

# IT @ YOUR SERVICE

Orientation Programme for Postgraduate Students 2017 - 2018



## Your IT Experience @CUHK

- CUHK Official Accounts
- Manage Study at MyCUHK and CUSIS
- Get Online
- eLearning
- Free Email, Storage, Office Suite
- CUHK Mobile
- Use Computers and Printers
- Free Anti-virus Software
- Security Tips
- Get Help from ITSC





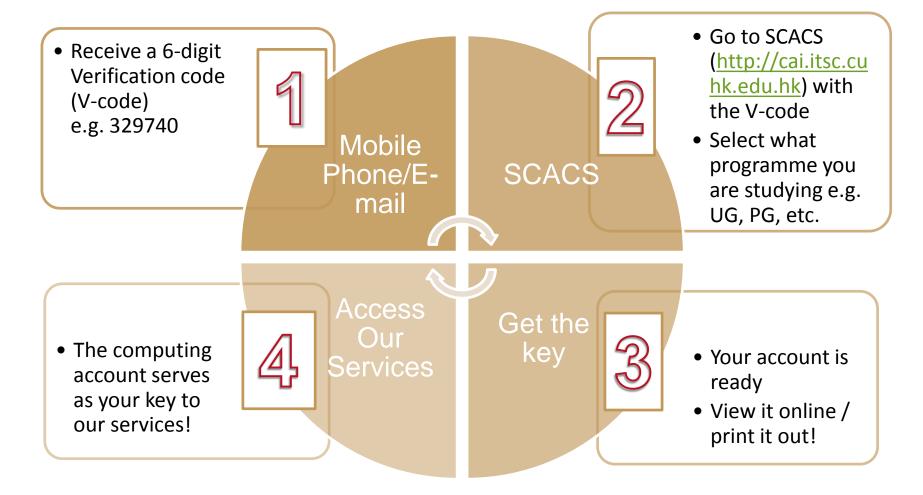
# GET YOUR DOOR KEY READY

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



### Did You Complete Student Registration in CUSIS / MyCUHK?

## How to Get My 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



## **Change Password**

### • <u>https://cai.itsc.cuhk.edu.hk/chgpwd/default.aspx</u>



繁體中文

#### Changing OnePass (CWEM) Password

Login ID:	
Current / Expired Password:	
New Password:	
Re-enter New Password:	
Verification Code:	Generate New Image
	Submit Clear

### The service is for staff and students only.

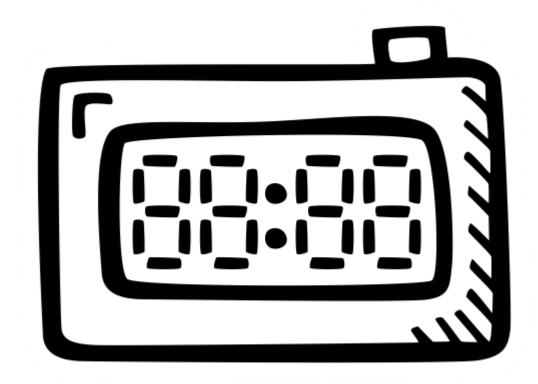
- · Have length between 8 and 20 characters
- Contain at least 4 unique characters
- · Contain at least 1 letter, 1 digit, and 1 special character
- Use only these special characters:
- !?.% + = ^ \$ & # @
- e.g. ab!2cd34, mon=2xyz, BE.Best1
- NOT reuse your last 4 passwords
- NOT contain your login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





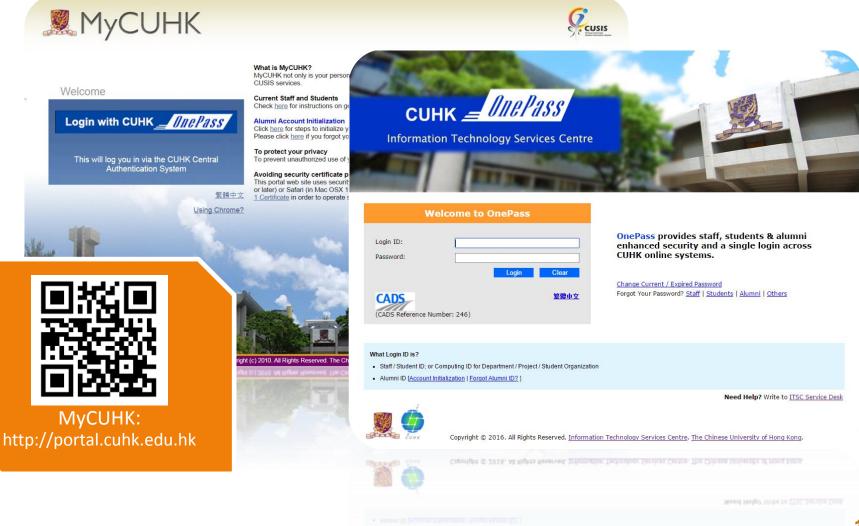
Mind Your OnePass (CWEM) Password Expiry Date.

