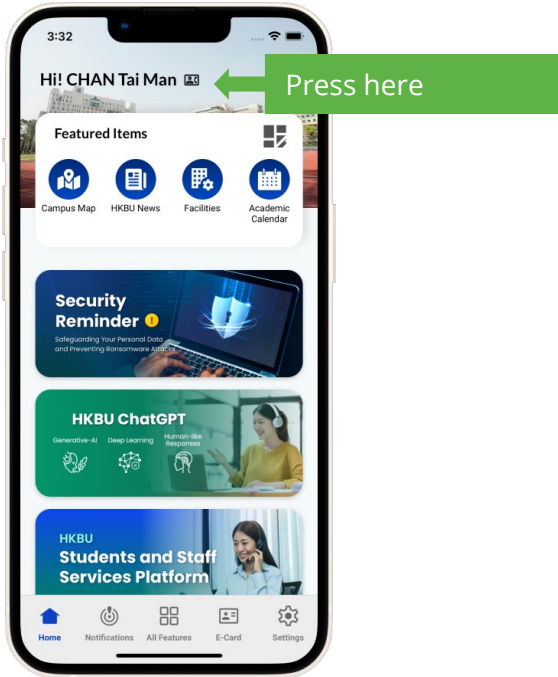
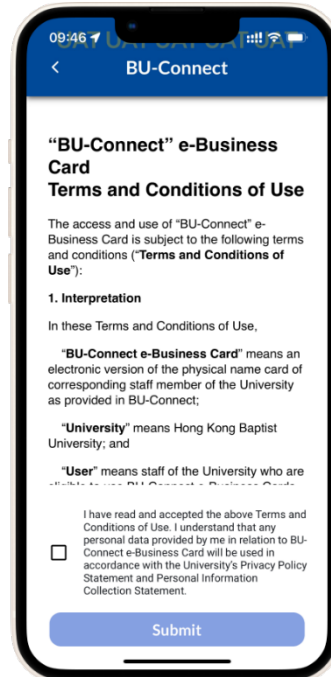


## HKBU Mobile BU-Connect (e-Business card) User Guide

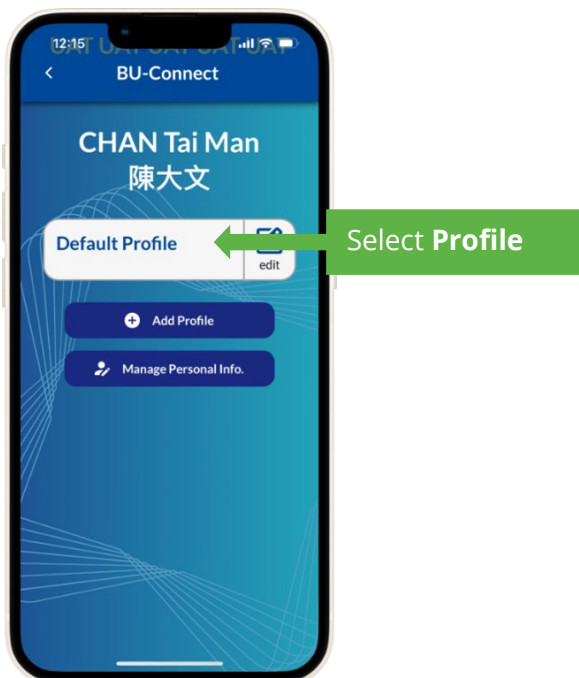
### I. Access to Profile



1 Press the **CARD ICON** right next to your name.



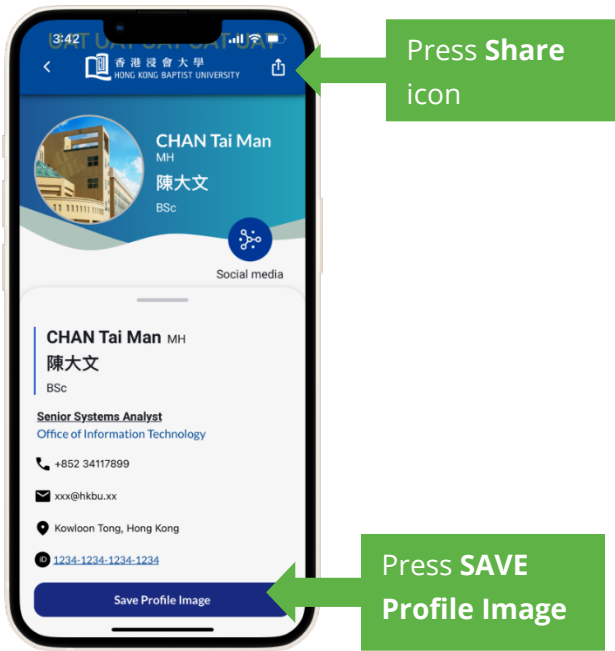
2 Review and agree to the **TERMS AND CONDITIONS** when first access the BU-Connect.



