itsc Information Technology Services Centre

2022-23 ITSC Welcome Session for New Students

香港中文大學
The Chinese University of Hong Kong

Walk through These with Us

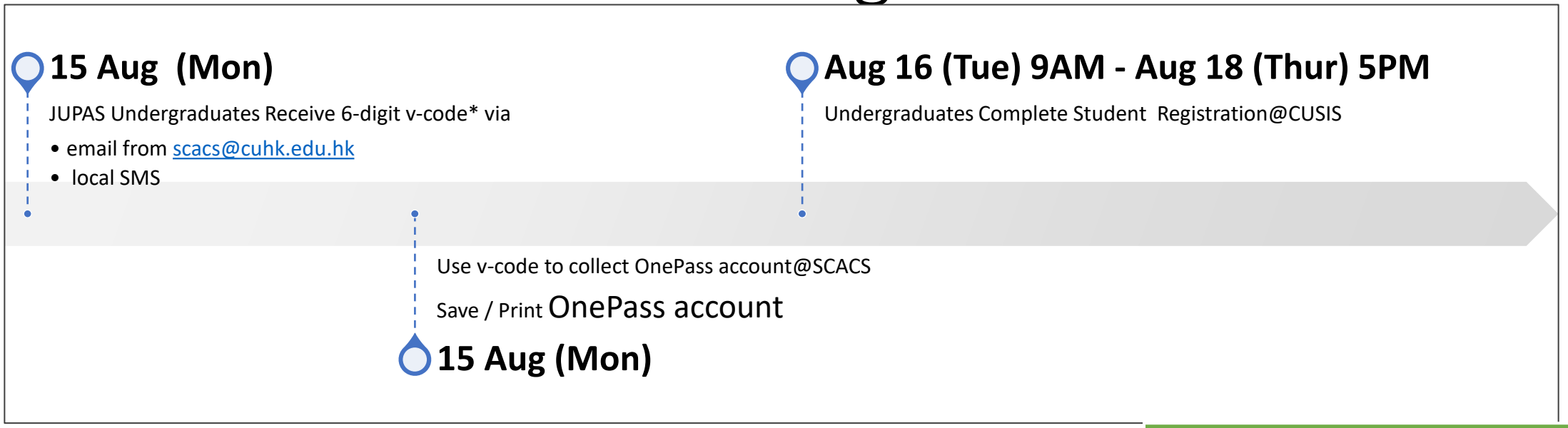
1. Get Your Key to Access Online Service
2. MyCUHK – the University Portal
3. Manage Your Academic Matters@CUSIS + Online Student Registration for JUPAS undergraduates
4. Physical Access to University Service & VTR
5. Stay Connected with the University and Peers via Microsoft 365
6. WiFi and Network
7. Software Must Be Used for eLearning
8. Free Software / Apps to Facilitate Your University Life
9. Safeguard Yourself & Your Device, 2FA / Anti-virus
10. Facilities for group project, printing and scanning
11. Contact & Follow Us

Get Your Key to Access CUSIS

Computing Account

This Photo by Unknown author is licensed under CC BY-NC-ND.

Mark the Date for Undergraduates



Note:

*Students will not receive the V-code if they do not settle the composition/ acceptance fees on or before the payment due date.

Any students who have not successfully completed the entire registration procedures by the deadline may NOT be able to join the on-line course registration under CUSIS on 30 August (Tue).

Highlight:

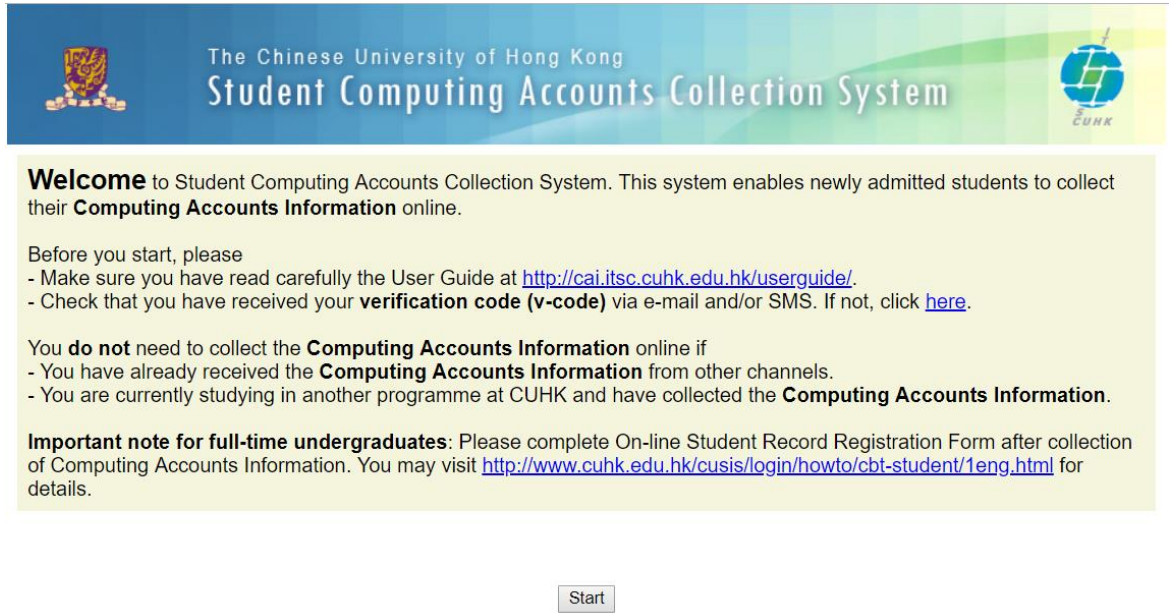
Please contact Office of Admissions and Financial Aids (OAFA) at

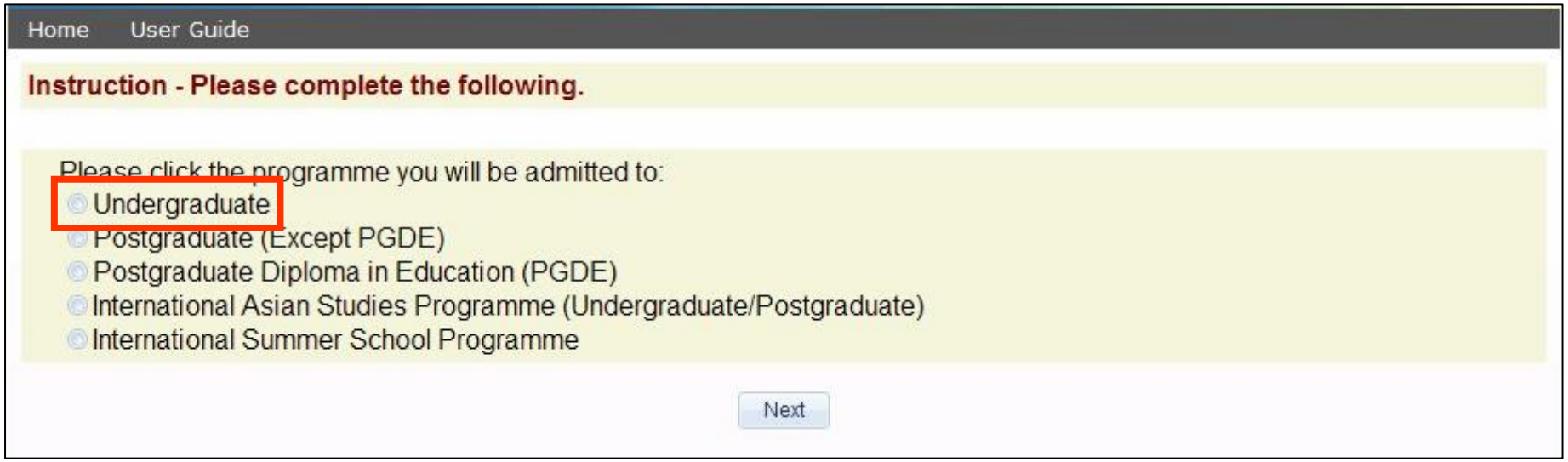
- 3943 8951 OR
- 3943 8947

if you don't receive v-code before 16 Aug (Tue) 12NN (UTC+8).