# MANAGE ACADEMIC MATTERS @MYCUHK

# CUSIS

- # Course Registration
- # Exam Result
- # Payment

## Login MyCUHK via OnePass

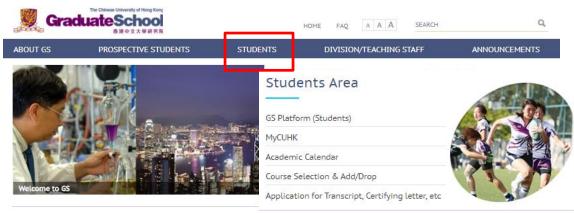


## Access to Various CUHK Systems

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MyCUHK Updates	Z	Personal Information	- ×	Service Desk	- 🗙
CUSIS General Maintenance Schedule		Personal Information		Service Desk	
		My Class Schedule			
		View your class schedule for a specified term.		OnePass (CWEM) Password	
MyCUHK Frequently Asked Questions		0ª		Change OnePass (CWEM) Password	
Strategic Planning 2016-2020					
See 1		Course Enrollment	Ξ×	Set up OnePass Personalized Security Question	
Strategic Planning 2016-2020		A <sup>*</sup> Enrol in classes.			
View All Articles and Sections				CUHK e-Ticketing Service	
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		My Tasks			
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"My Links" allow you to access your favorite pages				Find a Staff or Department	
from any computer at any time. You can use this		Add a Task Show All/Enhanced			
page to view your saved links, or select one to navigate to. Click the "Edit My Links" button to					
make changes to your links list.				University Health Service	
Left Right				Book Medical Appointment	
C My Links				Chudant Davidance at Davidalla	Ø - X
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Pagister for CUHK Office 365 *					
Alas for QLink: My E-mail Alias and E-mail Address					
Office 365 / @Link Email					

## Manage Academic Matters @ CUSIS

- View/Update Personal Information
- Search Teaching Timetable by Subj/Dpt
- Enroll Courses
- View Timetable Planner
- Check Debit Notes
- View Grades
- References:
  - Computer-based Training on CUSIS functions: http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/
  - Graduate School: <u>https://www.gs.cuhk.edu.hk/</u>





