

国家林业和草原局院校规划教材

平台操作手册

(教师个人用户)

2021 年 4 月

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一、账号注册

1. 第一步：登陆平台主页，单击“新用户注册”。如下图所示



2. 第二步：按提示输入个人信息，并点击获取手机验证码。

The screenshot shows the registration form with a progress indicator at the top. The progress bar has three steps: 1. "填写账户信息" (Fill in account information), 2. "step2: 按提示输入个人信息, 并点击获取手机验证码" (Step 2: Enter personal information as prompted and click to get mobile verification code), and 3. "注册成功" (Registration successful). The form fields are as follows: "手机号:" (Mobile phone number) with the value "13800000000" and a green checkmark; "验证码:" (Verification code) with an empty field and a red box around the "获取验证码" (Get verification code) button, with a red arrow pointing to it and the text "验证码不能为空" (Verification code cannot be empty); "真实姓名:" (Real name) with the value "张三" and a green checkmark; "身份证号:" (ID card number) with the value "110108197612120022" and a green checkmark. Below the fields is a checkbox labeled "我已阅读并同意条款" (I have read and agree to the terms) which is checked. At the bottom is a blue button labeled "下一步" (Next step).

3. 第三步：输入收到的手机验证码，并点击“下一步”

The image shows a registration form with three steps: 1. 填写账户信息 (Fill in account information), 2. 验证账户信息 (Verify account information), and 3. 注册成功 (Registration successful). The form is currently on step 2. It includes fields for: * 手机号 (Mobile number): 1356...; * 验证码 (Verification code): 5860, with a 37秒 (37 seconds) timer; * 真实姓名 (Real name): 张三 (Zhang San); * 身份证号 (ID card number): 11010819...; and a checkbox for 我已阅读并同意条款 (I have read and agree to the terms). A blue button labeled 下一步 (Next) is highlighted with a red box. A red arrow points from the verification code field to the text: 输入收到的手机验证码，并单击“下一步” (Enter the received mobile verification code and click "Next").

4. 第四步、第五步：选择所在学校，填写相关信息。单击“注册”按钮。

The image shows the registration form on step 2, focusing on school selection. A blue banner at the top reads: 注册后，请关联您所在的高校院系，确保您的身份真实有效。 (After registration, please associate your university department to ensure your identity is real and effective). Below this are three fields: * 关联自己学校 (Associate your school): a dropdown menu with the text - 请选择所属院校 - (Please select your school); * 填写自己院系 (Fill in your department): a text input field; * 填写职称 (Fill in your title): a text input field. A blue button labeled 注册 (Register) is at the bottom. Red boxes highlight the dropdown menu, the department field, the title field, and the register button. Red arrows point from the dropdown menu to the text: 没有找到学校? (Didn't find the school?). Another set of red arrows points from the department and title fields to the text: step4 选择所在学校，填写相关信息 (Step 4: Select your school and fill in relevant information). A red arrow points from the register button to the text: step5 点击注册按钮 (Step 5: Click the register button).

5. 第六步：输入用户名、密码点击下一步，注册成功

1 填写账户信息 2 验证账户信息 3 注册成功

* 用户名: ✓

* 密码: ✓

安全程度: 弱 中 强

* 确认密码: ✓

6. 注册成功

1 填写账户信息 2 验证账户信息 3 注册成功

恭喜，您已注册成功，请从新登录进入页面！

页面将在 **2** 秒种后，跳转到 [登录中心](#)

二、平台登陆

1. 方式 1：用户名、密码登陆

The screenshot displays the login interface of the 'National Forestry and Grassland Administration College Planning Textbook Management Platform'. On the left, there is a blue header for 'College Planning Textbook - Related Notice' and 'Application Work Diagram'. Below it, a scrollable text area contains a notice from the National Forestry and Grassland Administration regarding the '14th Five-Year Plan' textbook construction. On the right, the 'Platform Operation Manual' section shows two login options: 'Password Login' and 'Mobile Login'. The 'Password Login' option is selected and highlighted with a red box. The input fields for 'Username' (containing 'sail') and 'Password' (containing '.....') are also highlighted with a red box. A 'Login' button is visible below the input fields. At the bottom, there are links for 'School Management Account Application' and 'New User Registration'. The footer lists the organizing and承办单位 (organizing and handling units).