Collect Your Key@SCACS

Visit SCACS (https://cai.itsc.cuhk.edu.hk) after collecting your 6-digit v-code




Home
User Guide
Instruction - Please complete the following.
Please click the programme you will be admitted to:
Undergraduate
Postgraduate (Except PGDE)
Postgraduate Diploma in Education (PGDE)
International Asian Studies Programme (Undergraduate/Postgraduate)
International Summer School Programme
Next

Instruction - Please fill in the following information to identify yourself.
1. Your application number (for Mainland student, please enter your 全國統一高考考生號)
2. Please input your Email Address OR Mobile Phone Number which received V-Code.
Email Address:
Mobile Phone no.:
3. Date of birth in yyyy/mm/dd format (For example, enter 1986/01/05 for 5 Jan 1986)
Next

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

Student Name and Study Programme	Student ID	Computing ID
TEST, student 12345 MA Comparative & Pub History	12345	12345

A. Terms and Conditions

As a user of the University computing systems, you are automatically bounded by the policies and guidelines specified in the document 'Computing Network - Policies and Guidelines on Access and Usage' published at https://www.itsc.cuhk.edu.hk/it-policies/net-guide-use. Furthermore, upon acceptance of the computing accounts in this slip, you are agreed to accept ITSC's privacy policy and practices in collecting, holding and using of your personal data relevant to your computing accounts in this slip. The details information about the policy and practices have been published at https://www.itsc.cuhk.edu.hk/it-policies/pps. Should you have any enquiries, please submit it through ITSC Service Desk at https://servicedesk.itsc.cuhk.edu.hk.

B. Responsibilities and Security Requirements for your Computing Account:

1. You are responsible for protecting your password securely all the time.
2. You should never disclose your password to anyone. Please note that ITSC and CUHK will NEVER ask for your password and/or personal information through emails.
3. Allowing anyone to use your email or computing account is forbidden. Violation of this guideline is subject to immediate deprivation of access privilege and disciplinary actions.
4. You should change your initial password immediately and set it to a strong password. The University has adopted OnePass Password Expiry Policy. Your password must be changed at least once every year. Please visit ITSC homepage for details.

C. Computing Accounts Details:

Student ID:	12345
Computing ID:	s 12345
OnePass (CWEM) Password:	(Please scroll to the next page)
E-mail Address:	12345 @link.cuhk.edu.hk
Expiry Date:	

Student ID: Unique for each student. Printed on student card e.g. 1234567890

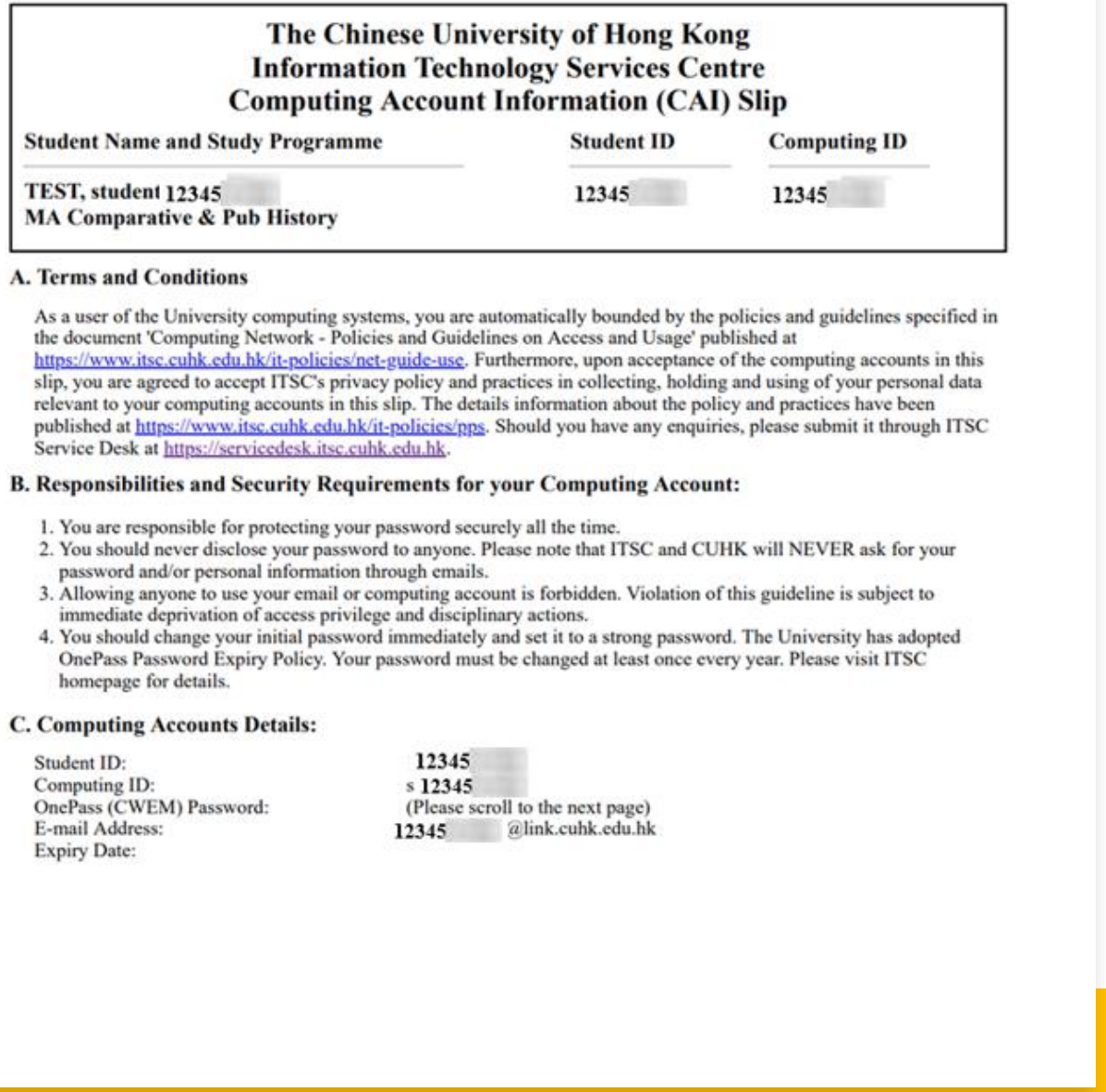
Email Address: Also login ID for CUHK Login / Most Online Service

OnePass Password

Computing ID: Rarely used e.g. s1234567890

Highlight:

- Please print / save your account information.
- Max. 5 times of collection
- Forgot Password?
  You can reset your password at
  https://cai.itsc.cuhk.edu.hk/sspr



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Expiry Date:	