## **Teaching Timetable & Class Info**

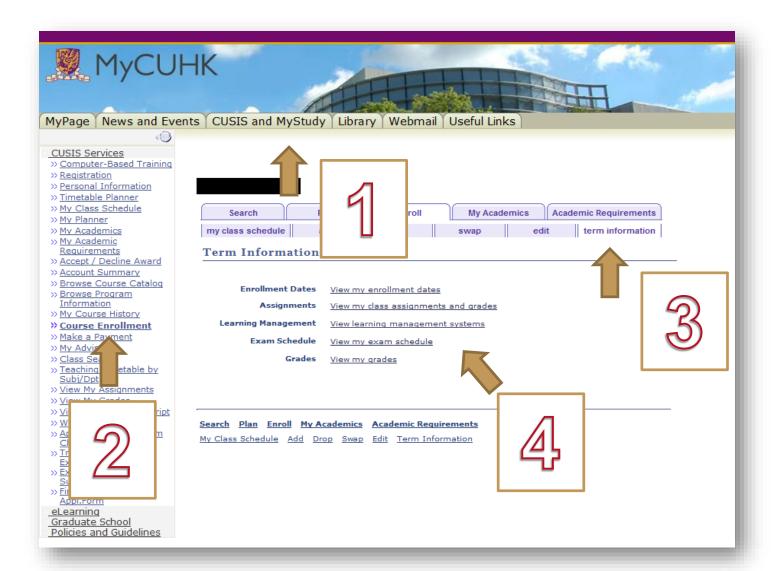
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CUSIS Services » Computer-Based Training » Registration » Personal Information » My Academics	Teaching Timet Enter Search Ci					_		L		Sea to	
» <u>Course Enrollment</u> » <u>Timetable Planner</u>	Term		a. 15-16 Term 2 🗸	1						ιο	KN
» <u>My Class Schedule</u> » <u>My Planner</u> » <u>Teaching Timetable by</u> Subi/Dpt	Faculty		Q	5						abo	bu
» Teaching Timetable by Prog	Academic Program		۹								
» <u>Class Search</u> » <u>Browse</u> <u>re Catalog</u> » <u>Browse</u> <u>ann</u> Informa											
»_ » My Cour story	Class Code	Class Nbr	Course Title	Units	Teaching Staff	Quota (s)	Vacancy	Course Componen	Section t Code	Languag	e Peri
» <u>My Academic</u> Requirements	CHLL1901C	<u>4224</u>	Professn'l PTH for CHI 中國語言及文學 專業普通話	2.00	- MS CHAN Ning	<u>21</u>	2	LEC	с	Ρ	We 04:1
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	CHLL1920A	<u>5651</u>	Introduction to Literature 文學概論	3.00	- MISS TSE Hiu Hung Dorothy	<u>66</u>	6	LEC	A	Р	Mo ( 04:1
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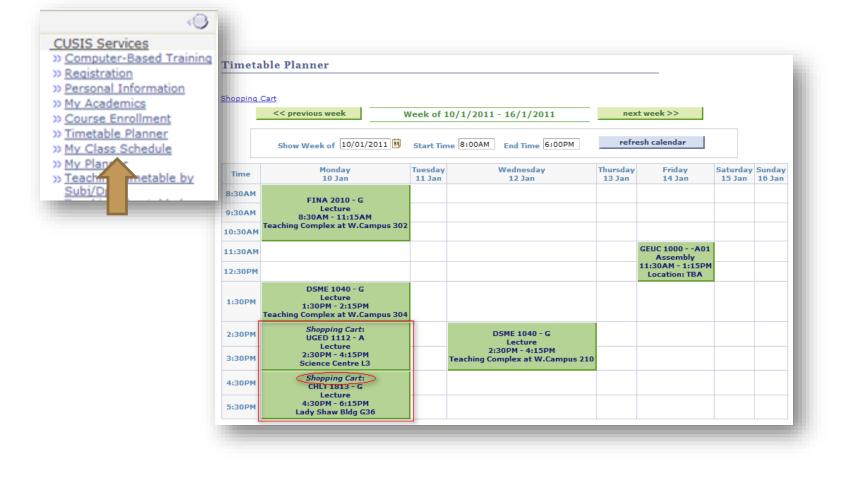
ch and click the course low more information it the class

													Find	First	1-185 of 185 🕨 Last
Class Code	Class Nbr		Units	Teaching Staff	Quota (s)		Course Component	Section Code	Language	Period	Room	Meeting Date	Add Consent	Drop Consent	Course Offering Dept
CHLL1901C	<u>4224</u>	Professn'l PTH for CHI 中國語言及文學 專業普通話	2.00	- MS CHAN Ning	<u>21</u>	2	LEC	с		We 02:30PM - 04:15PM	UCC_207	11/01/2012 - 18/04/2012			Dept of Chin Lang & Literature
					21	2	TUT	CT01		Fr 01:30PM - 03:15PM	LSK_202	13/01/2012 - 20/04/2012			Dept of Chin Lang & Literature
CHLL1901D	<u>4137</u>	Professn'l PTH for CHI 中國語言及文學 專業普通話	2.00	- MS CHAN Ning	<u>21</u>	0	LEC	D		Tu 12:30PM - 02:15PM	LSK_202	10/01/2012 - 17/04/2012			Dept of Chin Lang & Literature
					21	0	TUT	DT01	Р	Th 10:30AM - 12:15PM	LSK_204	12/01/2012 - 19/04/2012			Dept of Chin Lang & Literature
CHLL1920A	<u>5651</u>	Introduction to Literature 文學概論	3.00	- MISS TSE Hiu Hung Dorothy	<u>66</u>	6	LEC	A		Mo 02:30PM - 04:15PM	UCC_C5	09/01/2012 - 16/04/2012			Dept of Chin Lang & Literature
					33	6	TUT	AT01		We 01:30PM - 02:15PM	LSB_C3	11/01/2012 - 18/04/2012			Dept of Chin Lang & Literature
					33	0	TUT	AT02		We 12:30PM - 01:15PM	LSB_C3	11/01/2012 - 18/04/2012			Dept of Chin Lang & Literature
CHLL1920B	<u>5650</u>	Introduction to Literature 文學概論	3.00	- Professor WONG Nim Yan	<u>66</u>	1	LEC	в		Mo 02:30PM - 04:15PM	MMW_LT2	09/01/2012 - 16/04/2012			Dept of Chin Lang & Literature
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					33	1	TUT	BT02		We 12:30PM - 01:15PM	LSB_G36	11/01/2012 - 18/04/2012			Dept of Chin Lang & Literature

