



香港中文大學
The Chinese University of Hong Kong

IT @ SERVICES

ORIENTATION PROGRAMME FOR
INTERNATIONAL UNDERGRADUATES 2017-18

Information Technology Services Centre

Aug 2017

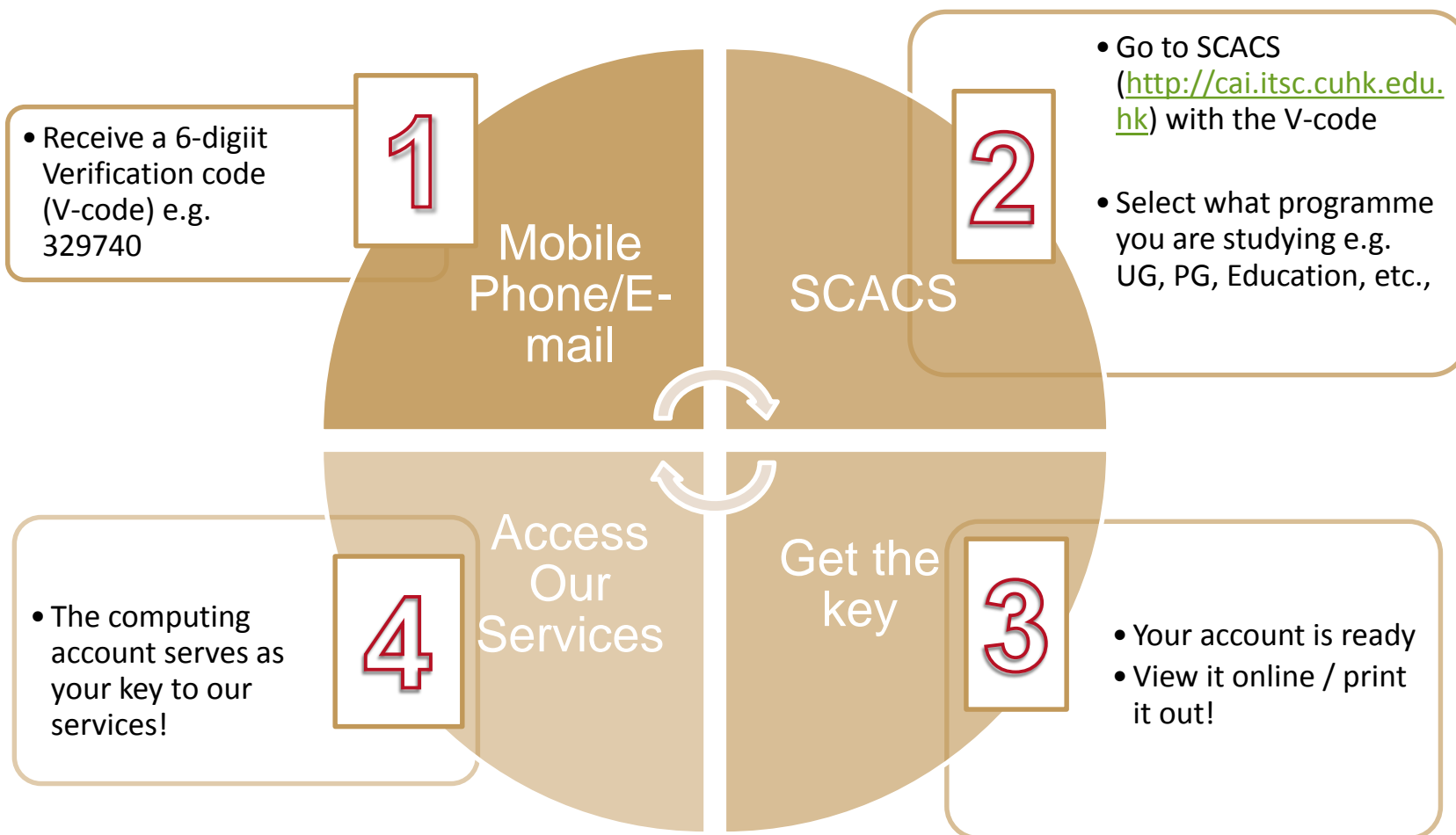
What You're Going to Use / Experience @CUHK

- Computing Account
- MyCUHK and CUSIS
- Office 365
- WiFi & Network
- CUHK Mobile
- IT Facilities
- Security Tips
- Get Help from ITSC

GET YOUR DOOR KEY READY

- # Computing Account
- # Account is key
- # What's the key for?

Where's the key?



C. Computing Account Details:

(1) OnePass (CWEM) Account

Student ID:

Computing ID:

OnePass (CWEM) Password:

E-mail Address:

Expiry Date:

The Chinese University of Hong Kong
Information Technology Services Centre
Computing Account Information (CAI) Slip

Student Name and Study Programme

Student ID

Computing ID

Your Key Is Computing Account Information (CAI) Slip

Student ID:
1234567890

For online systems
e.g. MyCUHK,
eLearning

Computing ID:
s1234567890

Mostly for network
connection
e.g. WiFi / VPN

Email Address:
1234567890@link
.cuhk.edu.hk

For emails /
ITSC's PCs / WiFi

**OnePass (CWEM)
Password**

For all ITSC
Services + other IT
platforms

Change Password



Changing OnePass (CWEM) Password



<http://cai.itsc.cuhk.edu.hk/chgpwd/>

Current Password:

New Password:

Confirm Password:

Image:

[Generate New Image](#)

[繁體中文](#)

(CADS Reference Number: 064)

(CUHK Reference Number: 064)

[繁體中文](#)

The service is for staff and students only.