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.



5 Press the **SHARE ICON** to share your profile and press **SAVE PROFILE IMAGE** to save the profile as an image on your mobile device.



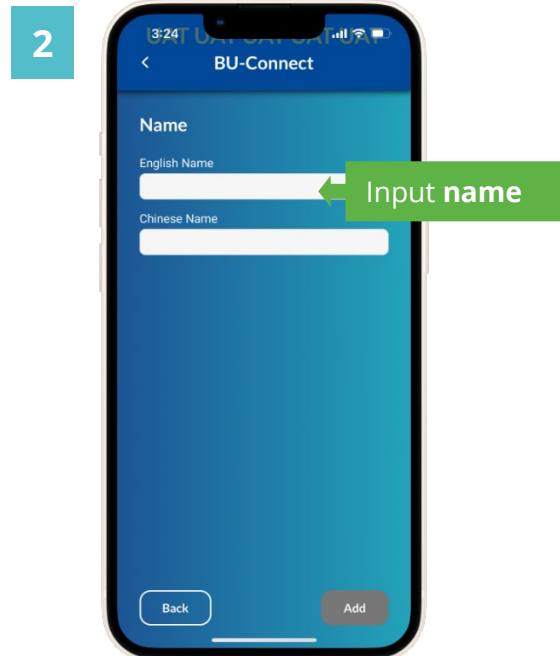
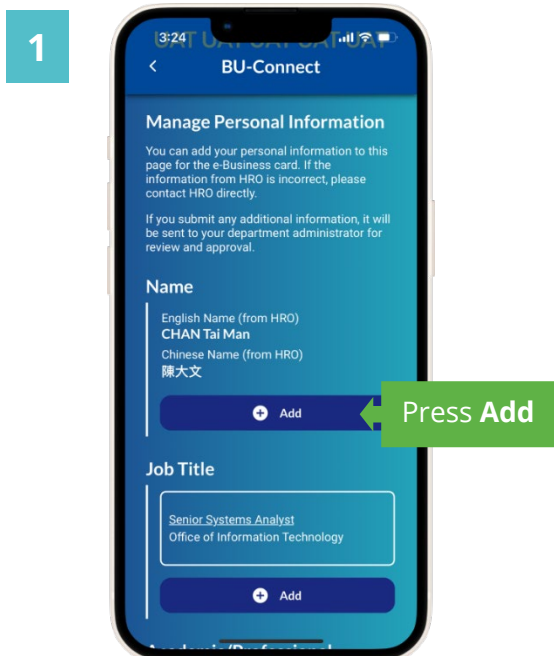
6 Access the web profile by scanning the QR code or press **SHARE URL** to share your web profile with others.