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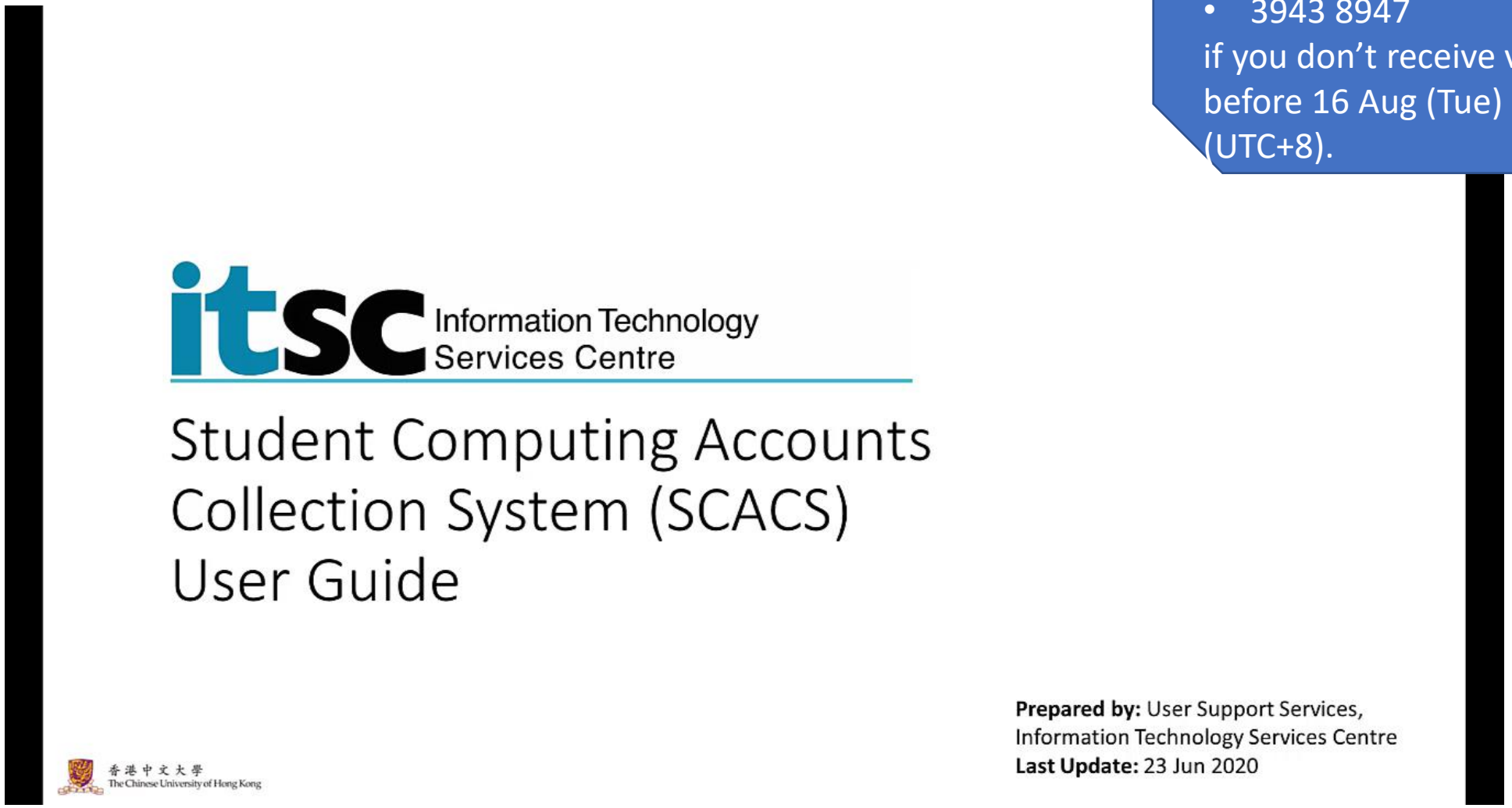


Change Password

- https://cai.itsc.cuhk.edu.hk/chgpwd/

Changing OnePass (CWEM) Password

Login ID:

Current / Expired Password:

New Password:

Re-enter New Password:

Verification Code: 3D5J0

Generate New Image

Submit Clear

CADS

(CADS 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

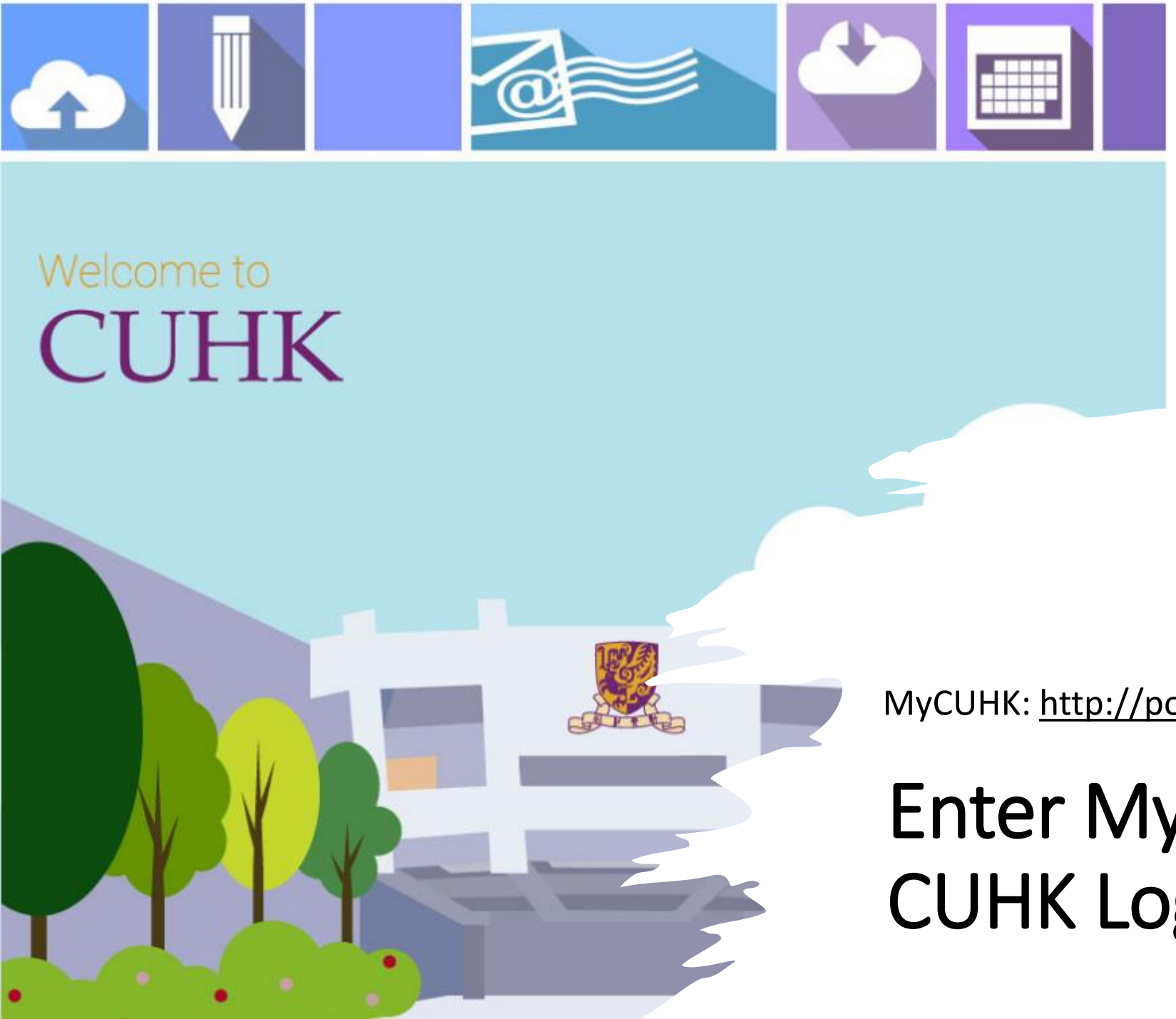
For Staff Using Departmental MS Exchange (Outlook) Email:
By changing your OnePass (CWEM) password, the same password can also be used to log in departmental MS Exchange (Outlook) email.

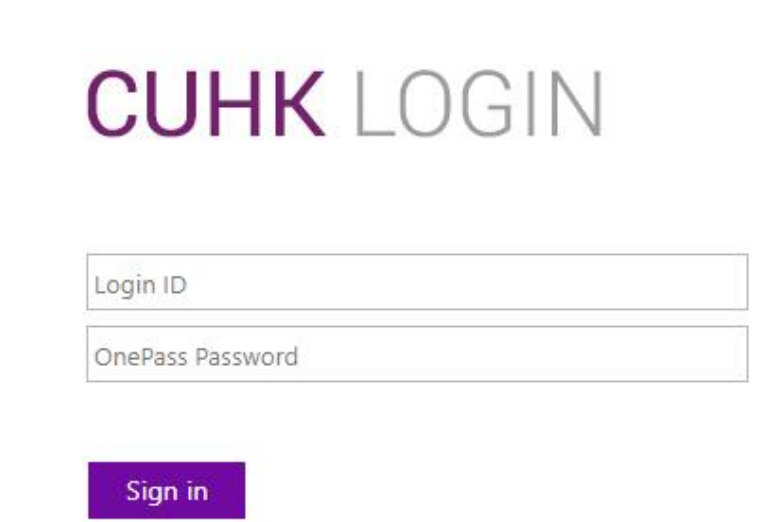
There is password expiry for your OnePass Password.