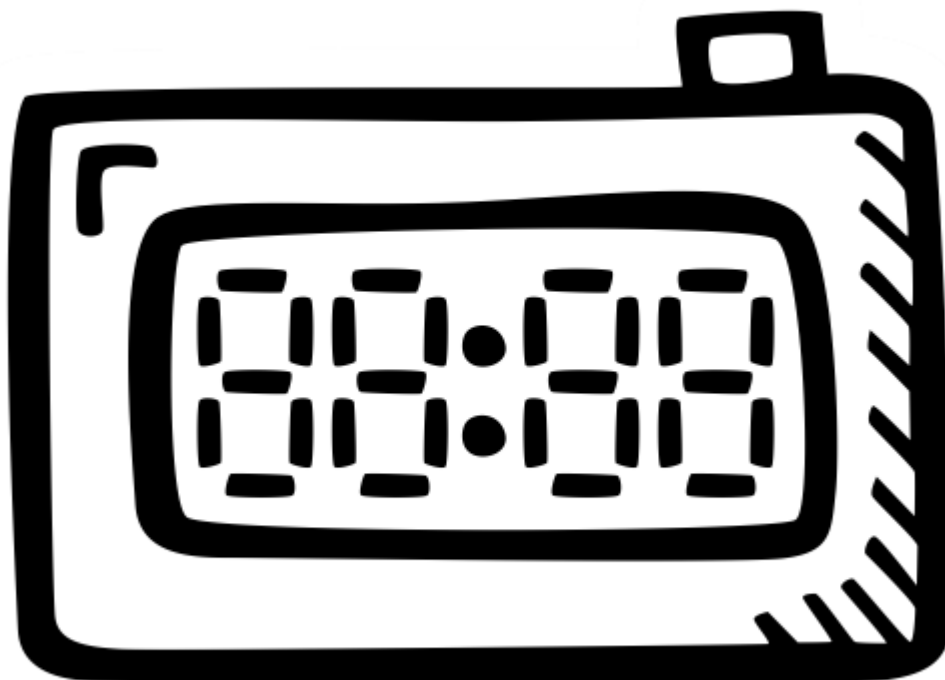
Your password must

- Have length between 8 and 20 characters
- Contain at least 4 unique characters
- Contain at least 1 letter, 1 digit, and 1 special character
- Use only these special characters:
! ? . % + = ^ \$ & # - @
e.g. ab!2cd34, mon=2xyz, BE.Best1
- NOT reuse your last 4 passwords
- NOT contain your login ID

[Check recommendations of secure passwords](#)

For Staff Using Departmental MS Exchange (Outlook) Email:

By changing your OnePass (CWEM) password, the same password can also be used to log in departmental MS Exchange (Outlook) email.



OnePass password will be expired every 400 days.

MANAGE ACADEMIC MATTERS @MYCUHK

CUSIS

Course Registration

Payment

My Result!!

Enter MyCUHK via OnePass– 10 digit Student ID



MyCUHK

Welcome

Login with CUHK OnePass

This will log you in via the CUHK Central Authentication System

[What is MyCUHK?](#)
MyCUHK not only is your personal CUHK services.

Current Staff and Students
Check [here](#) for instructions on getting started.

Alumni Account Initialization
Click [here](#) for steps to initialize your account. Please click [here](#) if you forgot your password.

To protect your privacy
To prevent unauthorized use of your account, please click [here](#) to update your privacy settings.

Avoiding security certificate warnings
This portal web site uses security certificates. Please click [here](#) for more information. Please click [here](#) if you forgot your password.

[繁體中文](#)
[Using Chrome?](#)



Welcome to OnePass

Login ID:

Password:

[Login](#) [Clear](#)

CADS
(CADS Reference Number: 246)

[繁體中文](#)

OnePass provides staff, students & alumni enhanced security and a single login across CUHK online systems.

[Change Current / Expired Password](#)
Forgot Your Password? [Staff](#) | [Students](#) | [Alumni](#) | [Others](#)

- What Login ID is?**
- Staff / Student ID; or Computing ID for Department / Project / Student Organization
 - Alumni ID ([Account Initialization](#) | [Forgot Alumni ID?](#))

Need Help? Write to [ITSC Service Desk](#)



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MyCUHK:
<http://portal.cuhk.edu.hk/>

Access different CUHK online systems @MyPage

The screenshot displays the MyCUHK @MyPage dashboard. At the top, there is a navigation bar with links for "My page", "News and Events", "CUSIS and MyStudy", "Library", and "Useful Links". The user is logged in as a Student, with a welcome message and the last successful login time (00:42 Tue, Aug 04th, 2015).

The dashboard is organized into several sections:

- MyCUHK Updates:** Includes links for "CUSIS Maintenance Schedule", "MyCUHK FAQ", and "Strategic Planning 2016-2020".
- Today:** Shows the date (Tue, 4 August, 2015) and weather (sunny, 29°C).
- My Links:** A section for managing saved links, with an "Edit My Links" button.
- Account Summary:** A link to view financial account details.
- Office 365 / @Link Email:** Links for Office 365 and @Link Student E-mail, including an alias and a registration link.
- Personal Information:** A link to view personal information.
- My Class Schedule:** A link to view the class schedule for a specified term.
- Course Enrollment:** A link to enrol in classes.
- Consent for Research Project:** A link to consent for research projects, such as Language Proficiency Monitoring.
- My Tasks:** A section for managing tasks, currently showing "No Task(s) entries found." and buttons for "Add a Task" and "Show All/Enhanced...".
- Service Desk:** A link to access the service desk.
- OnePass (CWEM) Password:** Links to change the password and set up a personalized security question.
- CUHK e-Ticketing Service:** A link to access the e-ticketing service.
- Sports Facilities Booking:** A link to book sports facilities.
- Find a Staff or Department:** A link to find staff or departments.
- University Health Service:** A link to book medical appointments.
- Student Development Portfolio:** A link to access the student development portfolio.
- Walk For Green:** A link to participate in the Walk For Green initiative.