## II. Manage Personal Info

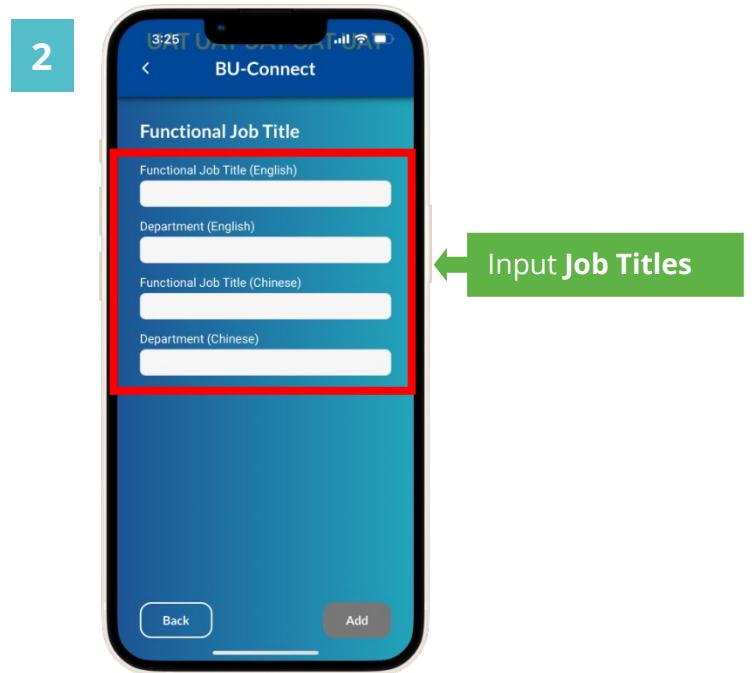
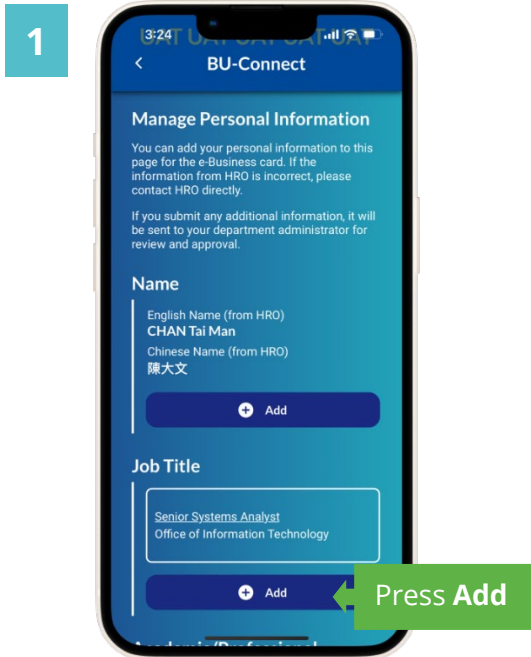
The information you input on this page requires verification from the responsible administrator of your Department/Unit.



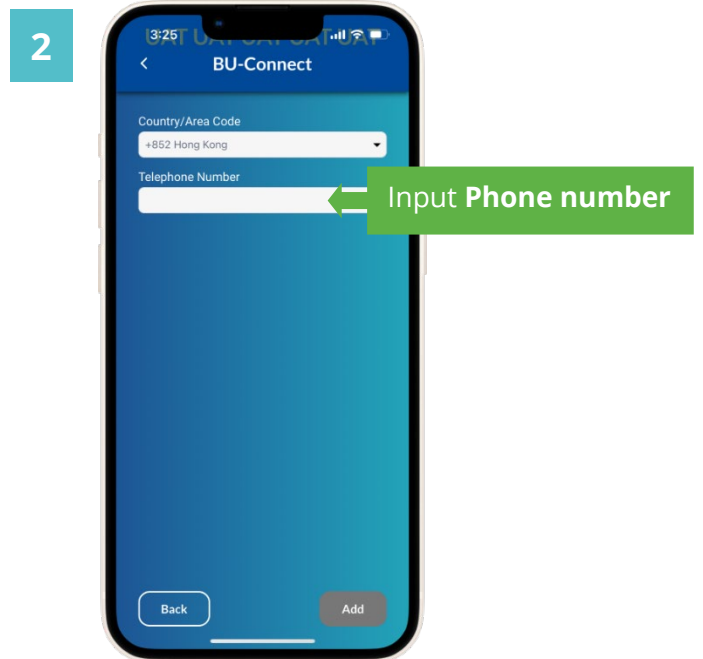
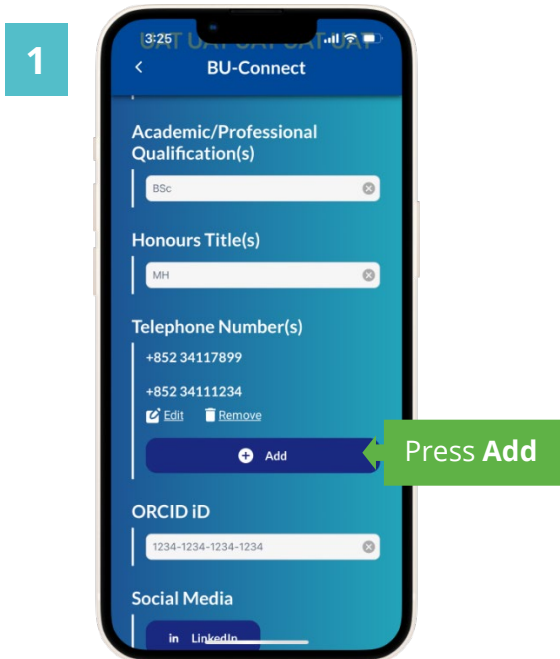
- 1 Press **MANAGE PERSONAL INFO** to add/edit your personal information for the e-Business card.



