mini-program by searching “体育场馆预约”(Sports Venue Reservation).
Reservation of On-Campus Public Venues	Life Service	Staff borrow venues using authorization codes obtained through the “校内会议讲座审批”(Campus Meeting and Lecture Approval) process.
Campus Card Services	Life Service	Personal eCard Consumption and Information Inquiry
Campus Card Information Inquiry	Life Service	eCard Status and Campus Access Information Inquiry
Peak-Time Dining Access Application for External Campus Card Holders	Life Service	Temporary eCard Holders Applying for Peak Lunch Time (11:15-12:30 noon) Dining Access
Campus Card Dining Statistics	Life Service	Analysis and display of cafeteria consumption data across the four campuses.
Zhangjiang Campus Expert Building / Guesthouse Accommodation Application	Life Service	All applying units must strictly verify the identity of residents.
Application for Faculty Members' Minor Children to Enter Campus	Life Service	If minor children need campus access, guardians must apply and maintain related information. Access validity can be set for up to six months.
Large Waste Disposal Request	Life Service	Large waste mainly includes: discarded furniture and equipment not classified as fixed assets, large equipment outer packaging, etc. Disposal of large waste follows the principle of "who generates it is responsible." The removal cost is paid by each unit. Units in need of disposal should submit an application to the General Affairs Office. Upon approval and payment, the units transport the waste to the temporary storage point provided by the General Affairs Office.

New Energy Vehicle Charging Station Certificate Application	Life Service	New Energy Vehicle Charging Pile Certificate Application and Approval.
Cloud Video Conference Application	Life Service	Application process: fill in the form → approval by the meeting organizer (undergraduate teaching uses approved by the Undergraduate School; graduate teaching uses approved by the Graduate School; other uses approved by the relevant department or unit) → system automatically creates the meeting → meeting ends.
Campus Environment Promotion	Life Service	To further strengthen campus environment publicity management, regulate cultural positions, and create a clean, orderly, civilized, and harmonious campus environment, the Party Propaganda Department, together with the Information Office, General Affairs Office, Student Affairs Department, Graduate Affairs Department, Youth League Committee, Security Office, Medical Propaganda Department, Medical Student Affairs Department, Jiangwan Management Committee, Zhangjiang Management Committee, and other units, has developed and launched this service. The service mainly consists of “宣传品内容申请审批”(Application and Approval of Publicity Content), “宣传品放置场地申请审批”(Application and Approval for Publicity Placement Sites), the “Culture Window,” and banners.
Open-Flame Operation Permit Application	Life Service	Applications for hot work permits must be made three days in advance and require approval from both the applying unit and the Security Office. The applicant must upload an attachment titled "消防器材配置情况及现场防火措施预案"(Fire Extinguisher Configuration and On-site Fire Prevention Plan) completed by the construction unit. This attachment must include scanned copies of the hot work operator's certificate (front and back), ID card (front and back), and the fire watcher's ID card (front and back).
Visitor and Vehicle Registration for Campus Entry	Life Service	If teaching, research, or other work requires visitor and vehicle access to campus, or multi-day campus access permission, faculty and staff may apply through this service.
West Garden Student Public	Life Service	Includes rooms such as the Party Member's Home, multifunctional hall, and lecture hall.

Activity Room Reservation		
On-Campus Vehicle Booking Application	Life Service	This process applies to occasional campus vehicle rental services, including large, medium, and small vehicles.
Visitor Appointment Registration Code	Life Service	On-campus students and staff can obtain an invitation code for visitor registration via the "访客预约登记邀请码"(Visitor Appointment Registration Invitation Code) service. The code is linked to the campus contact person. Once generated, the code can be used long-term but supports updates, after which the old code becomes invalid. Visitors use the invitation code shared by the campus person to register for campus entry, with a validity of one day.
Easy Travel Assistant	Life Service	Focusing on travel needs, this service aggregates hotel and flight resources and negotiates "Fudan Specials" with well-known companies to offer convenient and preferential travel services to faculty and students.
Renewal of Vehicle Pass for Partner Organizations	Life Service	The current card renewal implements total quantity control, prioritizing units related to major logistics support, laboratory support, and school teaching and research activities. Secondary units of the university must strictly review the necessity and actual demand when approving cooperation units' applications. For necessary cooperation cards, approval must be given by the secondary unit's principal leader or authorized representative.
Postdoctoral Exit Procedures	Human Resources Services	Before exiting, postdoctoral researchers must complete personal basic information maintenance and then fill out the "博士后出站"(Postdoctoral Exit) application.
Postdoctoral Management	Human Resources Services	Postdoctoral project proposals must be entered in a timely manner; mid-term assessments require prompt entry of results and uploading of the assessment score and expert signature page. Upon completion of the term, assessment results and expert signatures must also be uploaded.
Postdoctoral Basic Information Maintenance	Human Resources Services	After completing registration and obtaining a work ID, please promptly log in to the system to complete personal information. Complete personal information before submitting the exit application.
Mid-level Professional Title	Human Resources Services	Process: Fill out and print the application form, have it signed and stamped by the department head, then submit it to the Human Resources Talent Development Office.

