

子女入学摸底信息填报说明

温馨提示：为保证良好的适配性，请使用 360 浏览器（兼容模式）或谷歌浏览器；如为校外 IP，请通过校园 VPN 进行访问。校园 VPN 设置教程详见以下链接：<http://net.xmu.edu.cn/5588/list.htm>

一、 登录人事系统自助平台：

输入 <http://hr.xmu.edu.cn/webhr/>，进入人事系统登录界面：点击【用厦大账号登录】，输入用户名（教工号）和密码（与信息门户密码一致），点击【登录】，选择【自助平台】，进入人事系统自助平台；

The screenshot shows the 'Human Resources Service System (HRSS) @ Xiamen University' login page. At the top, there are navigation links for '公司首页', 'Java下载', '语言', and '简体中文'. Below the header, there are input fields for '用户名:' and '密码:', and radio buttons for 'HR管理平台' and '自助平台'. A '登录' button is present, along with a '找回密码' link. A red box highlights the '用厦大帐号登录' button. Below the login fields, there is a '帐号登录' section with three numbered red boxes: 1 points to the '用户名/username' field, 2 points to the '密码/password' field, and 3 points to the '登录/Login' button. At the bottom, there is a link for '人事秘书及机关单位秘书请登录 >>' and a button for 'HR管理平台'. A note at the bottom right states: '注：首次登录HR管理平台前请下载Java插件并按说明进行配置'.

四、如实填报信息后，并上传附件后点击【提交】。

The screenshot displays the 'Automatic Application' (自动申请) interface for staff children's enrollment at Xiamen University. The form is organized into several sections:

- 基本信息 (Basic Information):** Includes fields for application status (本学年), department code (103021001), personnel ID, personnel name, and unit. The application time is shown as 2018-03-14.
- 配偶信息 (Spouse Information):** Fields for spouse name, spouse unit, and spouse staff ID (to be filled by staff).
- 子女信息 (Children's Information):** Fields for child's name, gender, birth date, ID number, nationality (source), household registration location, household registration category, and school of intention.
- 其他信息 (Other Information):** A field for purchased property address and a note field.

At the top right of the form, there are several action buttons: '切换网页模式' (Switch Web Mode), '保存' (Save), '提交' (Submit), '流程' (Process), '打印' (Print), and '附件(0)' (Attachments). A red arrow points to the '提交' button, indicating the final step of the application process.