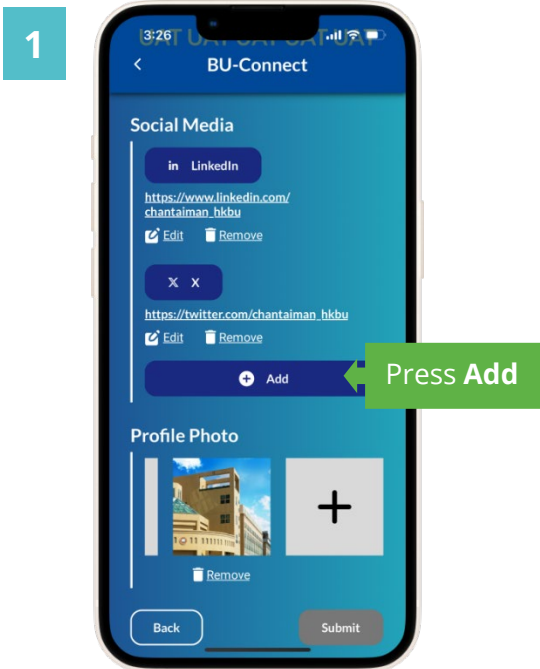
- 2 (1) & (2) Press the **ADD** icon and input your English and/or Chinese name.



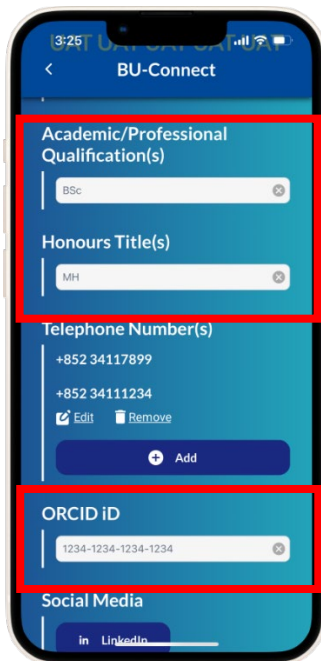
3 (1) & (2) Press the **ADD** icon and input your job title(s).



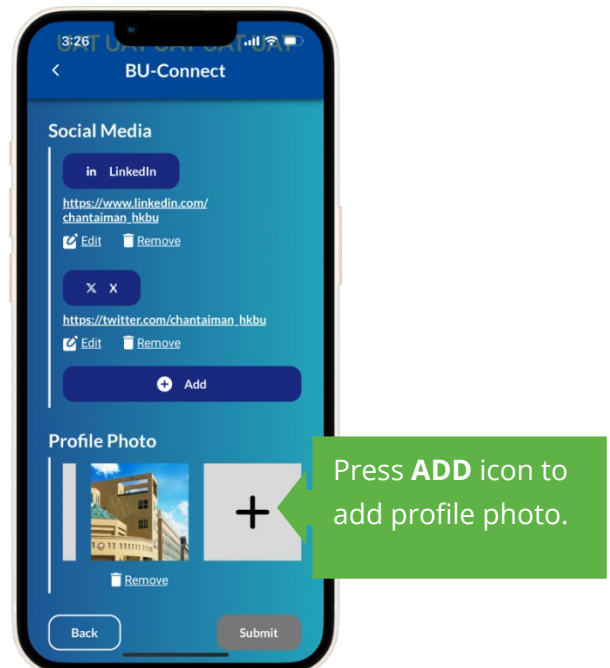
4 (1) & (2) Press the **ADD** icon and input your phone number(s).



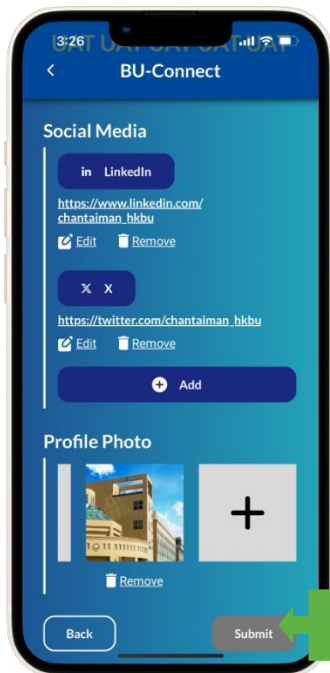
5 (1) & (2) Press the **ADD** icon and input your social media information.