Application Form for PhD Holders		
Junior Professional Title Appointment Form	Human Resources Services	Process: Fill out and print the application form, have it signed and stamped by the department head, then submit it to the Human Resources Talent Development Office.
Annual Evaluation for Cadres	Human Resources Services	Applicants are from the cadre list formulated by the Party Organization Department.
Long-term Overseas Assignments for Faculty/Staff	Human Resources Services	Divided into: Overseas plan application → dispatch phase → abroad phase → return phase. Process: Staff apply → department review → HR review → staff submit related materials according to situation.
Faculty/Staff Basic Information Service	Human Resources Services	Faculty and staff can modify certain personal information online or initiate modification requests pending approval by relevant departments.
Faculty/Staff Annual Evaluation	Human Resources Services	Process: Faculty and staff fill out the form → unit review → submit to the Human Resources Office.
Faculty/Staff Part-Time Position Registration	Human Resources Services	Faculty and staff must register and obtain approval for part-time positions held in enterprises and external organizations.
Application for Appointment of Honorary, Consultant, or Adjunct Professors	Human Resources Services	Appointments of honorary, advisory, and part-time professors are reported through this service.
Clinical Professor Title Review	Human Resources Services	Clinical professor title evaluations are processed through this service.
Application Form for On-the-Job Degree Studies (Faculty/Staff)	Human Resources Services	Individuals submit applications → unit review → Human Resources records the information.
Young Scholars Forum Management	Human Resources Services	The Talent Office manages the backend of the Young Scholars Forum.

Talent Recruitment	Human Resources Services	Departments and employing units can submit job postings via the system. After HR approval, the positions are published, and both internal and external candidates can submit resumes online to apply.
Human Resources Management System	Human Resources Services	HR administrators manage personnel information.
Departmental HR Management Scope	Human Resources Services	HR administrators adjust department secretary permissions.
Faculty HR Management by Departments	Human Resources Services	Department administrators manage personnel information.
Academic Title Review	Human Resources Services	For operational guidance, see the "职称评审用户端操作手册"(Title Evaluation User Manual).
External Expert Review Management	Human Resources Services	HR administrators manage external experts participating in title evaluation modules.
30-Year Teaching Service Recognition	Human Resources Services	Faculty with 30 years of education experience may use this module to document their teaching and educational work history. After HR verification and approval, relevant honors will be awarded.
Faculty/Staff Internal Transfer Application	Human Resources Services	Faculty members applying for internal campus transfers fill out applications through this service.
Faculty/Staff Internal Job Reassignment Application	Human Resources Services	Faculty members applying for internal job changes submit applications through this service.
Super Postdoctoral Fellowship Application	Human Resources Services	Applicants meeting the academic eligibility criteria for "Super Postdoctoral Fellows" at various mobility stations complete the application materials according to the prescribed process.
Full-Time Postdoctoral Renewal Funding Application	Human Resources Services	Applicants submit online applications for school funding renewal, which is approved by the mobility station and HR.

Fudan University Service Guide	Other Service	The Fudan University Service Guide (2017 Edition) includes 233 commonly used service items for faculty and students, with flowcharts, responsible departments, service locations, and contact phone numbers, all provided by the relevant administrative departments.
Official Seal Engraving Application	Other Service	Newly established university departments or schools applying for official seals must submit an application form. After departmental approval, the printed form and supporting documents (copies) are submitted to the university office for final approval.
Education and Training Program Proposal Submission	Other Service	Departments organizing educational training projects must submit project initiation applications through this service. Upon approval, departments must provide related paper documents as required by the Continuing Education College.
Faculty/Staff Political Theory Study Record	Other Service	Organizers of faculty political theory study fill out the form → unit approval → process completion.
Library Seat Reservation	Other Service	This service is restricted to on-campus access.
Group Meal Registration Application	Other Service	Online application → fill in information and upload attachments (supporting documents) → department leader approval → General Affairs Office approval → print the form → coordinate with the relevant dining hall.
President's Mailbox	Other Service	The President's Mailbox emails are regularly received, logged, replied to, and processed by designated university departments. After receiving emails, they are forwarded to relevant offices for proper handling, and important letters are promptly reported to university leadership. Letter writers must ensure their submitted identity information is true and valid to facilitate timely processing; the system protects the confidentiality of identity information.
On-Campus Document Circulation Tracking	Other Service	Online Tracking of Document Processing: Follow the WeChat official account “复旦信息办”(Fudan Information Office) or add the WeChat mini-program “复旦 eHall” to check processing progress and receive completion notifications anytime.
On-Campus Meeting and Lecture Approval	Other Service	This process covers approval of on-campus lectures, meetings, and events, and obtaining authorization codes for borrowing public venues. Authorization codes are valid until the scheduled end time of the approved event.