Manage Your Academic Matters @CUSIS

- View/Update Personal Information
- Search Teaching Timetable by Subj/Dpt
- Enroll Courses
- View Timetable Planner
- Check Debit Notes
- View Grades



Learn More to Use CUSIS:
<http://www.cuhk.edu.hk/cusis>

The screenshot displays the MyCUHK website interface. At the top, there is a navigation bar with tabs for "MyPage", "News and Events", "CUSIS and MyStudy", and "Li". Below this, a "CUSIS Services" menu lists various options: "Computer-Based Training", "Registration", "Personal Information", "My Class Schedule", "My Planner", "My Academics", and "Accent / Decline Award". To the right, the user's name "CHUNG, NAME OF 09400734" is displayed, along with buttons for "Search", "Plan", and "Enroll". Below these buttons are links for "my class schedule", "add", and "drop". The main content area features a grid of service tiles, each with a title and a representative image:

General Information 	Online Registration 	Course Enrollment
Credit Transfer 	View Grades and Transcript 	Make Online Payments
View College Affiliation and Grades in MyCUHK 	Program Change 	Review Academic Advisement Report

View or Update Personal Information @ CUSIS

MyPage News and Events **CUSIS and MyStudy** Library Webmail Useful Links

CUSIS Services
 » Computer-Based Training
 » Registration
 » **Personal Information**
 » My Class Schedule
 » My Planner
 » My Academics
 » Accept / Decline Award
 » Account Summary
 » Browse Course Catalog
 » Browse Program Information
 » My Course History
 » Course Enrollment
 » Make a Payment
 » My Advisors
 » Class Search
 » View My Assignments
 » View My Grades
 » View Unofficial Transcript
 » Application for Program Change
 » Transfer Credit / Exemption
 eLearning
 Graduate School
 Policies and Guidelines

Personal Information Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	Flat D, 21/F, Block 3 18 Tai Wan Road Tai Po, KL Hong Kong	edit
Mail	Flat 4, 20/F, Block A, Mei Yuen Estate, Aberdeen, Hong Kong	edit

[ADD A NEW ADDRESS](#)

Apart from your home address, please also include your HK address and phone contact.

Browse Course Catalog @ CUSIS

The screenshot shows the MyCUHK website interface. On the left, a navigation menu lists various services, with "Browse Course Catalog" circled in red. The main content area displays the "Browse Course Catalog" page, which includes an alphabetical index (A-Z, 0-9) and buttons for "COLLAPSE ALL" and "EXPAND ALL". Below this, there are sections for "Select subject code to display or hide course information" and "Course Detail" for SOCI 5504 - Statistics for Social Research. A "view class sections" button is highlighted with a red box. To the right, a yellow callout box says "Click 'view class sections'".

The "Course Detail" section for SOCI 5504 includes the following information:

- Course Detail:** Career: Postgraduate - Taught; Units: 3.00; Grading Basis: Graded; Course Components: Lecture; Enrollment Information: For students; Description: This course discusses the basic principles and their applications in social research. Basic theory and inferential analysis will be discussed in analysing associations between social theory and hypothesis testing. Students use statistical software for analysing surveys. Experience is required.
- Enrollment Information:** Enrollment Requirement: Prerequisite: SOCI5502
- 2009-10 Term 1 Course Schedule:** My Class Schedule (show all): ACCT 5111 Mo 08:30 - 11:30 Sino Bldg RmUG06
- SOCI 5504 sections for 2009-10 Term 1:**

Section	Session	Status			
--LEC (3555)	1	●	select		
Days	Start	End	Room	Instructor	Dates
Mo	08:30	11:30	Sino Bldg RmUG06	DR LIEM Giok Siang	31/08/2009 - 09/11/2009

Enroll Courses & Check out Your Class Schedule @CUSIS - UGs

CUSIS Services

- >> Computer-Based Training
- >> Registration
- >> Personal Information
- >> My Academics
- >> Course Enrollment
- >> Timetable Planner
- >> My Class Schedule
- >> My Planner
- >> Teaching Timetable by Subject
- >> Teaching Timetable by Department
- >> Teaching Timetable by Programme

Shopping Cart

Week of 10/1/2011 - 16/1/2011

Show Week of 10/01/2011 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday 10 Jan	Tuesday 11 Jan	Wednesday 12 Jan	Thursday 13 Jan	Friday 14 Jan	Saturday 15 Jan	Sunday 16 Jan
8:30AM	FINA 2010 - G Lecture 8:30AM - 11:15AM Teaching Complex at W.Campus 302						
9:30AM							
10:30AM							
11:30AM					GEUC 1000 -- A01		
12:30PM							
1:30PM	DSME 1040 - G Lecture 1:30PM - 2:15PM Teaching Complex at W.Campus 304						
2:30PM	Shopping Cart: UGED 1112 - A Lecture 2:30PM - 4:15PM Science Centre L3		DSME 1040 - G Lecture 2:30PM - 4:15PM Teaching Complex at W.Campus 210				
3:30PM							
4:30PM	Shopping Cart: CHLT 1813 - G Lecture 4:30PM - 6:15PM Lady Shaw Bldg G36						
5:30PM							



Videos of Course Enrollment:
<http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/4eng.html>

Pay @ CUSIS

MyCUHK

MyPage News and Events CUSIS and MyStudy Library Webmail Useful Links

CUSIS Services

- >> Computer-Based Training
- >> Registration
- >> Personal Information
- >> My Academics
- >> Course Enrollment
- >> Timetable Planner
- >> My Class Schedule
- >> My Planner
- >> Teaching Timetable by Subj/Dept
- >> Teaching Timetable by Prog
- >> Class Search
- >> Browse Course Catalog
- >> Browse Program Information
- >> My Course History
- >> My Academic Requirements
- >> What-if Report
- >> View My Grades
- >> View My Assignments
- >> View Unofficial Transcript
- >> My Advisors
- >> Account Summary
- >> Print Online Debit Note
- >> Make Payment
- >> Access Online Award
- >> Application for Program Change
- >> Transfer Credit / Exemption
- >> Exchange Application Summary
- >> Financial Aid Online Appl Form
- eLearning
- Graduate School
- Policies and Guidelines

Account Summary

You owe **21,250.00**. For the breakdown, access [Charges Due](#)

- Due Now 21,250.00
- Future Due 0.00

**** You have a past due balance of 21,250.00. ****

Term	Outstanding Charges & Deposits	Total Due
2009-10 Term 1	21,050.00	21,050.00
2009-10 Term 2	200.00	200.00
Total	21,250.00	21,250.00

Currency used is Hong Kong Dollar.