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



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



Press **SUBMIT**

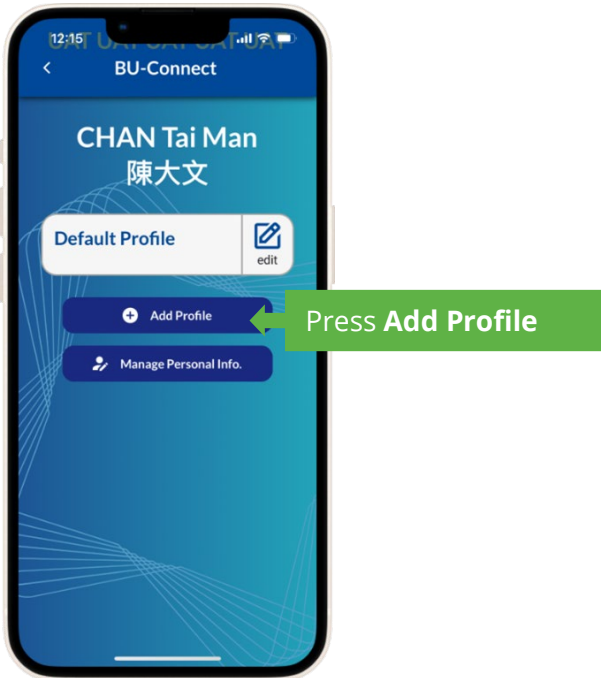
- 8 Press **SUBMIT** to submit your change request. If needed, the responsible administrator from your Department/Office/Unit will verify the information you have inputted. You will receive a confirmation notification if your request is approved.

### General rules for profile photos

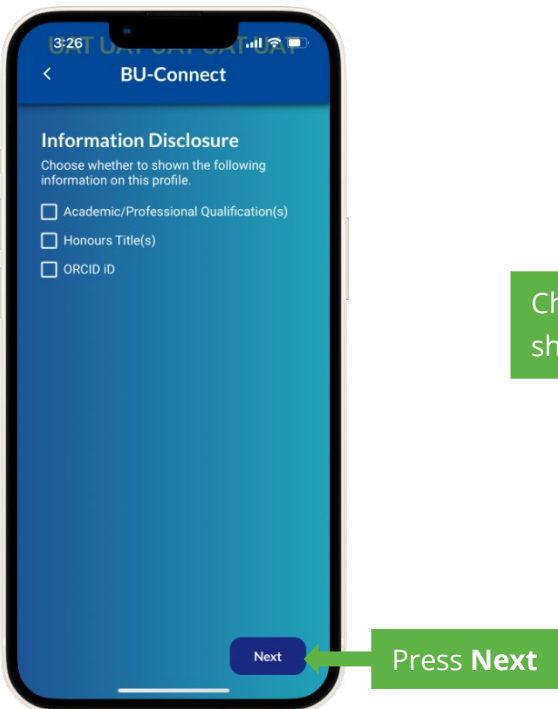
- The profile photo should be the genuine portrait of the user, and photo of other persons, as well as other animation, graphic or image should not be used;
- Wear professional attire and use a plain, neutral background;
- A head-and-shoulders shot with a natural expression is ideal and the photo should 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

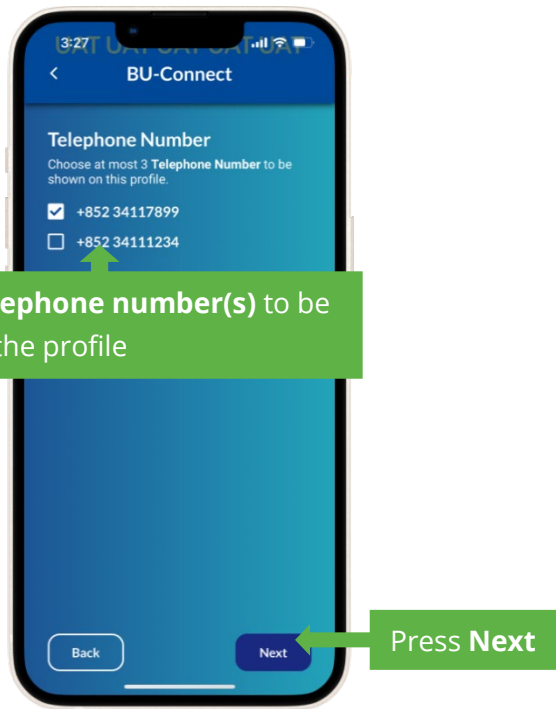
New profile will be shown on the main page after review.