Medical Library Space Reservation System	Other Service	See detailed information on the Fudan University Medical Library website.
Evaluation Feedback for Administrative and Public Service Units	Other Service	Evaluation of the work performance of all university units.
Video Filming Application by External Organizations	Other Service	Video interviews and filming of external personnel in university public areas and building exteriors.
Official Seal Usage Registration	Other Service	University offices apply for seal use registration, filled out by the person requesting the seal.
Departmental Party Branch Assessment Submission	Other Service	Year-end assessment information reporting by the university's Party branches.
Trial Service: University Seal Usage Application	Other Service	To facilitate convenient handling of affairs, especially cross-campus, faculty and staff can apply online to use university-level official seals, including the Fudan University Party Committee Seal, University Seal, Steel Seal, Overlapping Seal, and Legal Signature Seal. After online application and approval, seals can be used directly. For physical seals, approved paper materials must be presented to the University Office for seal use. For electronic seals, materials with the electronic seal can be downloaded directly from the online application page.
Fast-Track Seal Use Service	Other Service	To help faculty and staff efficiently search for seal-related services, the university has organized and consolidated all existing seal management services. This topic is mainly divided into five categories: university seal usage application, business department seal usage application, department seal usage application, electronic certificate services, and other seal management services.
Library Academic Resource Portal	Research Service	The Library Academic Resources Portal integrates all electronic resources subscribed to by the library and some open-access resources. It provides database and e-journal navigation categorized by document type and academic

		discipline, and supports concurrent searches across multiple resource platforms.
CARSI Resource Sharing	Research Service	CARSI (CERNET Authentication and Resource Sharing Infrastructure) is a federated identity authentication and resource-sharing service under the China Education and Research Network. It allows faculty and students to access academic databases off-campus via unified authentication, without needing to connect to the campus VPN.
Audit Commissioning and Project Initiation for Research Projects	Research Service	The "Project Name" refers to the research project or topic title.
Unified Academic Achievement Claiming	Research Service	Faculty and researchers can claim or add academic outputs such as papers and books that are system-pushed, helping maintain accurate academic achievement records.
Medical Research Official Seal Application	Research Service	This service is designed to facilitate the application for scientific research-related official stamps by relevant departments of the School of Medicine, aiming to improve efficiency, reduce approval time, and enhance service quality.
Evaluation Results for Undergraduate Courses (2013 Version)	Teaching Service	Query undergraduate course evaluation results prior to 2017.
Written Feedback Results for Undergraduate Courses (2013 Version)	Teaching Service	View written feedback and comments on undergraduate courses prior to 2017.
Course Evaluation for Undergraduate Courses (2018 Version)	Teaching Service	Check undergraduate course evaluation results from 2018 onward.
Undergraduate Course Syllabus Upload	Teaching Service	Upload undergraduate course syllabi.
Basic Data on Undergraduate Teaching Status	Teaching Service	Designated data coordinators from each department log in to verify and supplement human resource data, and upload undergraduate teaching data required by Fudan College.

Electronic Roll Call Sheet for Undergraduate Courses	Teaching Service	Download undergraduate course attendance sheets.
Course Selection Book and Syllabus	Teaching Service	Browse all courses offered in the current semester and download their syllabus.
Undergraduate Course Grades	Teaching Service	Enter student grades for courses.
Entry of Undergraduate Course Textbooks	Teaching Service	Submit information related to course textbooks.
Undergraduate Exam Schedule Inquiry	Teaching Service	View course exam schedules.
Academic Classroom Reservation	Teaching Service	Reserve available classrooms in public teaching buildings for academic purposes.
Student Registration Approval	Teaching Service	Student registration upon returning to campus.
Entry of Mental Health Practice Hours for Undergraduates	Teaching Service	Enables real-time, precise student information tracking to support the “心理健康教育”(Mental Health Education) modules listed in the university’s undergraduate education program.
eLearning	Teaching Service	The eLearning system, based on the Canvas LMS platform, supports online teaching and learning for both instructors and students.
Education and Training Program Completion Filing	Continue Education	Managed by the Office of Non-Degree Education, this service handles the project closure process for approved educational training programs.
EndNote Reference Management Tool	IT Service	EndNote X9 is a licensed reference management tool purchased by Fudan University Library for use on personal computers. It helps users efficiently organize and manage bibliographic information in database format, making it easier to browse existing references. It is also a valuable tool for researchers when writing, publishing, and sharing academic work.