[MAKE A PAYMENT](#)

Remittance Addresses

[Financial Aid](#)

[Account Inquiry](#) [Electronic Payments/purchases](#) [Print Online Debit Note](#)

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

Search

Check Your Academic Result @CUSIS

The screenshot displays the MyCUHK website interface. At the top left is the MyCUHK logo. Below it is a navigation bar with tabs for MyPage, News and Events, MyStudy, Library, Webmail, and Useful Links. A left sidebar contains a list of CUSIS Services, with 'View My Grades' highlighted and an arrow pointing to it. The main content area shows the current term as '2008-09 Term 2 | Undergraduate | CUHK' with a 'change term' button. Below this, the 'Class Grades - 2008-09 Term 2' section features an 'Official Grades' table. The table lists six courses with their descriptions, units, grades, grade points, and grade dates. A 'Term Statistics - 2008-09 Term 2' section is partially visible below the grades table, showing a table with columns for 'From Enrollment', 'From Transfer Credit', 'Combined Term Total', and 'Cumulative Total'.

MyCUHK

MyPage | News and Events | MyStudy | Library | Webmail | Useful Links

CUSIS Services

- » Registration
- » Personal Information
- » My Class Schedule
- » My Planner
- » My Academics
- » Accept / Decline Award
- » Account Summary
- » Browse Course Catalog
- » Browse Program Information
- » My Course History
- » Course Enrollment
- » Make a Payment
- » My Advisors
- » Class Search
- » View My Assignments
- » **View My Grades**
- » View Unofficial Transcript
- » Application for Program Change
- » Transfer Credit / Extension

2008-09 Term 2 | Undergraduate | CUHK [change term](#)

▼ Class Grades - 2008-09 Term 2

Official Grades

Class	Description	Units	Grade	Grade Points	Grade Date
ECON 3340	Trade & Invest Among the Chi E	3.00	D+	3.900	31/07/2009
ELTU 2455	Exp Writing (Arts/Edu/Law/Ssc)	3.00	B+	9.900	31/07/2009
GENA 1000	College Biweekly Assembly		PP		31/07/2009
GENA 2292	Am Themes Thr Creative Express	2.00	A	8.000	31/07/2009
JASP 2460	New Practical Japanese IV	3.00	C+	6.900	31/07/2009
MGNT 4510	China Business	3.00	B	9.000	31/07/2009

▼ Term Statistics - 2008-09 Term 2

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total

GET YOURSELF ONLINE

CUHK WiFi

Hostel Network

WiFi Hotspot Partnership Programme

WiFi on Campus



WiFi on / off Campus

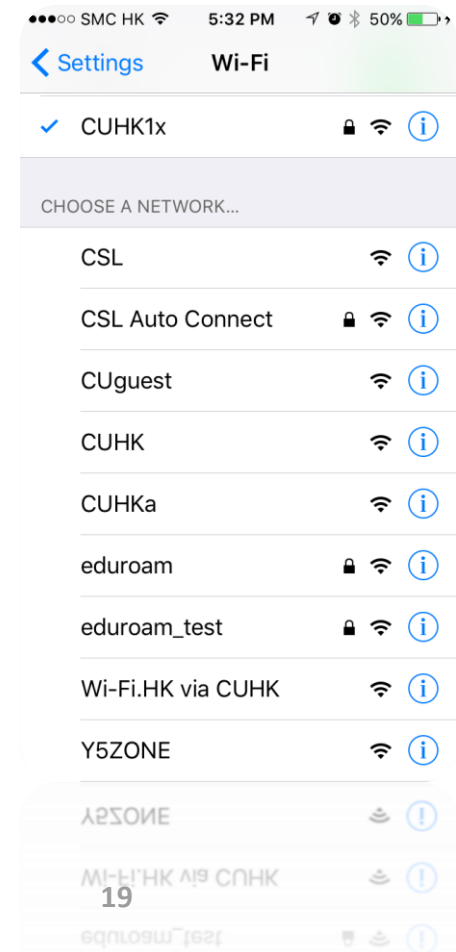
1. CUHK Wi-Fi Service @ CUHK
 - SSID / Network Name = CUHKa / CUHK / **CUHK1x**
2. Wi-Fi Hotspot Partnership Programme @ / out of CUHK
 - SSID / Network Name = **eduroam** / CSL / Y5ZONE
 - Account registration required



Registration for Wi-Fi Hotspot Partnership Programme:
<https://wifipartners.itsc.cuhk.edu.hk/myaccount.php>

Tips:

1. CUHK1x and Eduroam needs login once
2. CUHKa, CUHK will be terminated in 2018



Network @ Hostels

1. Wired Network - ResNet

Network cables can be purchased at the University Bookstore, Room 101, 1/F, Yasumoto International Academic Park

Plug in network cable



Open a web browser



Login the web portal with Computing ID + OnePass password

2. In room WiFi / Corridor WiFi



Virtual Private Network (VPN)

****** *For a high level of data security and access to restricted CUHK sites, please run a **VPN** connection after successful login to ResNet or WiFi*

