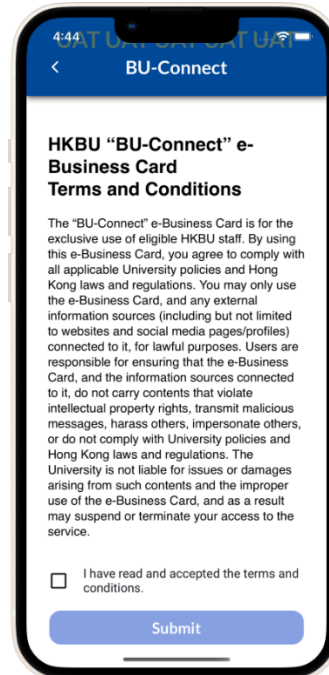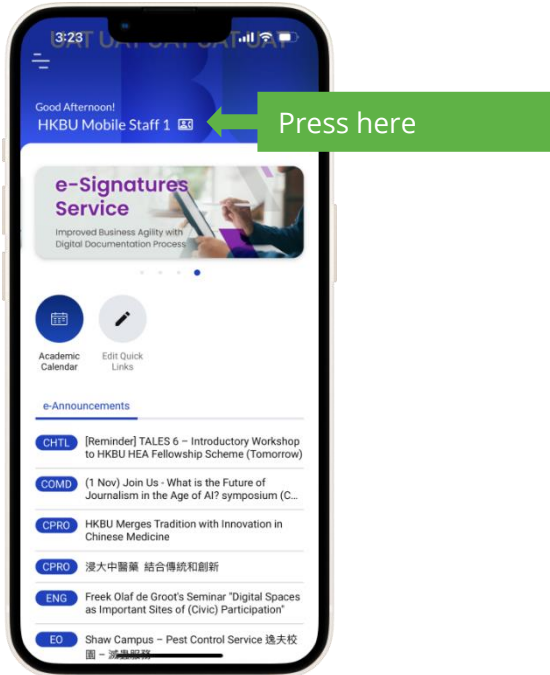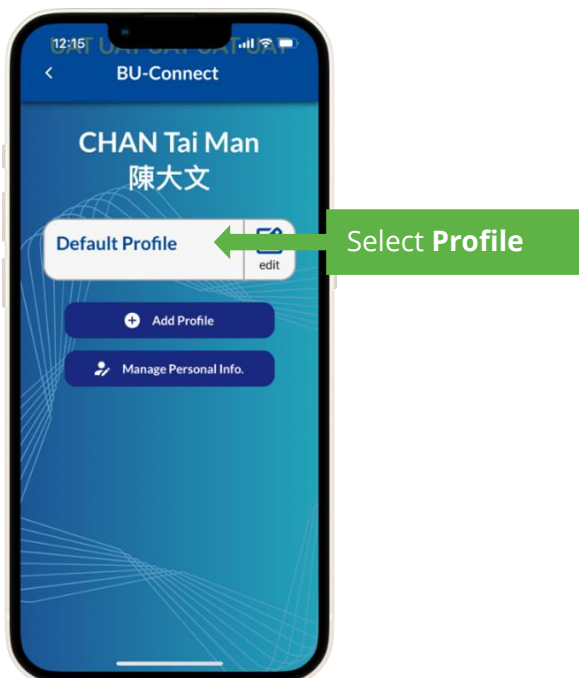## HKBU Mobile
BU-Connect (e-Business card) User Guide
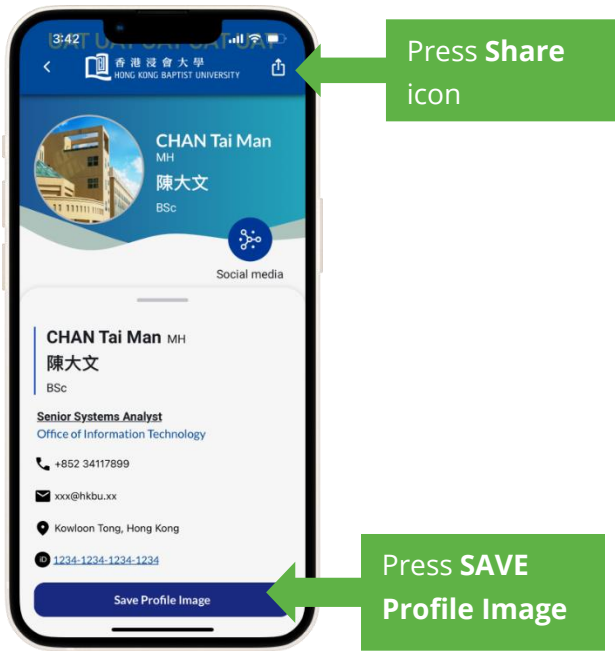
I. Access to ~~Profile~~