MyCUHK – The University Portal

CUSIS

#All-in-one





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

Enter MyCUHK via CUHK Login

Travel Across Different CUHK IT System@MyCUHK

Blackboard, Veriguide & more
Exchange with Professors/Teachers

Office 365 / @Link
Enjoy Microsoft Services

CUSIS
Manage Your Academic Matters

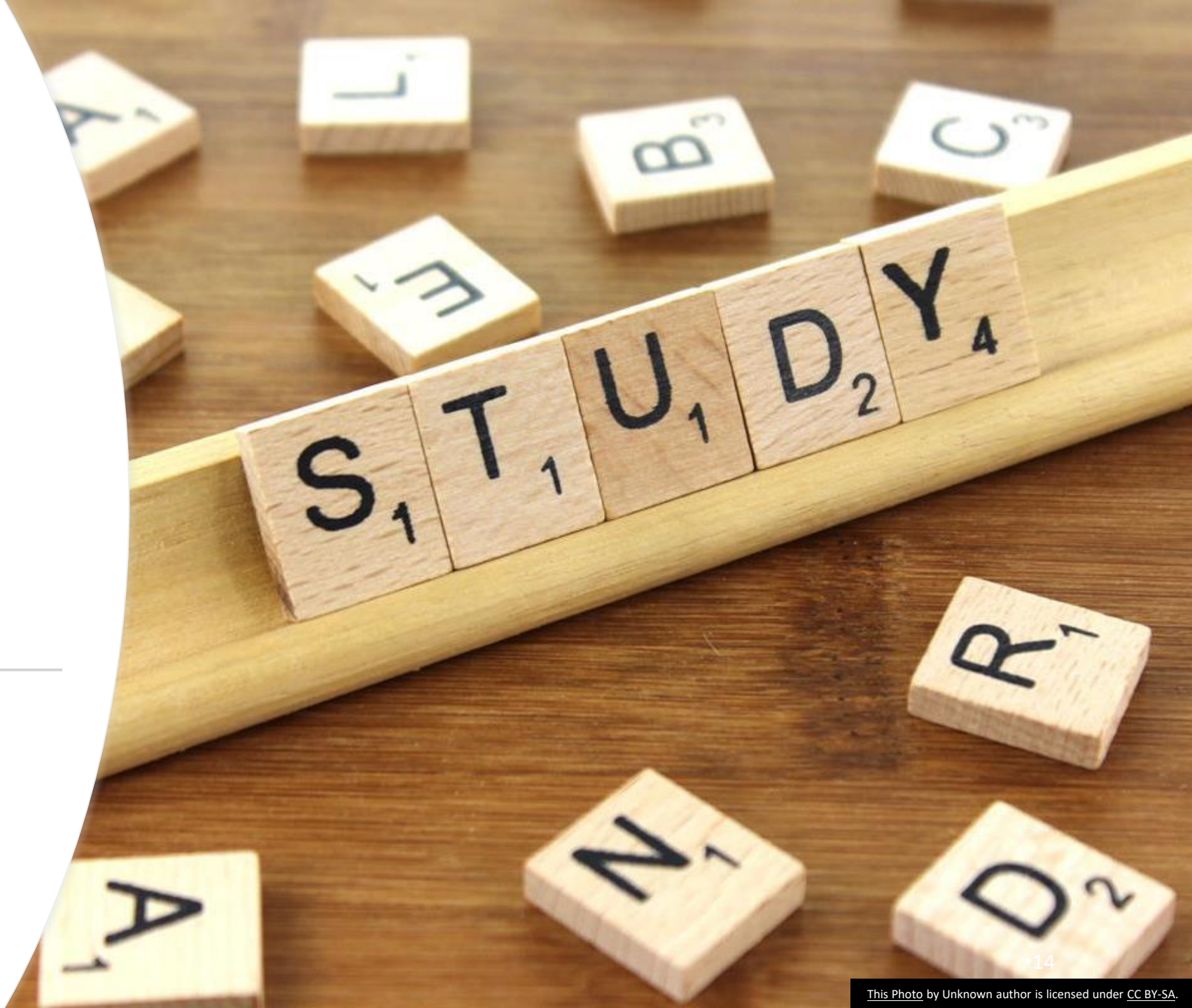
Library
Search & Use Digital/Physical Library Resources

Manage Your Academic Matters@CUSIS

#Pay&Gain

#GPA

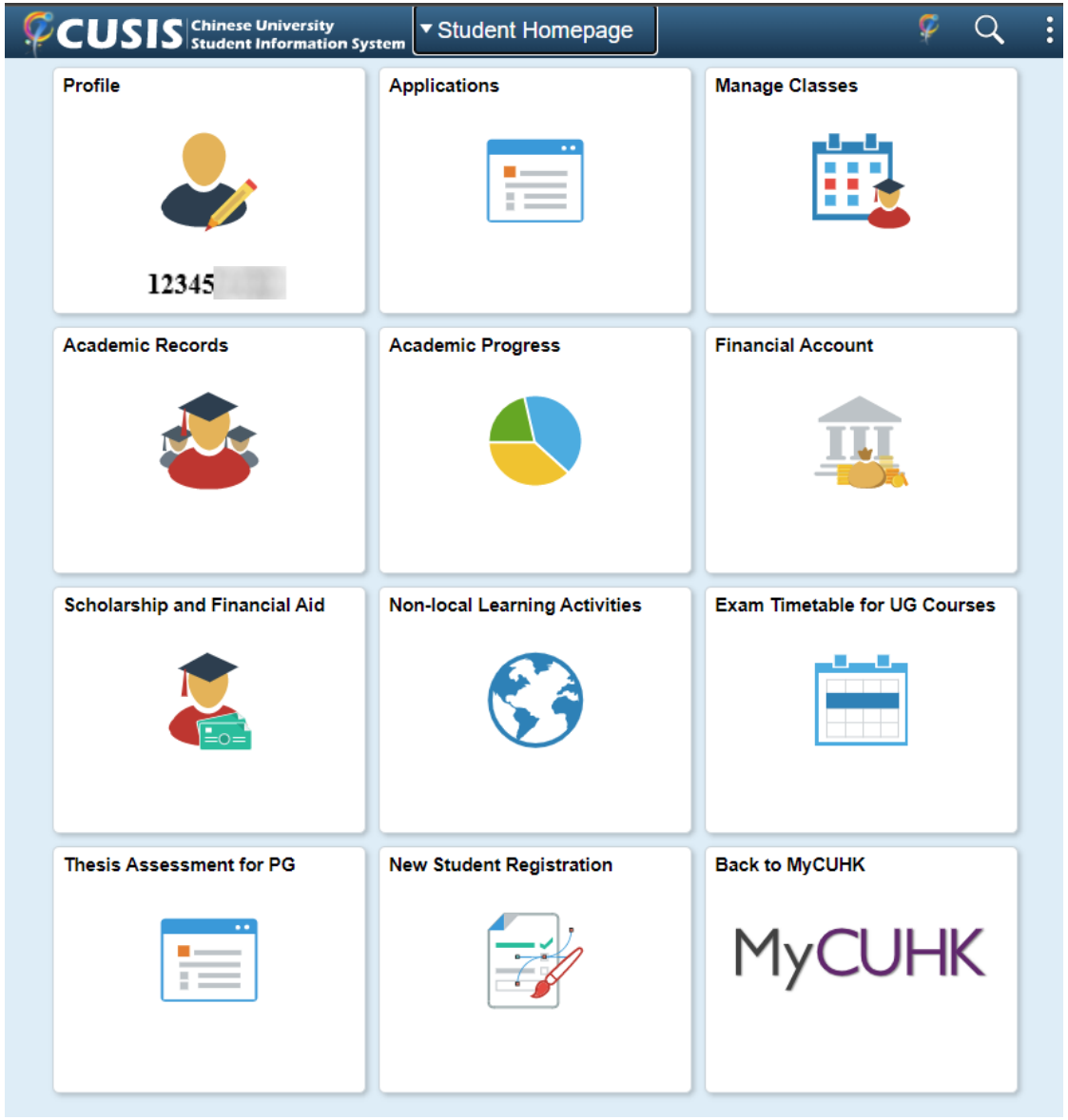
#CourseEnrollment



This Photo by Unknown author is licensed under CC BY-SA.