## **Know Course Enrollment Date**



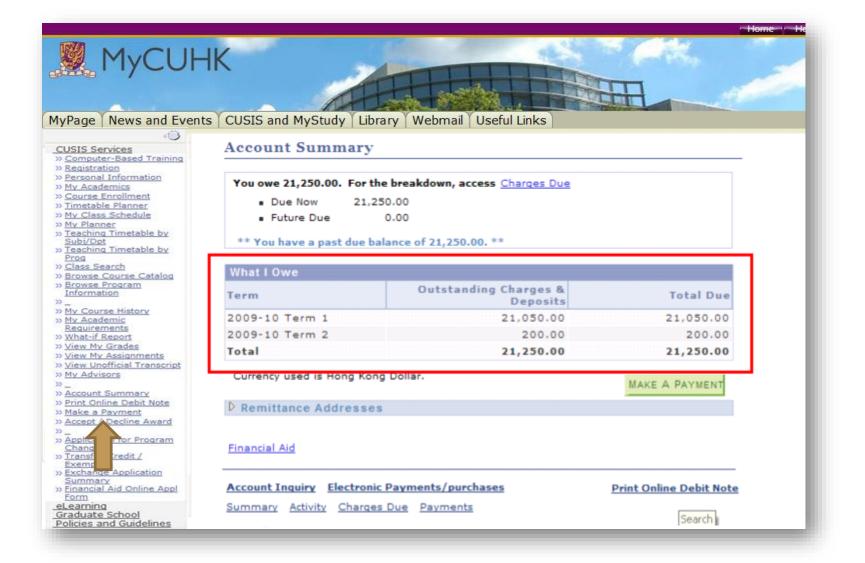
### **Courses Enrollment & Class Schedule**



## **Check Academic Result**

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Planner	▼ Class Gi	rades - 2008-09 Term 2					-
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## **Tuition Payment**



# **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

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## 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/engb/all-it/wifi-and-network/cuhk-vpn

# MANAGE STUDY @ CLOUD / ELEARNING

# Access Class Info# eLearning, Blackboard# Free Office Application# Emails

### **Exchange Course Materials @ eLearning**

MyCUH	К	2		
MyPage News and Events	CUSIS and MyStudy	Library	Useful Links	CUPIS2
CUSIS Services <u>eLearning</u> » <u>Blackboard (2017-18)</u>				
(2016-17) » <u>VeriGuide</u> » <u>Other Tools</u> <u>Graduate School</u>	Search Plan Enroll My Academics	My Acade	mics Academic I	Requirements



Directly Go to Blackboard: http://blackboard.cuhk.edu.hk **Blackboard @mobile** 



### Download the app **Blackboard** at app store







## Manage Emails / Files @ Office 365

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mation Technology Services Centre The Chinese University of Hong Kong



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



#### Office 365 / @Link Email

CUHK Office 365 / @Link Student E-mail



**UHK** 

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For Office 365, @Link, LibrarySearch and more