主办单位：国家林业和草原局教材建设领导小组 国家林业和草原局人事司
承办单位：国家林业和草原局院校教材建设办公室

2. 方式 2：手机号登陆

This screenshot shows the same platform interface as above, but with the 'Mobile Login' option selected and highlighted with a red box. The input fields for 'Mobile Number' (with a '+86' country code and a placeholder '请输入手机号码') and 'Verification Code' (with a placeholder '请输入验证码' and a 'Get Verification Code' button) are also highlighted with a red box. The 'Login' button remains visible. The notice on the left and the footer information are identical to the previous screenshot.

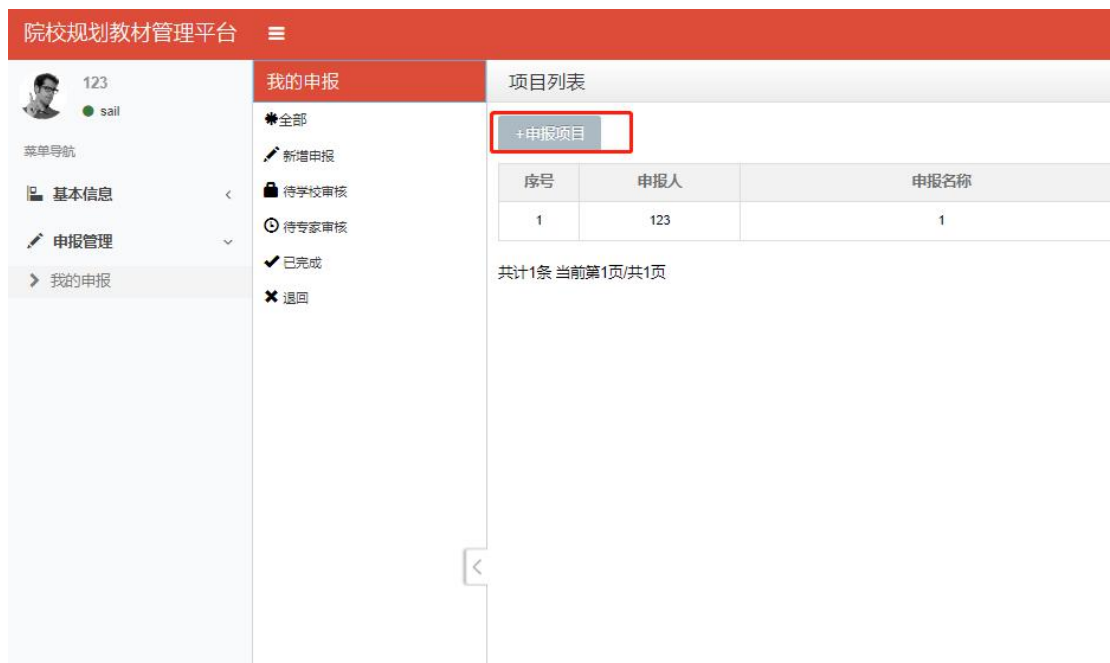
主办单位：国家林业和草原局教材建设领导小组 国家林业和草原局人事司
承办单位：国家林业和草原局院校教材建设办公室