- 1 Press **ADD PROFILE** to create an additional profile. Despite the Default Profile, you can add two more profiles.

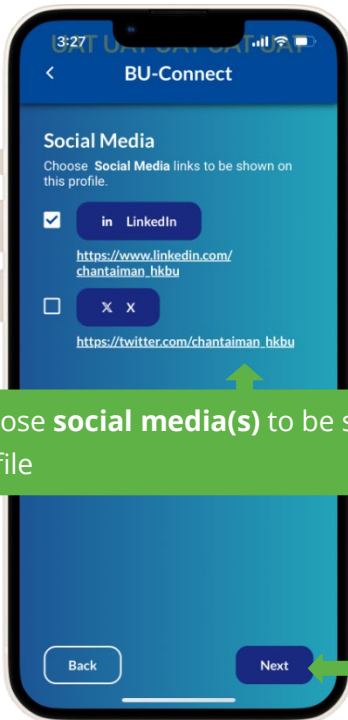


- 2 Choose the information to be shown on the profile.



- 3 Choose **TELEPHONE NUMBER(S)**.

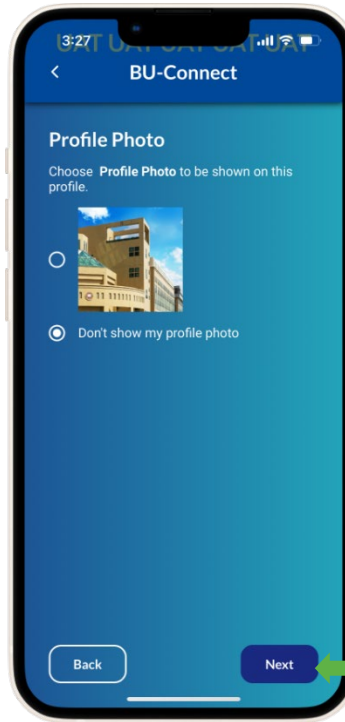




Choose **social media(s)** to be shown on the profile

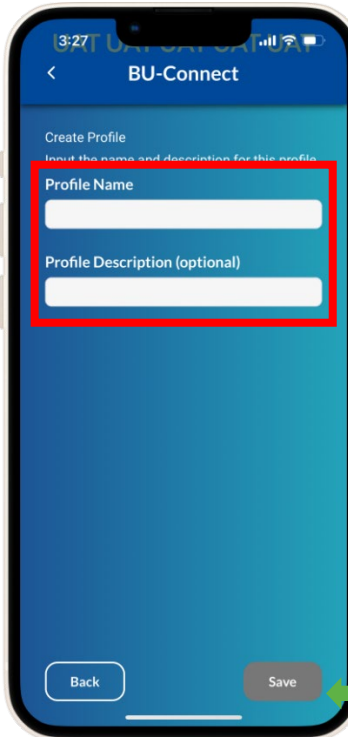
Press **Next**

**4** Choose **SOCIAL MEDIA(S)**.



Press **Next**

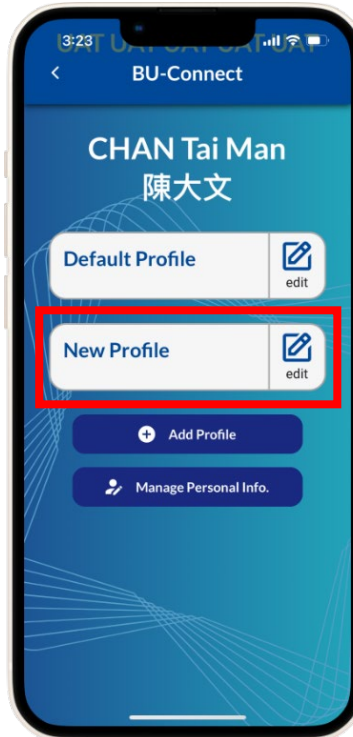
**5** Choose **ONE PROFILE PHOTO**.



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.