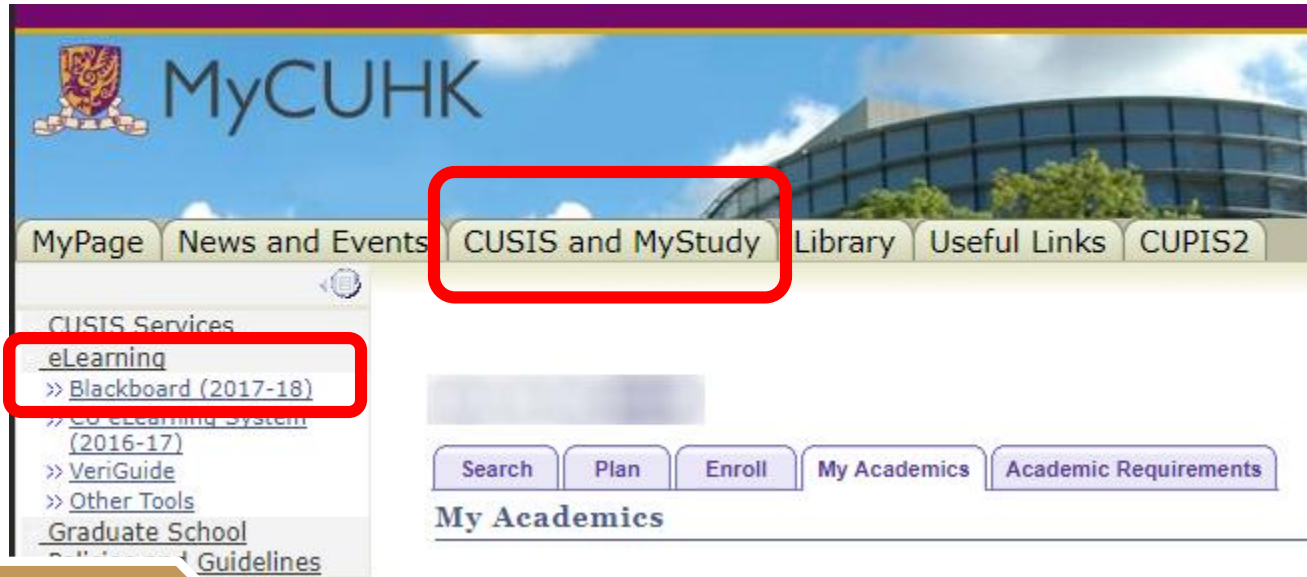


Details: <http://www.itsc.cuhk.edu.hk/en-gb/all-it/wifi-and-network/cuhk-vpn>

MANAGE STUDY WORK @ CLOUD / ELEARNING

- # Office 365
- # CUHK connected
- # Emails
- # Free Office
- # Exchange Class Info
- # Blackboard, eLearning

Exchange Course Materials @ Blackboard



Directly Go to Blackboard:
<http://blackboard.cuhk.edu.hk>

Blackboard @mobile



Download the app **Blackboard** at app store



Manage Emails / Files @ Office 365



CUHK Office 365 Portal:
<http://www.cuhk.edu.hk/o365>

Or, go there
through [MyCUHK](#) > [MyPage](#) >
[CUHK Office 365 / @Link](#)
[Student E-mail](#)

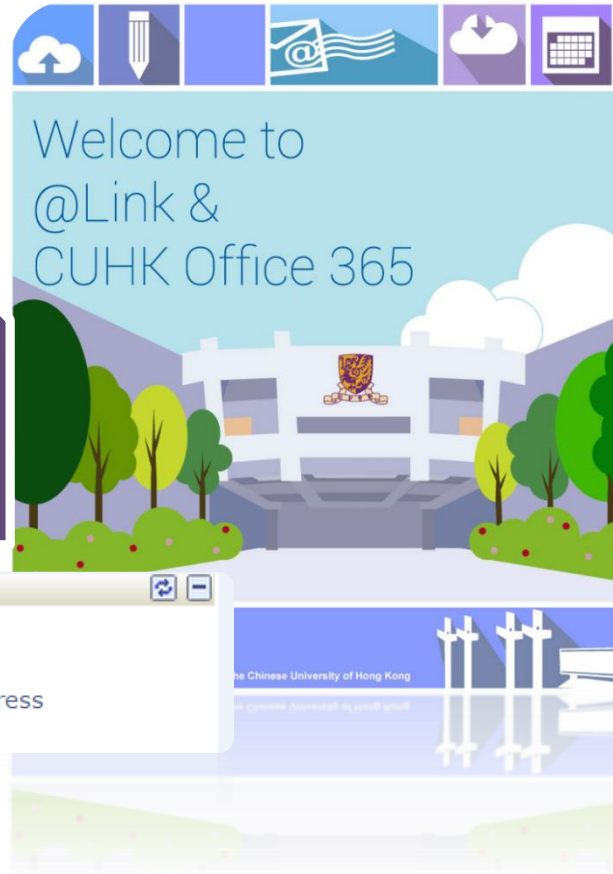
Office 365 / @Link Email



CUHK Office 365 / @Link Student E-mail



Alias for @Link: My E-mail Alias and E-mail Address



@Link & CUHK Office 365

LOGIN

Sign in with your CUHK Office 365 account

Sign in

** For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By changing OnePass (CWEM) Password, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

[? - Frequently Asked Questions](#)

[! - Can't access your account?](#)

CADS
(CADS Reference Number: 233)