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



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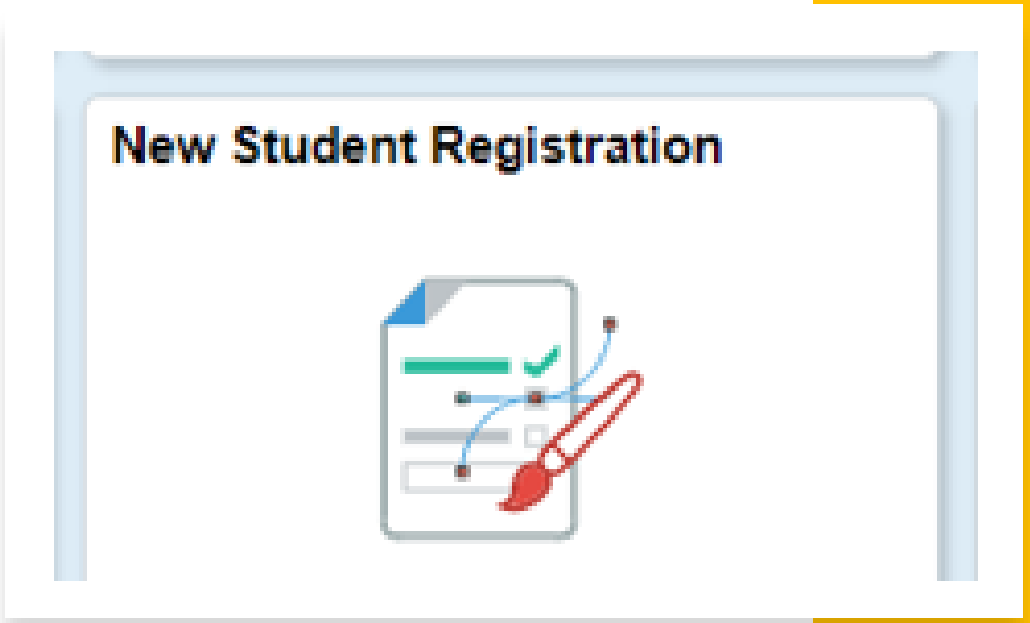
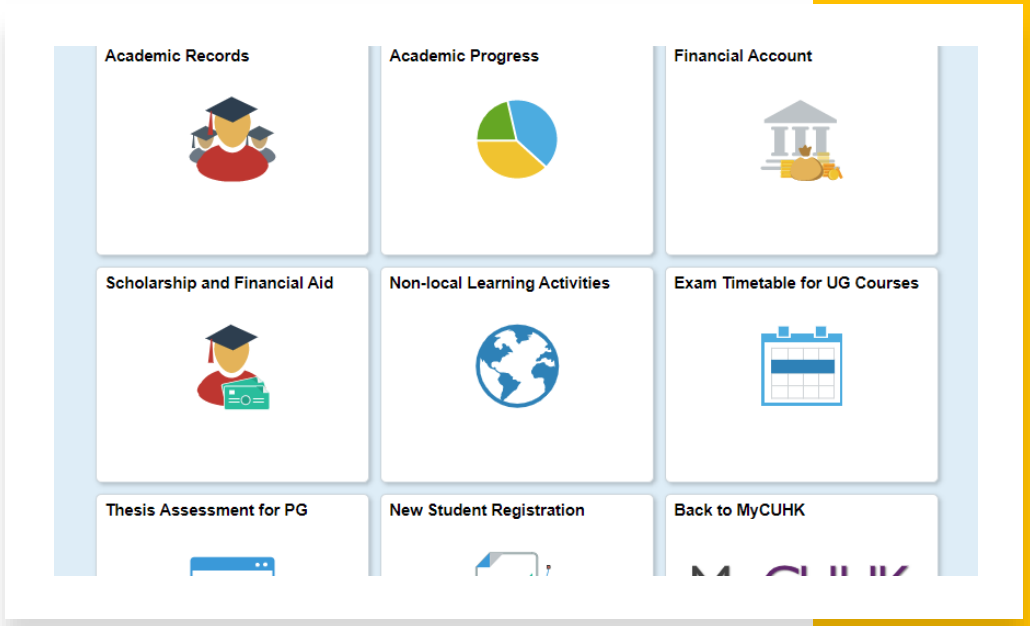
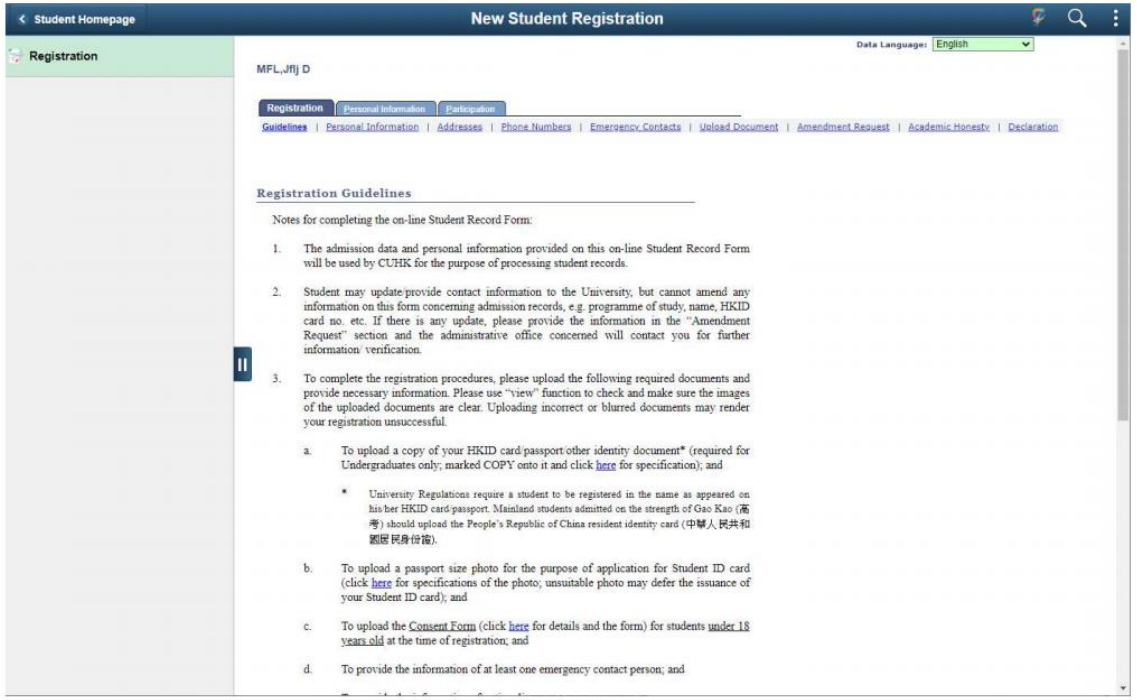