SPSS License and Computing Resource Services	IT Service	The Information Office has purchased a licensed version of SPSS 20 (Statistical Product and Service Solutions). All faculty and students can freely download and use the official SPSS software while on campus.
Secondary Domain Name Change Request	IT Service	To request a change of a Fudan University subdomain, applicants must fill out the “复旦大学二级域名变更申请表”(Subdomain Change Application Form) in the eHall system. After approval by the department leader, the Information Office will review the request. If approved, subdomain information will be updated within two working days and the applicant will be notified by email. If not approved, the applicant will be informed by phone within one working day.
Secondary Domain Name Application	IT Service	To apply for a new subdomain, applicants must read the “Fudan University Subdomain Service Terms,” fill out the “复旦大学二级域名申请登记表”(Subdomain Registration Form) in eHall, and submit it for approval by the department leader.
Periodic Filing for Secondary Domain Names	IT Service	If personnel or registration details change, or if the registration is about to expire, applicants can update or extend the validity period through this process. Only subdomains under the applicant’s own unit may be submitted.
Secondary Website Development	IT Service	Service scope: Includes websites for secondary-level units (such as colleges or departments) and academic institutions (e.g., national or ministry-level key laboratories, research institutes, and research groups). For new website construction, applicants must read the “Fudan University Website Management Platform Terms of Service” and search “二级网站建设”(Secondary Website Construction) in eHall. Steps: fill in the form → approval by unit leader → Information Office grants website access → process completed.
Personal Data Center	IT Service	The Personal Data Center integrates personal information such as basic details, teaching services, research activities, and campus card transactions.
Process Administrator Change Approval	IT Service	To change the eHall process administrator, the department head must approve the request. The University Office will then verify and grant the new permissions.
Process Administrator	IT Service	Units must download the “eHall Process Administrator Application Form,” fill it out, sign and stamp it, and upload a

Application Approval		scanned image (.png or .jpg). The University Office will review and grant access if approved.
Cloud Server Hosting	IT Service	Applicants must read the “Fudan University Virtual Machine Hosting Regulations” and fill out the “云服务器托管”(Hosting Service Application Form) in eHall. After submission and approval by the department, the Information Office will complete the review within one working day. A system administrator will activate the service within two working days and notify the applicant via email.
Licensed Software	IT Service	Microsoft licensed software is available exclusively to Fudan faculty for download and use within the campus network.
Campus Network Visitor Account Application	IT Service	Units may apply for guest Wi-Fi accounts via the designated application service.
General Registration and Application Platform	IT Service	General Registration Service: Allows campus units to create and publish registration forms.
General Survey Platform Application	IT Service	Faculty and staff may apply to create surveys. Once approved, they can log in to the university’s internal survey platform to design and publish their questionnaire.
Electronic Document Certification Service	IT Service	Faculty and staff can apply for employment-related certificates, including: employment verification, professional title certificates, postdoctoral status certificates, graduate advisor certificates, approval documents for official travel abroad or to Hong Kong/Macau, and employment proof for contract workers.
Change of Secondary Unit Approver for Faculty Homepage	IT Service	If a department needs to add, remove, or replace approval personnel for the “Fudan Faculty Homepage Platform,” they can submit a request via this service.

Contact Us

Helpdesk

Handan Campus	Service Hours: 08:00 -18:00 (Weekdays), 08:00 -17:00 (Holidays)
	Service Hotlines:65643247、65643207
	Service Location: East Main Building, Guanghua Building (Information Office Service Desk)
	E-mail: urp@fudan.edu.cn
ZhangJiang Campus	Service Hours: 08:00---17:00 (Weekdays)
	Service Hotlines:51355599
	Service Location: Room 310, School Affairs Hall, Third floor, Research Building No. 3
	E-mail: urp@fudan.edu.cn
FengLin Campus	Service Hours: 08:00-17:00 (Monday- Saturday)
	Service Hotlines:54237486
	Service Location: KangQuan Library 8 th Floor
	E-mail: nic@shmu.edu.cn
JiangWan Campus	Service Hours: 08:00---17:00 (Weekdays)
	Service Hotlines:31242132
	Service Location: Room 116, North Side, 1st Floor, Leo KoGuan Law Building
	E-mail: urp@fudan.edu.cn

Follow the Information Office for More Information

“复旦信息办”(Fudan Information Office) Official Weibo: <https://weibo.com/fduxxb>

“复旦信息办”(Fudan Information Office) WeChat Official Account: This account provides quick access to various campus IT services. By linking your Unified Identity Authentication (UIS) account, you can check your campus card transactions, grades, electricity fees, and more. You can also subscribe to receive real-time updates and the latest IT service guides. Scan the QR code to learn more.