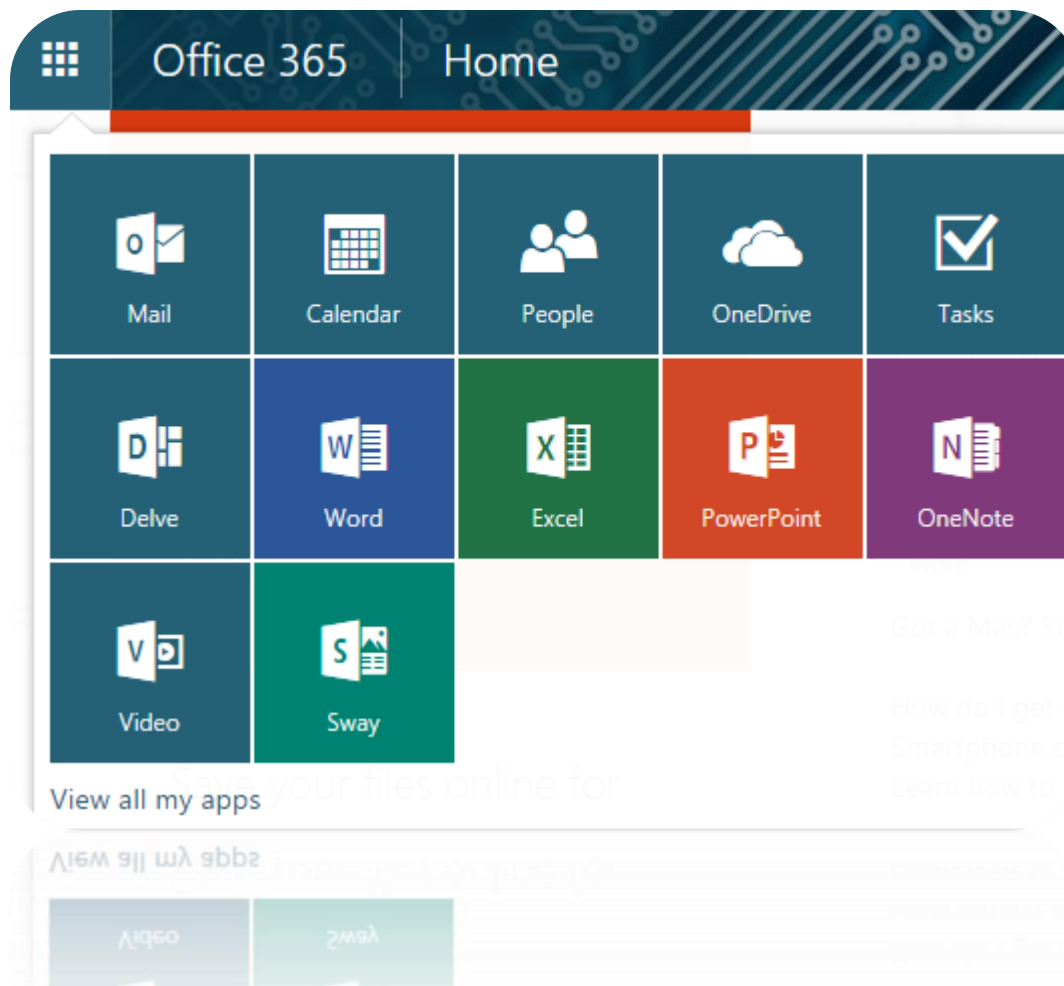
香港中文大學 · 資訊科技服務處
Information Technology Services Centre, CUHK

香港中文大學 · 資訊科技服務處
Information Technology Services Centre, CUHK

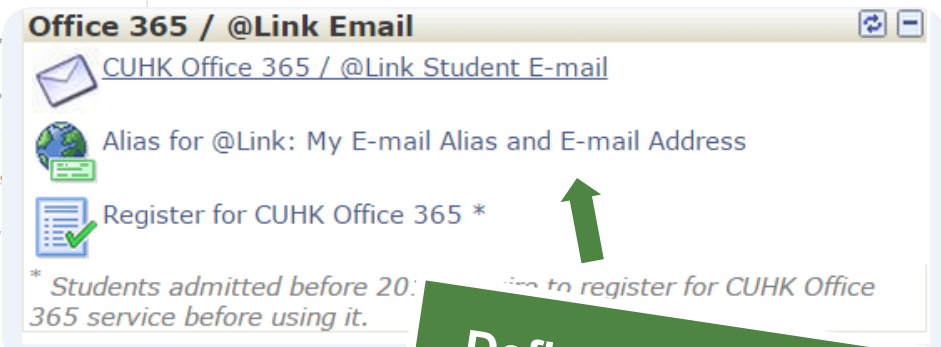
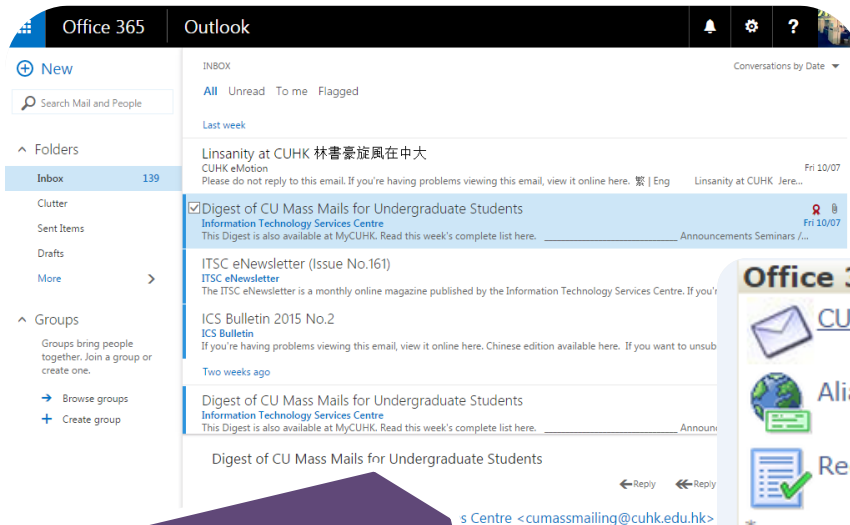
CADS Reference Number: 233

CUHK Information Technology Services Centre

Provide Email Service, Cloud Storage & Office Applications @ Cloud



CUHK Office 365 – @Link (Email Service)



Default Email Address:
1234567890@link.cuhk.edu
.hk

50 GB Mailbox

**Define your another
email address via
MyCUHK > MyPage**
my-
name@link.cuhk.edu.hk

STAY TUNED WITH CUHK @MOBILE

Mobile Apps

CUHK Mobile



All things in hand with CUHK Mobile


- Get the CUHK hottest news & events
- Find your way in CUHK
- Check out Shuttle Bus Schedule
- Get online library services
- Tips for new admission

Available @ Google Play & Apple App Store

More Mobile Apps @CUHK?