#### Login with

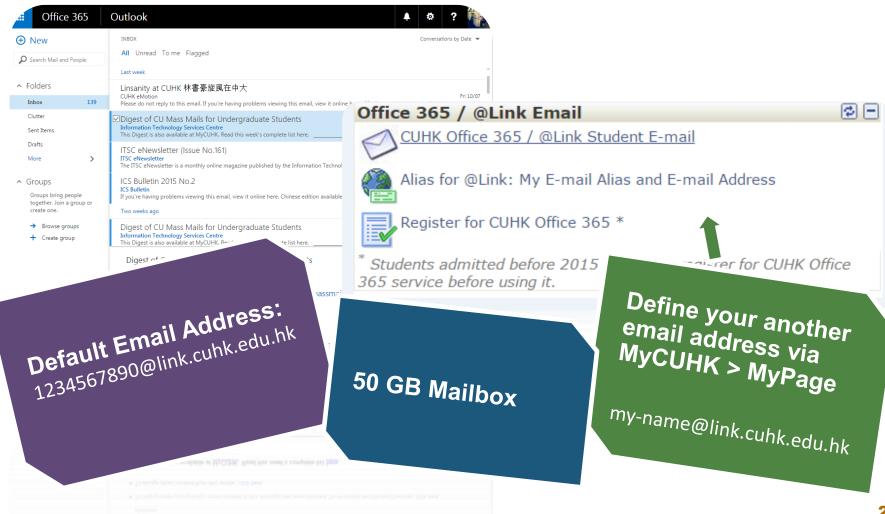
Student: Student-ID@link.cuhk.edu.hk Staff: alias@cuhk.edu.hk Alumni: alumni-ID@link.cuhk.edu.hk Password: OnePass Password

OnePass Passwor	d
Sign in	
Color He	elp
ITSC Ser	vice Desk
•	
CADS (CADS Ref	ierence Number: 233)
1070	香港中文大學·資訊科技服務處
	首港中又大字·貝訊种投版務展 Information Technology Services Centre, CUHk

## Email, Storage & Office @ Cloud

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Mail	Calendar	People	OneDrive	Tasks
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V	S 🚔	Office F	Proplus 5 +	5 + 5 !
Video	Sway			

### CUHK Office 365 – @Link Email



# STAY TUNED WITH CUHK @MOBILE

# Mobile Apps# CUHK Mobile



## All Things in Hand @ CUHK Mobile

- Get 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

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## More Mobile Apps @CUHk

	CUHK Mobile App Store	
Studen	t/Staff ID	
CWEM	Password	Exam Timeta
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# **IT FACILITIES**

# Study and Discussion# Computers and Printers

### **User Areas & Learning Commons**



User Areas, 1/F Pi Chiu Building 碧秋樓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

### Copying & Printing with Octopus Card

### **Black/White A4 Size Paper Copying and Printing**



## Add Value for Octopus Card

### 1. Near User Areas

- Medicine Canteen, Coffee Corner
- 2. Near Learning Commons
  - VanGO Store, MTR Station, SHHO Canteen & Starbucks.



# PROTECT YOURSELF FROM HACKERS

# Be Alert to Phishing Emails / Websites# Free Anti-virus Software

### Ś

Dear, XXX@cuhk.edu.hk

Apple ID Suspended

Re-verify Data Apple ID & Unlock Account

We noticed recently that your account made a purchase on a different device before.

And all data in your account has changed, starting from address, name, date of birth and others. Therefore your account is temporarily suspended.

Please recover your account below :

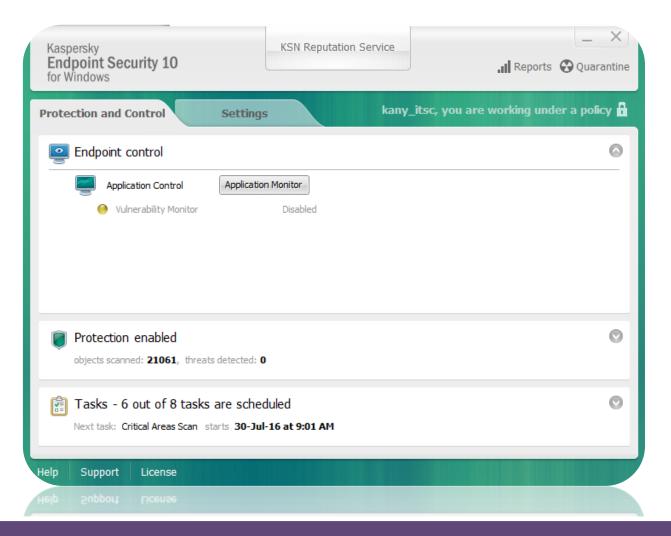
Apple ID Unlock Account

#### Apple ID Summary • Apple ID Suspended

Information regarding your personal information can be viewed at

Copyright © 2017 Apple Inc. All rights reserved

- 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!