1 Press the CARD ICON right next to your name.

2 Review and agree to the TERMS AND CONDITIONS when first access the BU-Connect.

3 Press DEFAULT PROFILE to get access to your profile page.

4 The QR code allows others to add your contact directly to their mobile phones after scanning. Swipe up from the bottom to expand your full profile.

Press **Share** icon

Press **SAVE Profile Image**

Press **SHARE URL** button

4 Press the SHARE ICON to share your profile and press SAVE PROFILE IMAGE to save the profile as an image on your mobile device.
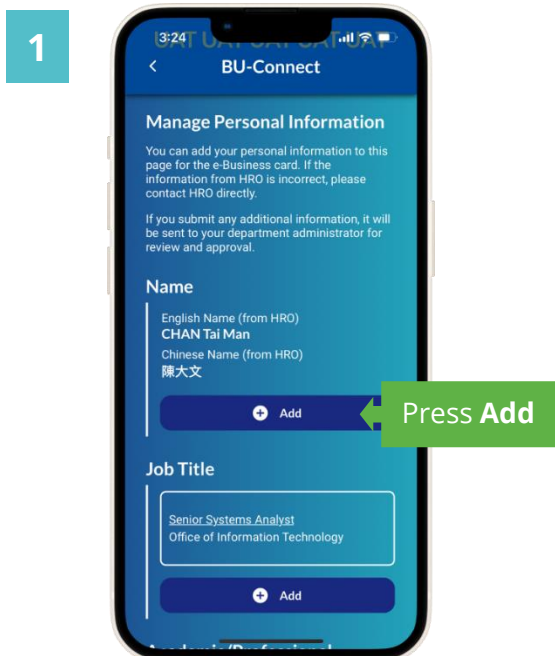
5 Access the web profile by scanning the QR code or press SHARE URL to share your web profile with others.
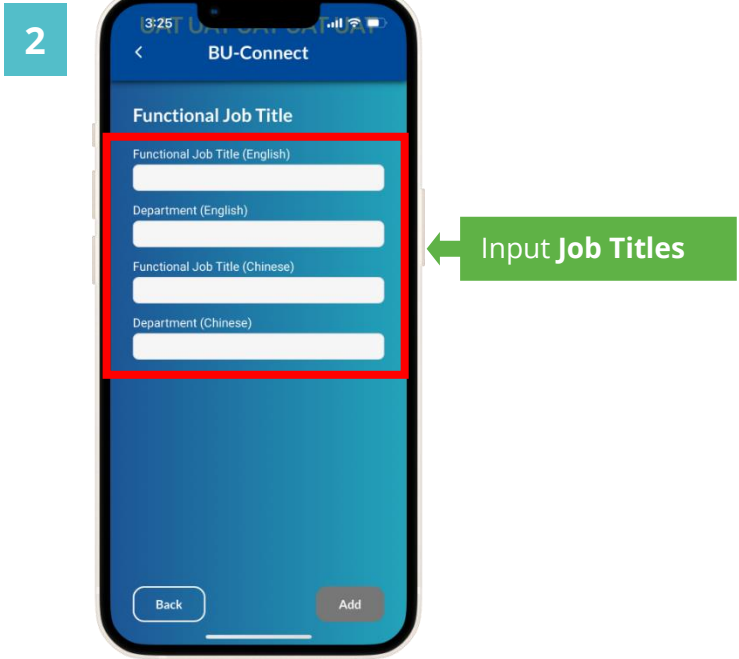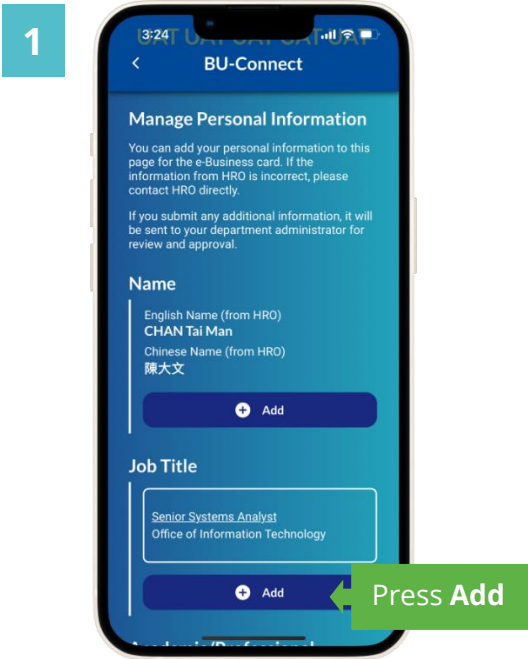
II. Manage Personal Info