CUHK Mobile App Store
<https://campusapps.itsc.cuhk.edu.hk/store>


CUHK Mobile App Store

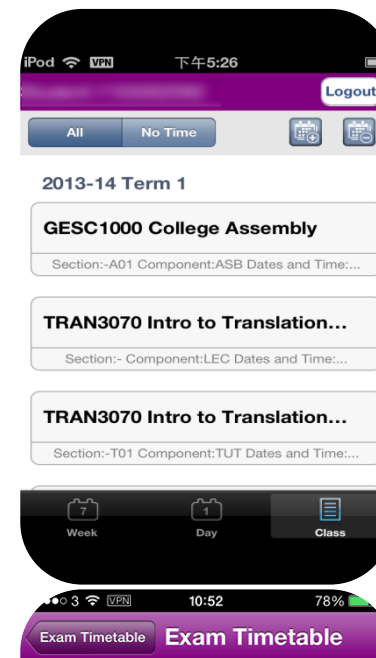
Student/Staff ID

CWEM Password

Login


 (CADS Ref. No.: 149)

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Exam Code PHAR2110_-
 Exam Course Title
 Medicinal Chemistry
 Date & Time
 05 Dec 2013 (Thu)
 17:30 to 20:30 (3:00 hours)
 Venue
 103, John Fulton Centre (JF_103)
 Seat JC11
 Remarks

Map

Event

Seating Plan

USE IT FACILITIES

Print Notes

Use computers

Use IT Facilities @ User Areas & Learning Commons



User Areas, 1/F Pi Chiu Building
秋樓1樓用戶區



Learning Commons, 6/F
Wu Ho Man Yuen Building
學習共享空間: 伍何曼原
樓 6樓

Do Your Printings with Octopus Card

Photocopy and Printing A4 B/W



Add Value for Your Octopus Card

(1) Near User Areas

-Medicine Canteen, Coffee Corner

(2) Near Learning Commons

-VanGO Store, MTR Station, SHHO Canteen & Starbucks.



SAVE YOURSELF FROM HACKERS / VIRUS

Anti-virus

Phishing emails / web

From: Google Inc. <no-reply@googlemail.com>
Sent: Wednesday, May 20, 2015 10:14AM



Dear Google User,

Google Inc wishes to inform you that your e-mail account have been selected and therefore has made you one of our winners in the GOOGLE E-MAIL ONLINE SWEEPSTAKES PROMO.

This comes as a result of your constant use of our online and ancillary services.

Kindly see the attached (PDF FILE) for your official Notification Letter and Claims Instructions.

Congratulations!!!

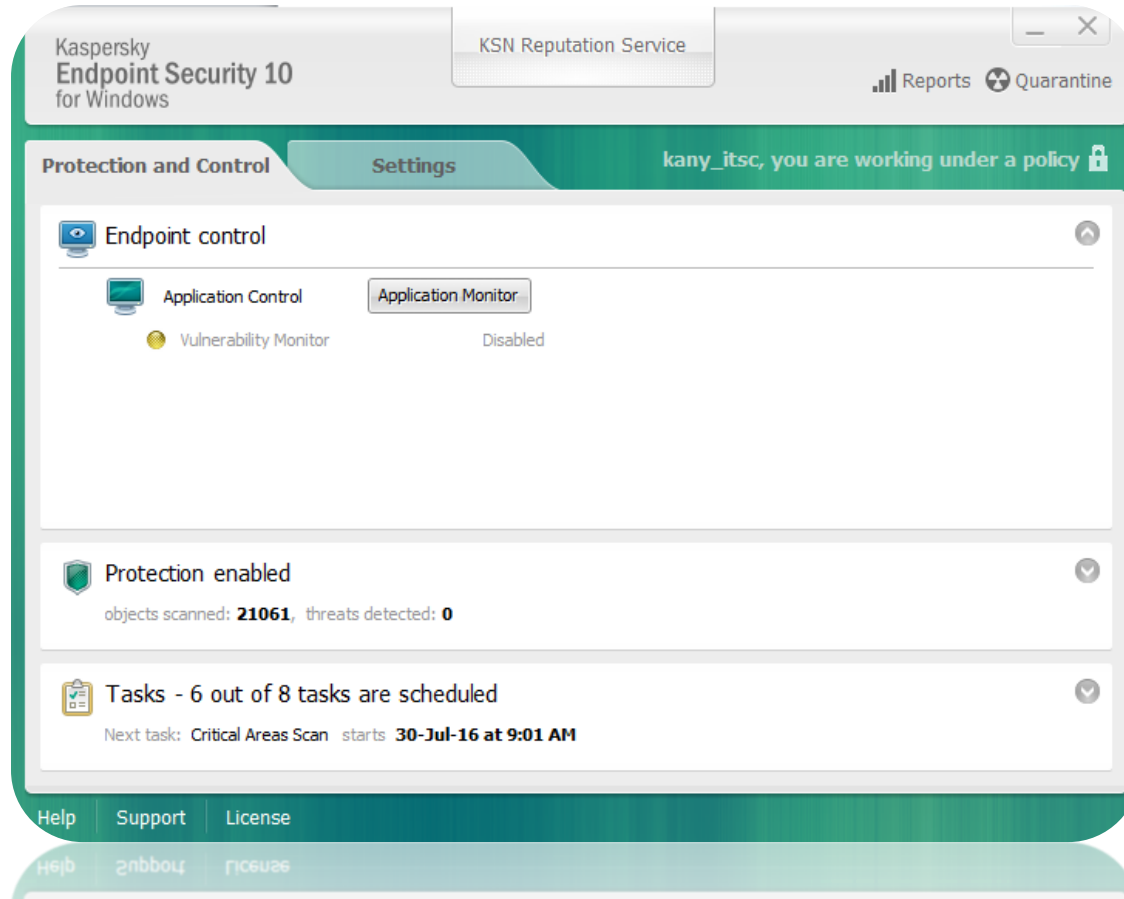
Google Online Sweepstakes Team



[Attachment: Powered by Google.pdf]

[Attachment: Powered by Google.pdf]

- Phishing emails look real but include attachments with virus or fraud hyperlinks.
- Beware of the sender, attachments & hyperlinks!