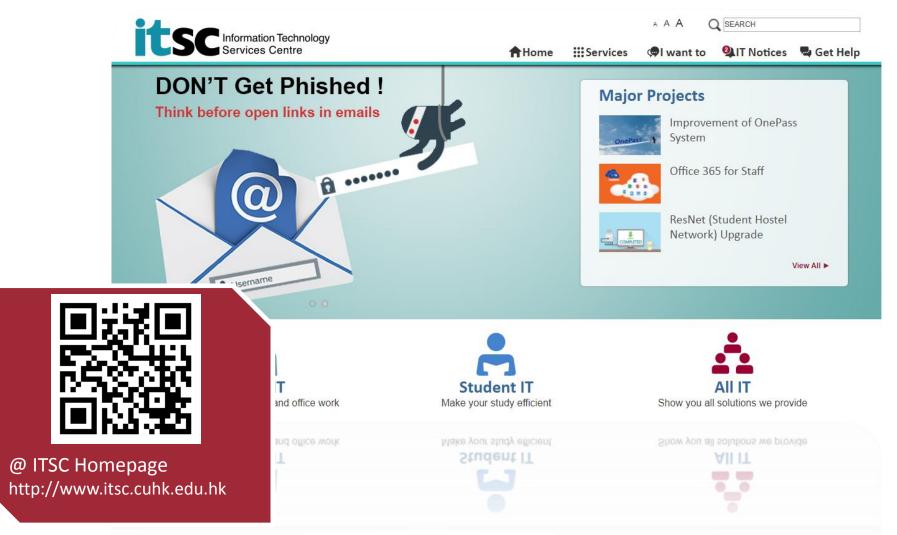
### **More Tips to Safeguard Yourself**

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

# STAY TUNED WITH ITSC

# Official ITSC Website# Facebook & eNewsletter# Need Help?

## Official ITSC Website



## Facebook & eNewsletter



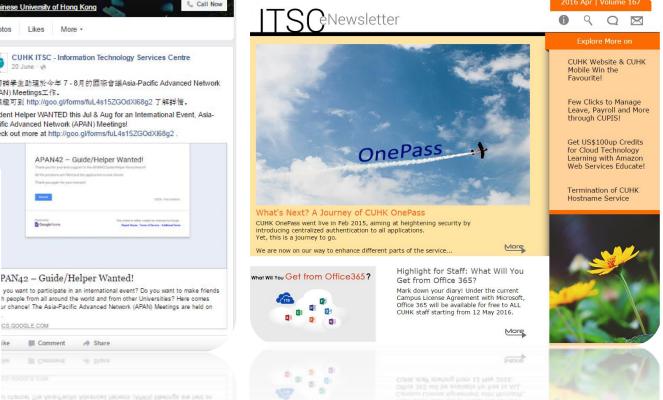
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Comment

A Share



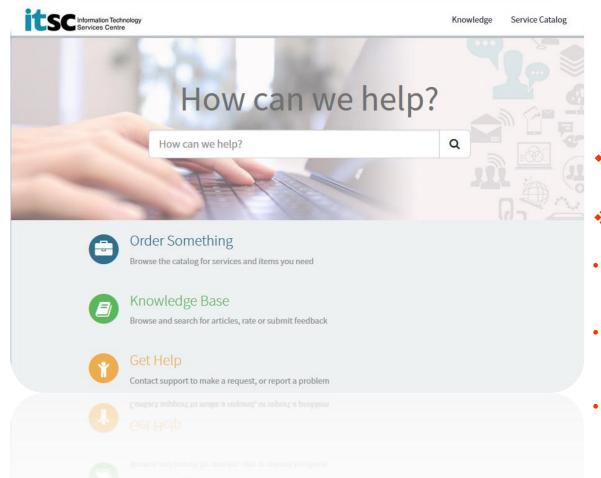
@ ITSC eNewsletter: http://www.cuhk.edu. hk/itsc/digest





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

### **Need Help!?**





ITSC Service Desk: http://www.cuhk.edu.h k/servicenow

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 of Students, State and Autom

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

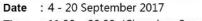
24hrs. Online Ordering

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

Roadshow & Order Submission



CUHK Main Campus 中大校園



- 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)

ſ	02
	UZ
	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)





# THANK YOU !

### CUHK ITSC



#### **Download this PPT at**