The information you input on this page requires verification from the responsible administrator of your Department/Unit.
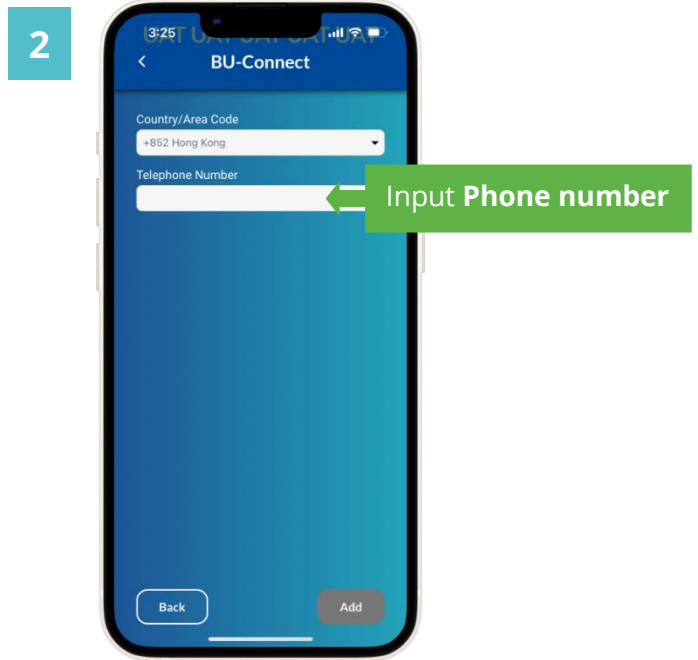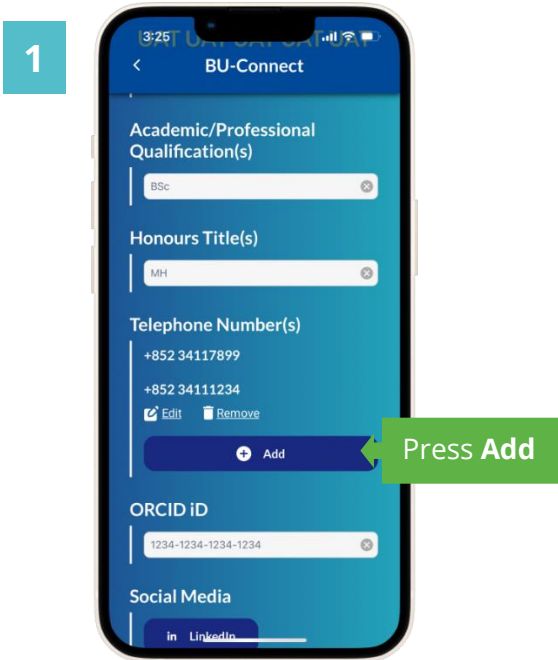