- Keep your device OS version up-to date & install anti-virus software / app
- Install a free copy of Kaspersky anti-virus software at ITSC homepage!

More Tips to Safeguard Yourself

1. Do not share your PW with your friends / others
2. Don't download materials / files illegally
3. Don't visit anonymous websites

STAY TUNED WITH ITSC

Help!?

FB

Official news

Official ITSC News

itSC Information Technology Services Centre

Home Services I want to IT Notices Get Help

SEARCH

DON'T Get Phished !

Think before open links in emails

Major Projects

- Improvement of OnePass System
- Office 365 for Staff
- ResNet (Student Hostel Network) Upgrade

[View All](#)

@ ITSC Homepage
<http://www.itsc.cuhk.edu.hk>

Staff IT
teaching and office work

Student IT
Make your study efficient

All IT
Show you all solutions we provide

Official ITSC News

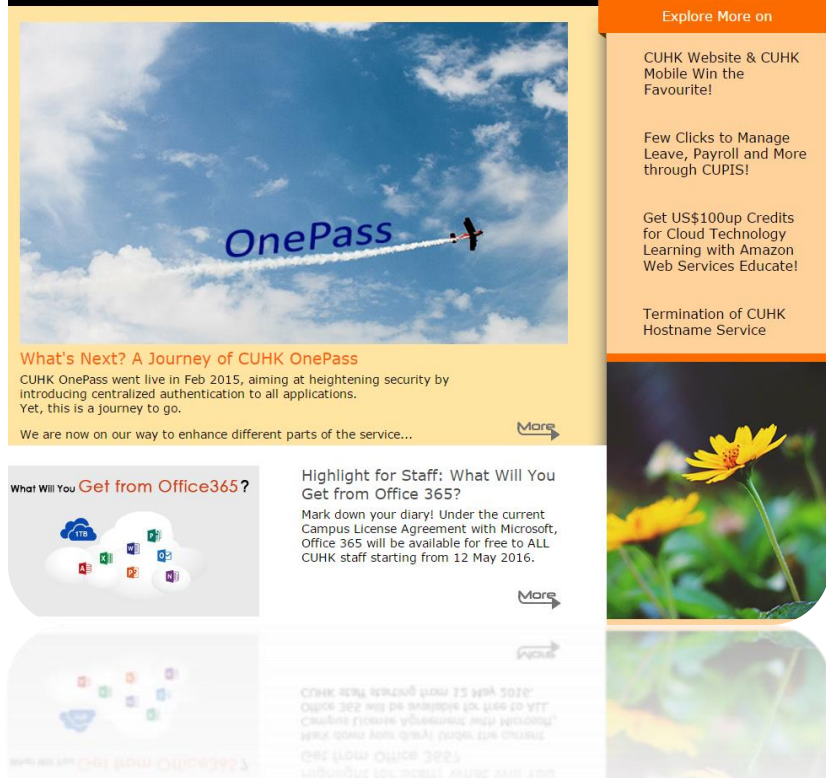


@ ITSC Facebook:
<http://www.facebook.com/itsc.cuhk>



@ ITSC eNewsletter:
<http://www.cuhk.edu.hk/itsc/digest>

ITSC eNewsletter



Need Help!?



ITSC Service Desk:
<http://www.cuhk.edu.hk/servicenow>

A screenshot of the ITSC Service Catalog website. The header includes the 'itsc' logo (Information Technology Services Centre) and navigation links for 'Knowledge' and 'Service Catalog'. The main heading is 'How can we help?' with a search bar containing the same text. Below the search bar are three main service categories: 'Order Something' (Browse the catalog for services and items you need), 'Knowledge Base' (Browse and search for articles, rate or submit feedback), and 'Get Help' (Contact support to make a request, or report a problem). The background features a blurred image of hands typing on a laptop keyboard and various technology-related icons.

❖ **Hotline: 3943 8845**

❖ **Visit us at**

- **User Areas:** 1/F, Pi Ch'iu Building
- **Learning Commons:** 6/F, Wu Ho Man Yuen Building
- **CU Link Card Centre:** Room 804, 8/F, Wu Ho Man Yuen Building

What's Coming?



Online Ordering
Available Now!



THE CHINESE UNIVERSITY OF HONG KONG

STUDENT NOTEBOOK OWNERSHIP PROGRAM 2017

For Students, Staff and Alumni

Online Ordering Available from: 21 Aug (12:00) - 31 Oct

24hrs. Online Ordering

<http://www.cuhk.edu.hk/price/special>

Roadshow & Order Submission

01
Roadshow

CUHK Main Campus 中大校園

Date : 4 - 20 September 2017

Time : 11:00 – 20:00 (Closed on Sunday)

Venue : Apple: Yale-in-China Hall, Staff Student Centre,
New Asia College 新亞書院梁雄姬樓;
Dell & Lenovo: LG, Benjamin Franklin Centre,
CUHK 中大范克廉樓地庫(玻璃房)

02
Roadshow

Prince of Wales Hospital 威爾斯親王醫院

Date : 6 - 7 September 2017

Time : 12:00 – 20:00

Venue : Hostel Common Room (G03),
Madam S.H. Ho Hostel for Medical Students, PWH
何善衡夫人醫科生宿舍學生休息室(G03)



Apple



Lenovo



Hotline: (852) 8202 0203

Mon-Fri: 10:30-19:00 / Sat: 10:30-14:00 / Other: 9:00am-5:00pm (Sun & Public Holiday)

中大學生會

崇基學生會

新亞學生會

聯合學生會

逸夫學生會

康樂學生會

賽劍學生會

敬文學生會

伍宜孫學生會

和聲學生會

中大研究生會

商標組

資訊科技服務處



Apple



Lenovo

Download this ppt at



<http://www.itsc.cuhk.edu.hk/images/content/user-trainings/it-training/otalk2017/iug.pdf>