- Do New Student Registration First!
- Aug 16 (Tue) 9AM – Aug 18 (Thur) 5PM



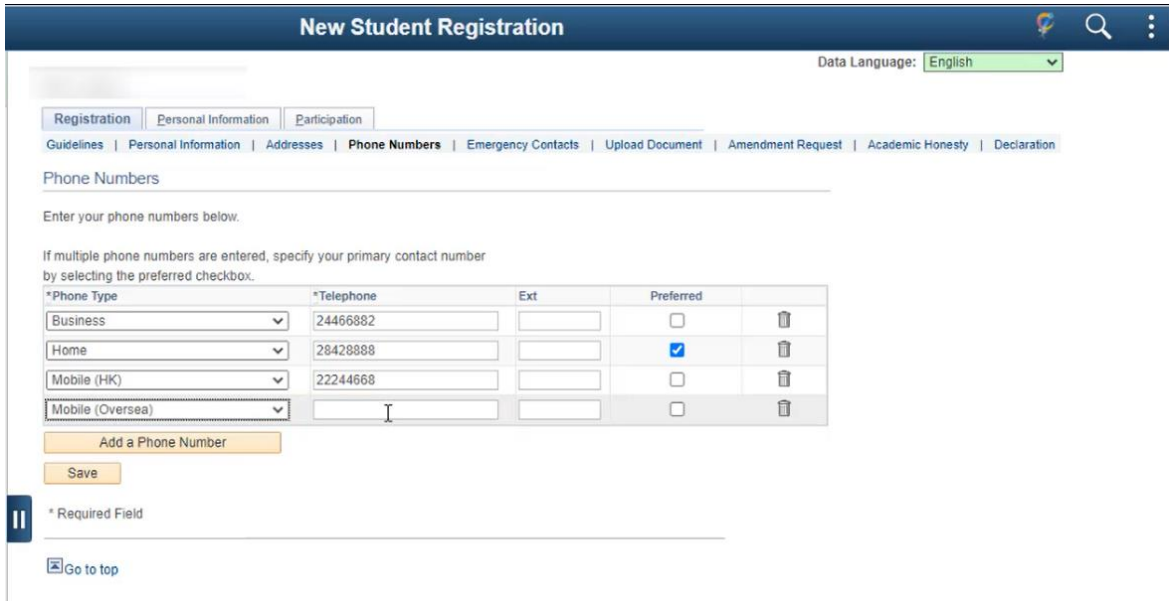
New Student Registration

Action	Complete the 8 Parts step-by-step
Document to Upload	≤1MB Passport size photo.jpg for student card (or update us another one at https://culink.cuhk.edu.hk/get-cu-link/photo/) ≤ 1MB HKID Card / Passport copy.jpg
Video Guide	https://www.cuhk.edu.hk/cusis/howto/online-reg-new-ug-students/online-reg-new-ug-students.html



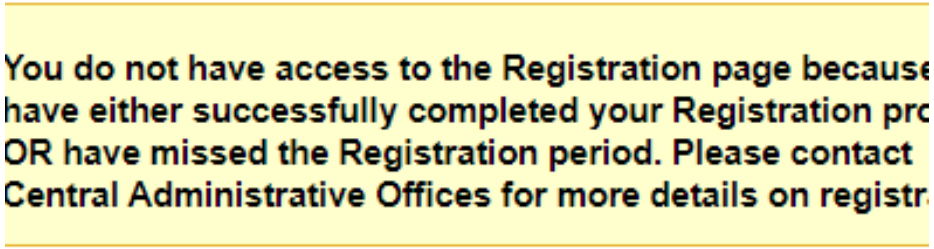
Update Your Phone no. and indicate “preferred” if you want it as your primary contact

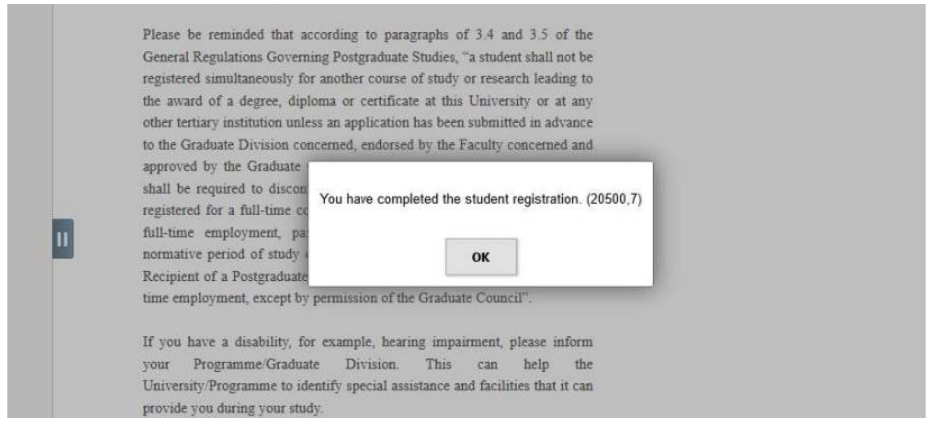
New Student Registration



New Student Registration

- See this when Done
- Any students who have not successfully completed the entire registration procedures by the deadline may NOT be able to join the on-line course registration under CUSIS on 30 Aug (Tuesday).