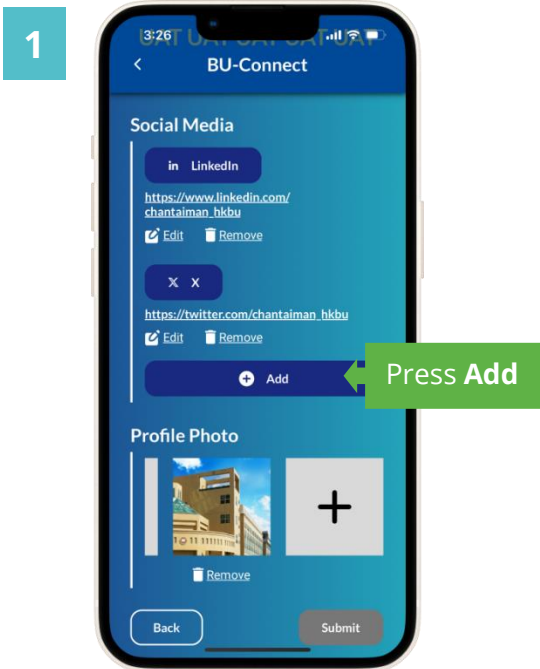**1** Press MANAGE PERSONAL INFO to add/edit your personal information for the e-Business card.

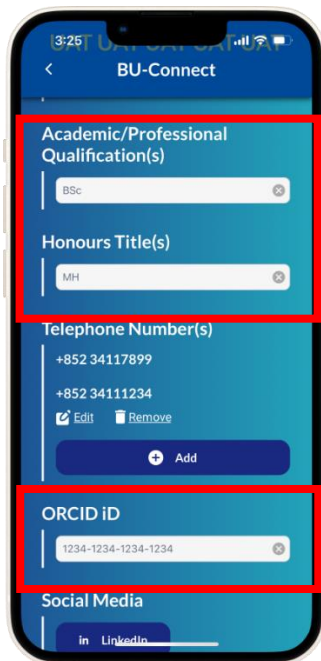**2** (1) & (2) Press the ADD icon and input your English and/or Chinese name.

1

BU-Connect

Manage Personal Information

You can add your personal information to this page for the e-Business card. If the information from HRO is incorrect, please contact HRO directly.

If you submit any additional information, it will be sent to your department administrator for review and approval.

Name

English Name (from HRO)
CHAN Tai Man
Chinese Name (from HRO)
陳大文

➕ Add

Job Title

Senior Systems Analyst
Office of Information Technology

➕ Add — Press **Add**

2

BU-Connect

Functional Job Title

Functional Job Title (English)

Department (English)

Functional Job Title (Chinese)

Department (Chinese)

Input **Job Titles**

Back   Add

3 (1) & (2) Press the ADD icon and input your job title(s).

1

BU-Connect

Academic/Professional Qualification(s)

BSc

Honours Title(s)

MH

Telephone Number(s)

+852 34117899

+852 34111234

✏️ Edit 🗑 Remove

➕ Add — Press **Add**

ORCID iD

1234-1234-1234-1234

Social Media

in LinkedIn

2

BU-Connect

Country/Area Code
+852 Hong Kong

Telephone Number

Input **Phone number**

Back   Add

4 (1) & (2) Press the ADD icon and input your phone number(s).

1

Social Media

in LinkedIn

https://www.linkedin.com/chantaiman_hkbu
✎ Edit 🗑 Remove

✗ X

https://twitter.com/chantaiman_hkbu
✎ Edit 🗑 Remove

➕ Add

Profile Photo

Remove

Back   Submit

Press **Add**

2

Platform
LinkedIn

URL
https://

Back   Add

Input **Social Media**

5 (1) & (2) Press the ADD icon and input your social media information.