三、申报项目

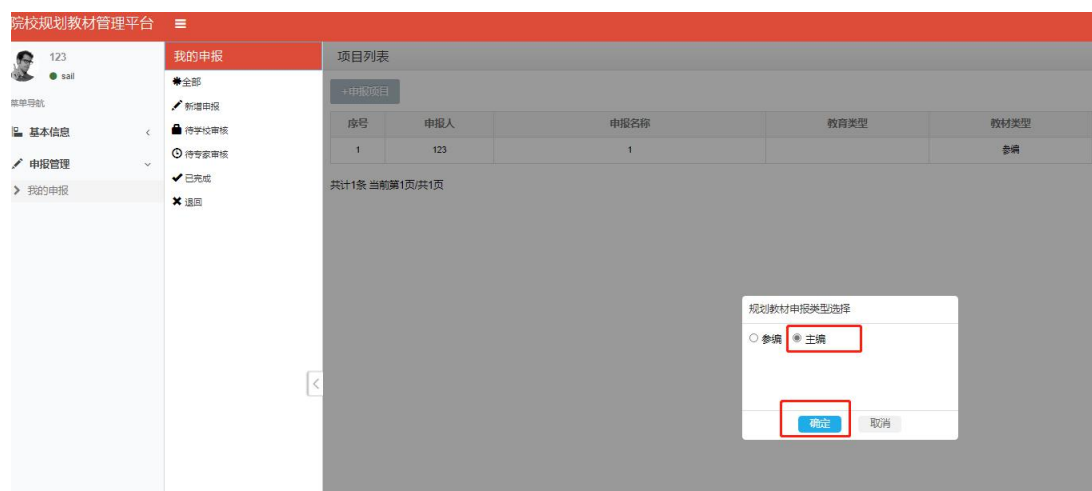
1. 依次单击“申报管理”-“我的申报”如下图中红框所示



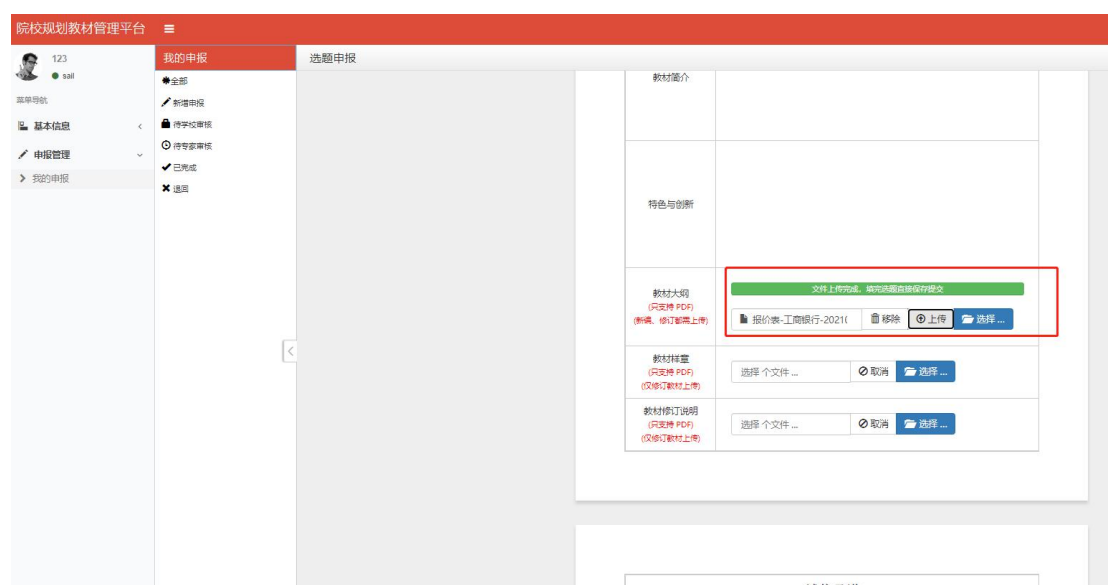
2. 单击“申报项目”



3. 选择“参编”或“主编”，然后点击“确定”进入填报页面



4. 依据表格提示填写相关内容（提醒：在表格中上传附件时，先点击“选择”按钮，选择本地文件，在选择好所上传的文件后，一定要再点击“上传”按钮，出现如下图所示绿色进度调后，附件才上传成功）



5. 提交选题：点击“提交保存”——“是”则选题提交完成（提示：选题提交后不可修改，如需修改请联系所在学校教务处在系统中退回，退回后再次提交。）