Mark the Date for Undergraduates

15 Aug (Mon)

JUPAS Undergraduates Receive 6-digit v-code* via

- email from scacs@cuhk.edu.hk
- local SMS

Aug 16 (Tue) 9AM - Aug 18 (Thur) 5PM

Undergraduates Complete Student Registration@CUSIS

Use v-code to collect OnePass account@SCACS

Save / Print OnePass account

15 Aug (Mon)

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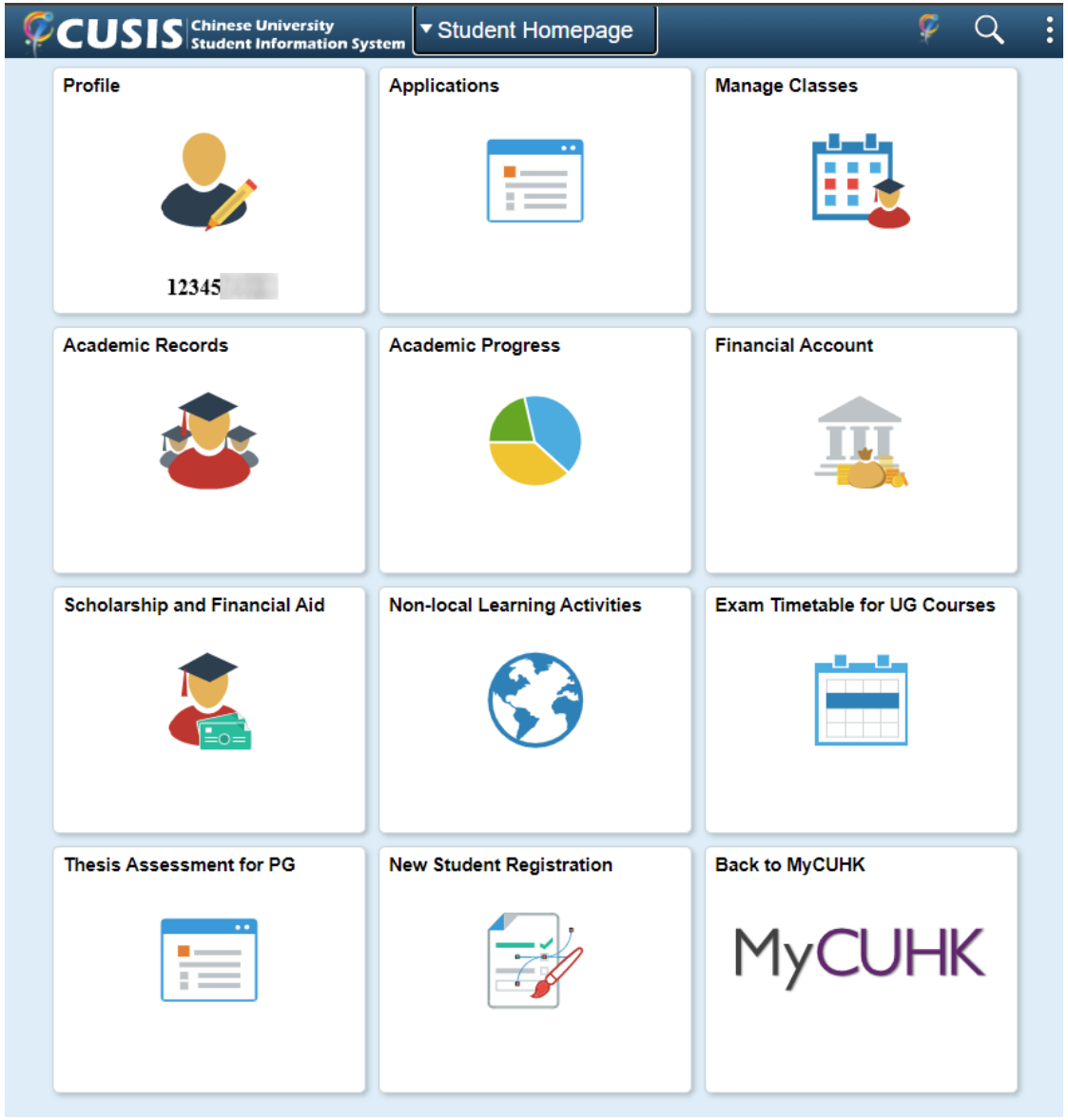
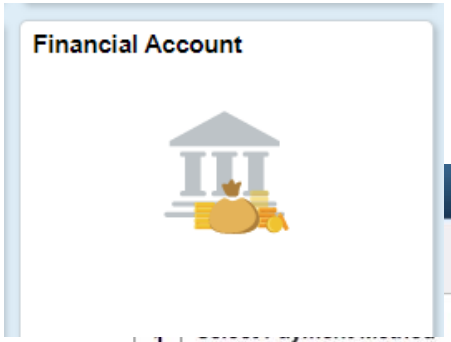
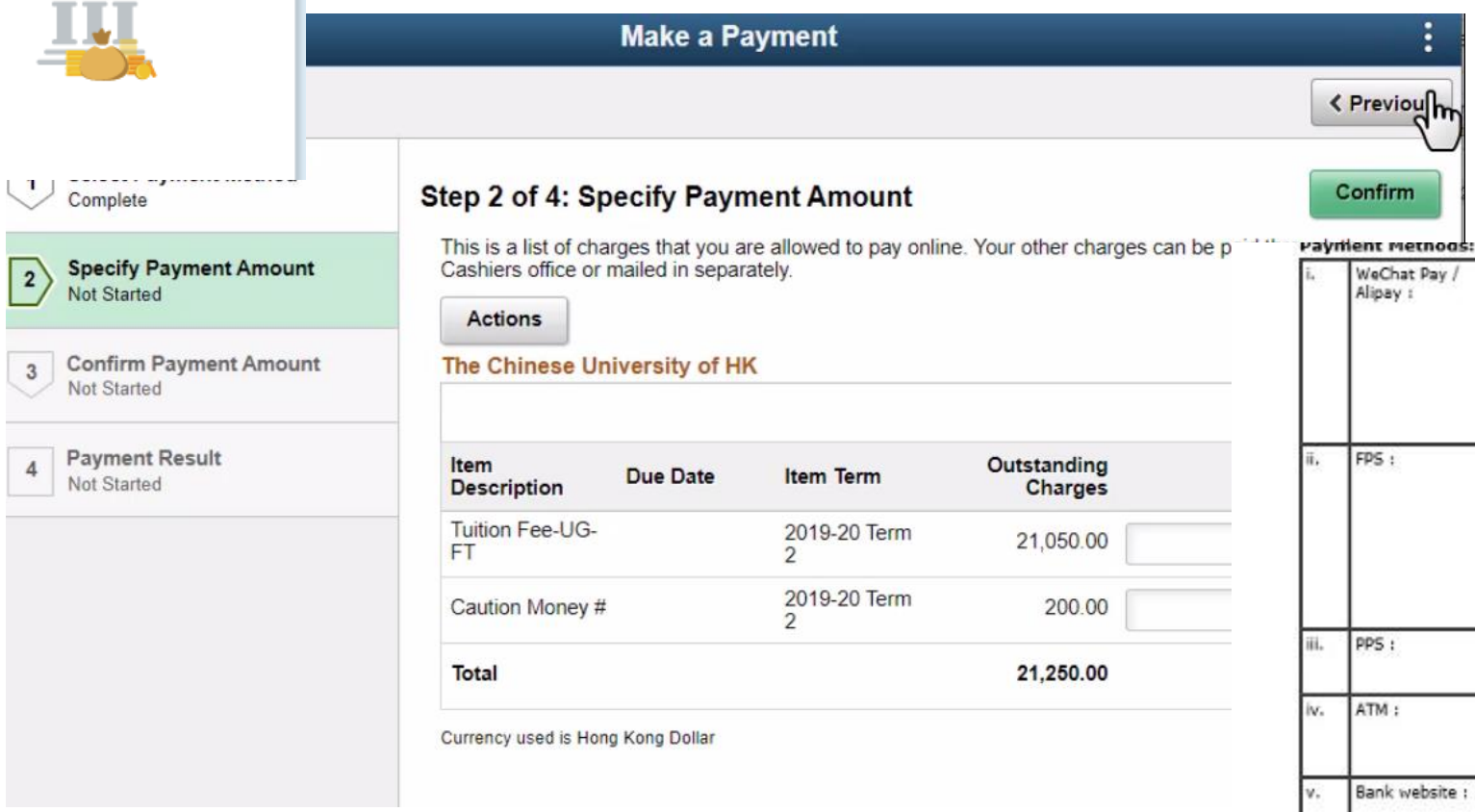
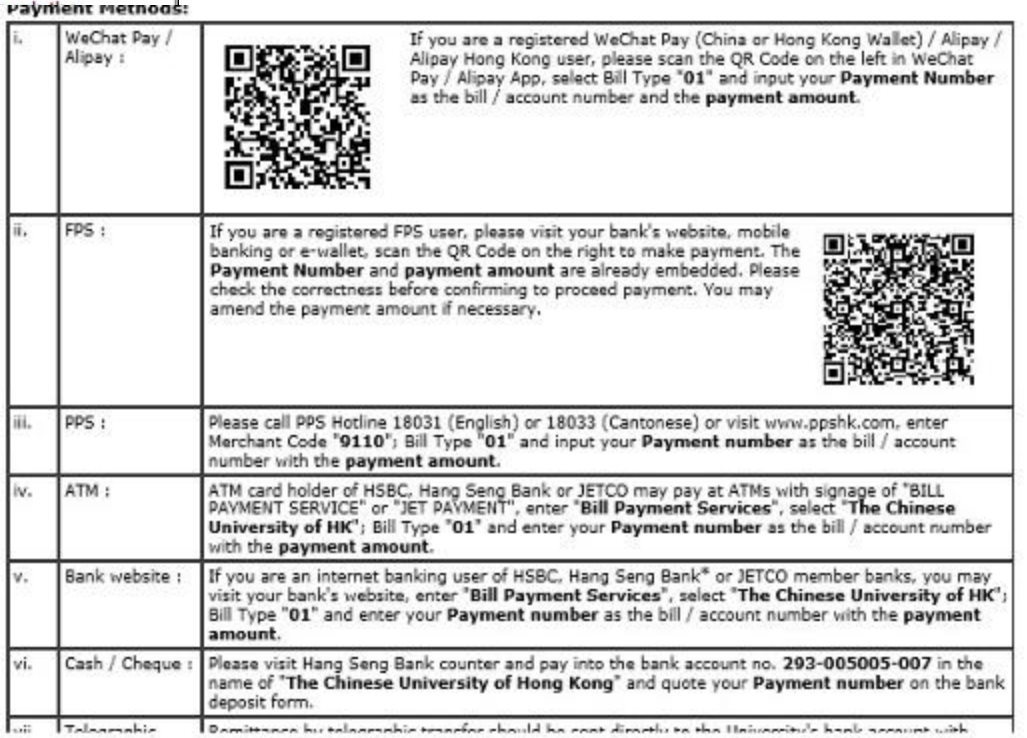