Academic/Professional Qualification(s)

BSc

Honours Title(s)

MH

Telephone Number(s)

+852 34117899

+852 34111234

✎ Edit 🗑 Remove

➕ Add

ORCID iD

1234-1234-1234-1234

Social Media

in LinkedIn

6 Update your qualification(s), honours title(s) and ORCID iD.

Social Media

in LinkedIn

https://www.linkedin.com/chantaiman_hkbu
✎ Edit 🗑 Remove

✗ X

https://twitter.com/chantaiman_hkbu
✎ Edit 🗑 Remove

➕ Add

Profile Photo

Remove

Back   Submit

Press **ADD** icon to add profile photo.
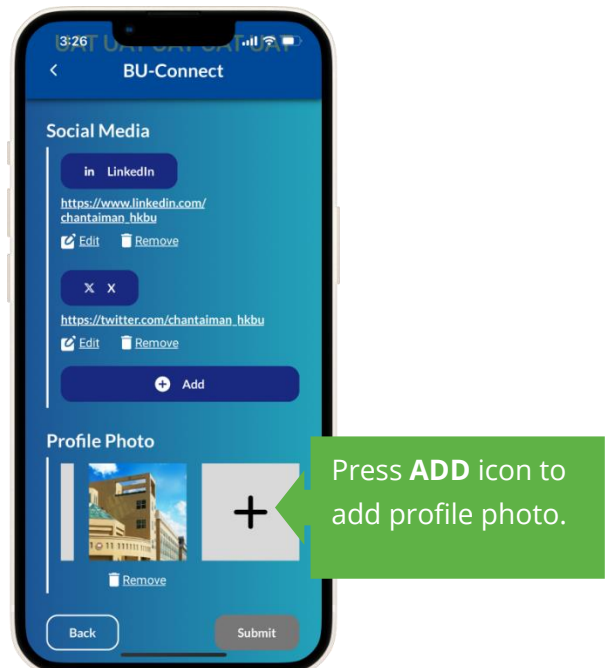
7 Press the ADD icon and add your photo(s).
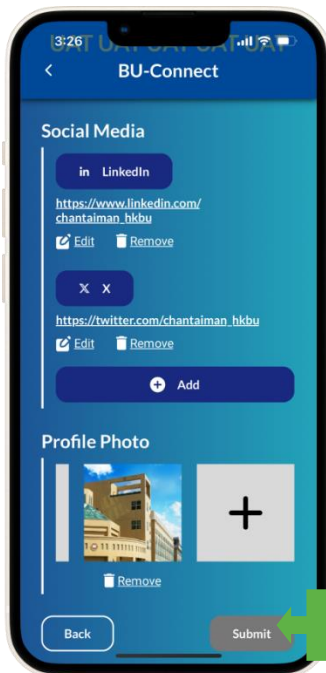
Press **SUBMIT**

**8** Press SUBMIT to submit your change request. If needed, the responsible administrator from your Department/Office/Unit will verify the information you have inputted. You will receive a confirmation notification if your request is approved.


General rules for profile photos

- The profile photo should be the genuine portrait of the user, and photo of other persons, as well as other animation, graphic or image should not be used;
- Wear professional attire and use a plain, neutral background;
- A head-and-shoulders shot with a natural expression is ideal and the photo should be recent;
- Maintain direct eye contact with the camera;
- Use a high-resolution photo to ensure clarity and sharpness;
- For any enquiries on the photo requirements, please contact CPRO.
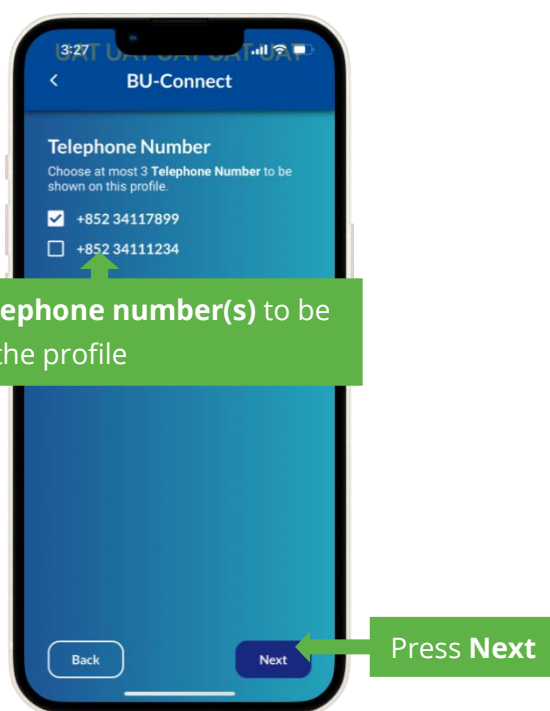

III. Add Profile

New profile will be shown on the main page after review.
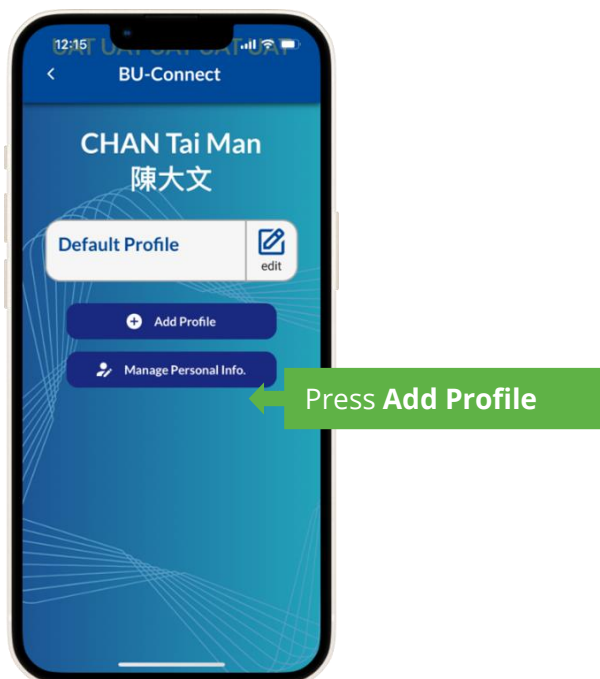
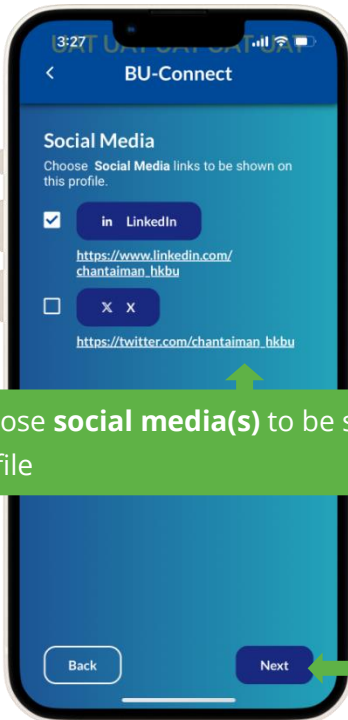**1** Press ADD PROFILE to create an additional profile. Despite the Default Profile, you can add two more profiles.

Press **Add Profile**
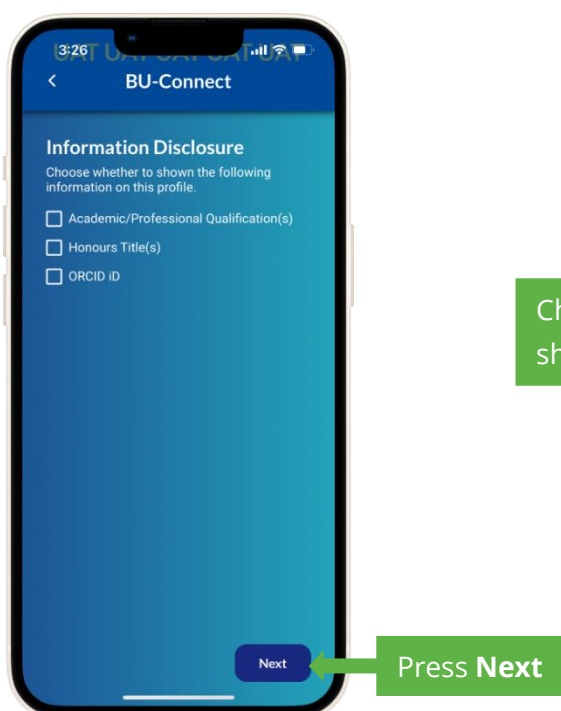
Press **Next**

2 Choose the information to be **shown on the profile.**

Choose **telephone number(s)** to be shown on the profile
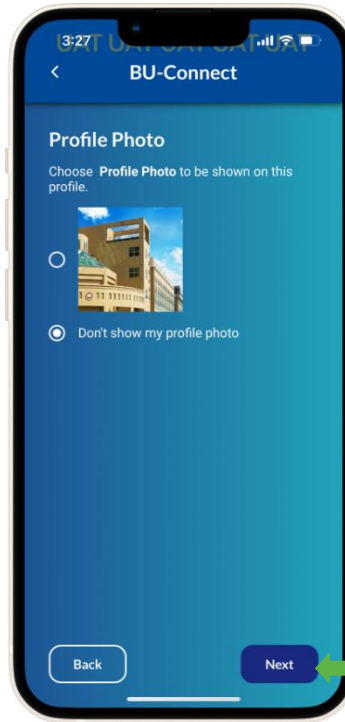
Press **Next**

3 Choose TELEPHONE NUMBER(S).

Choose **social media(s)** to be shown on the profile
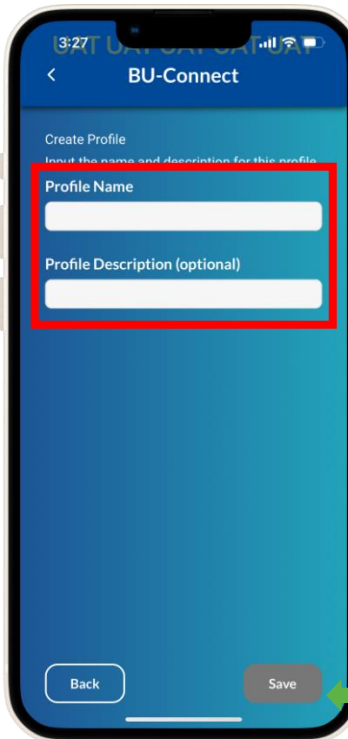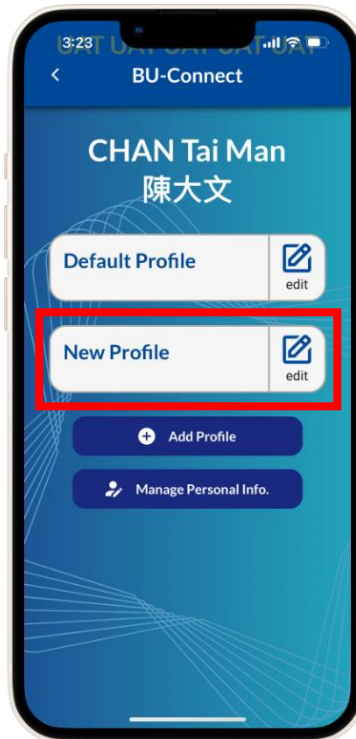
Press **Next**

4 Choose SOCIAL MEDIA(S).

Press **Next**

5 Choose ONE PROFILE PHOTO.

Input **Profile name and profile description**

Press **Save**

6 Input profile name and description (optional) and then press SAVE to confirm a new profile.

7 NEW PROFILE will be shown on the main page.

If you create additional profiles, you may choose which profile you want to share with your contacts.