Pay Fee@CUSIS







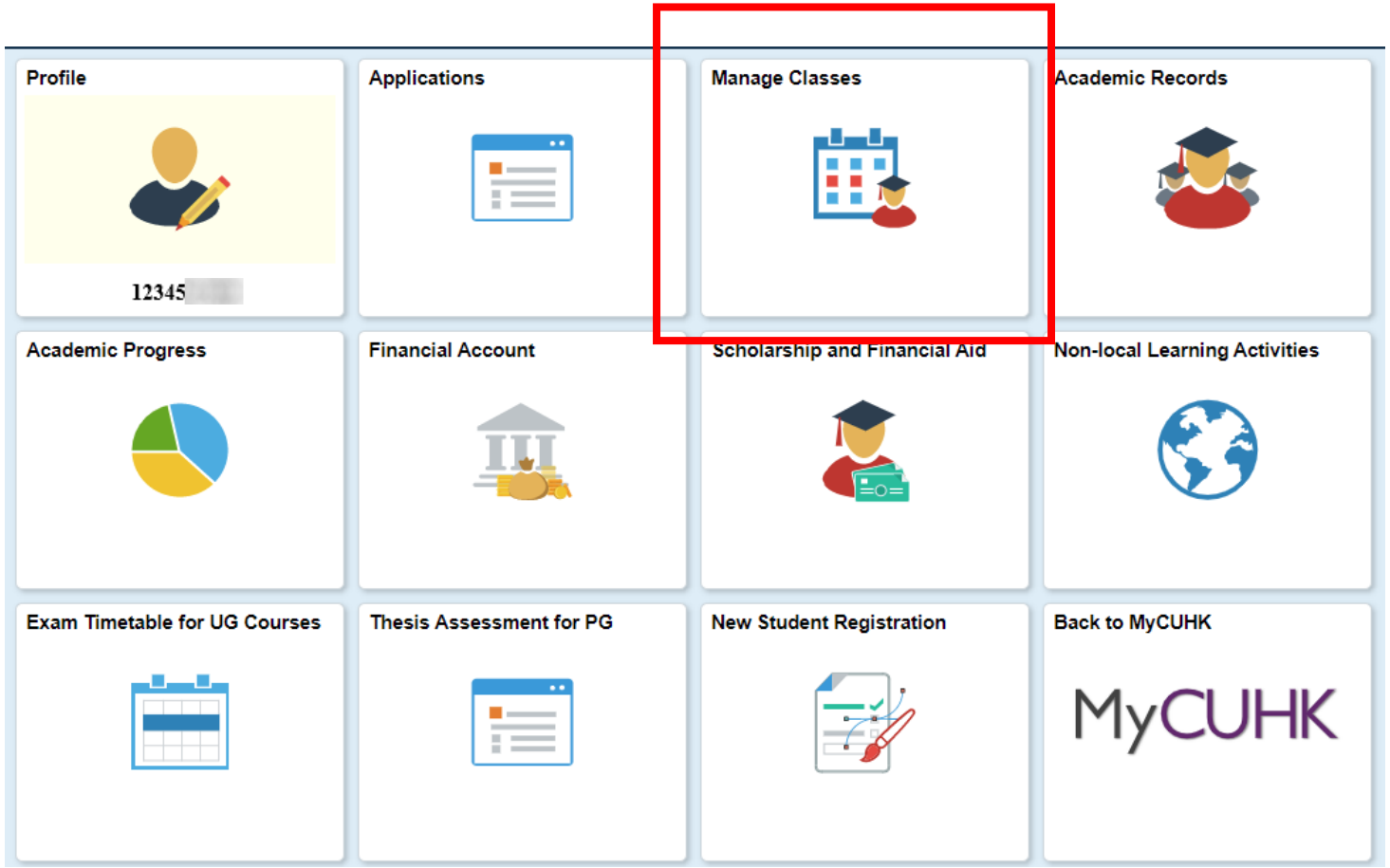
$$$

Pay Tuition Fee & Manage Financial Aids Matters

Browse Courses@CUSIS

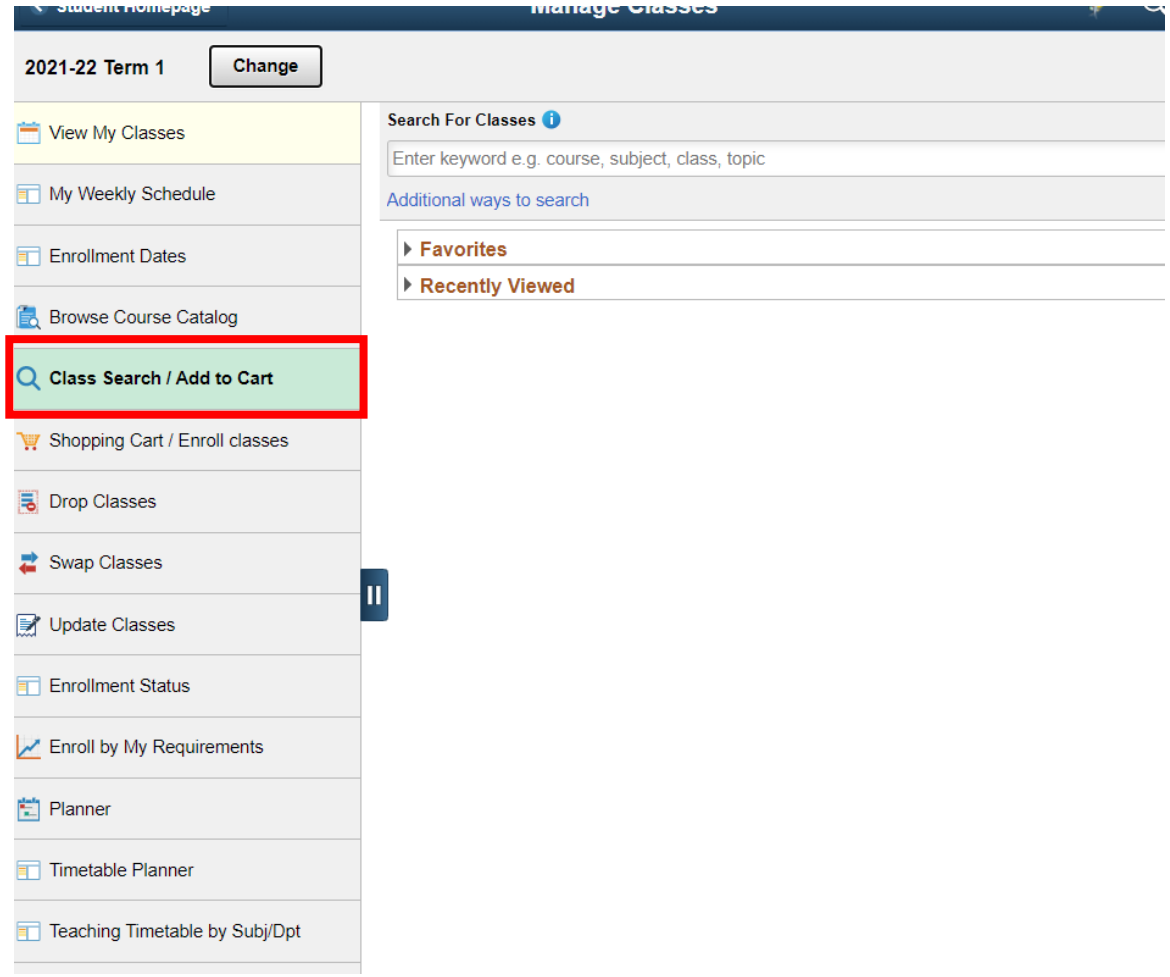
Course Enrollment

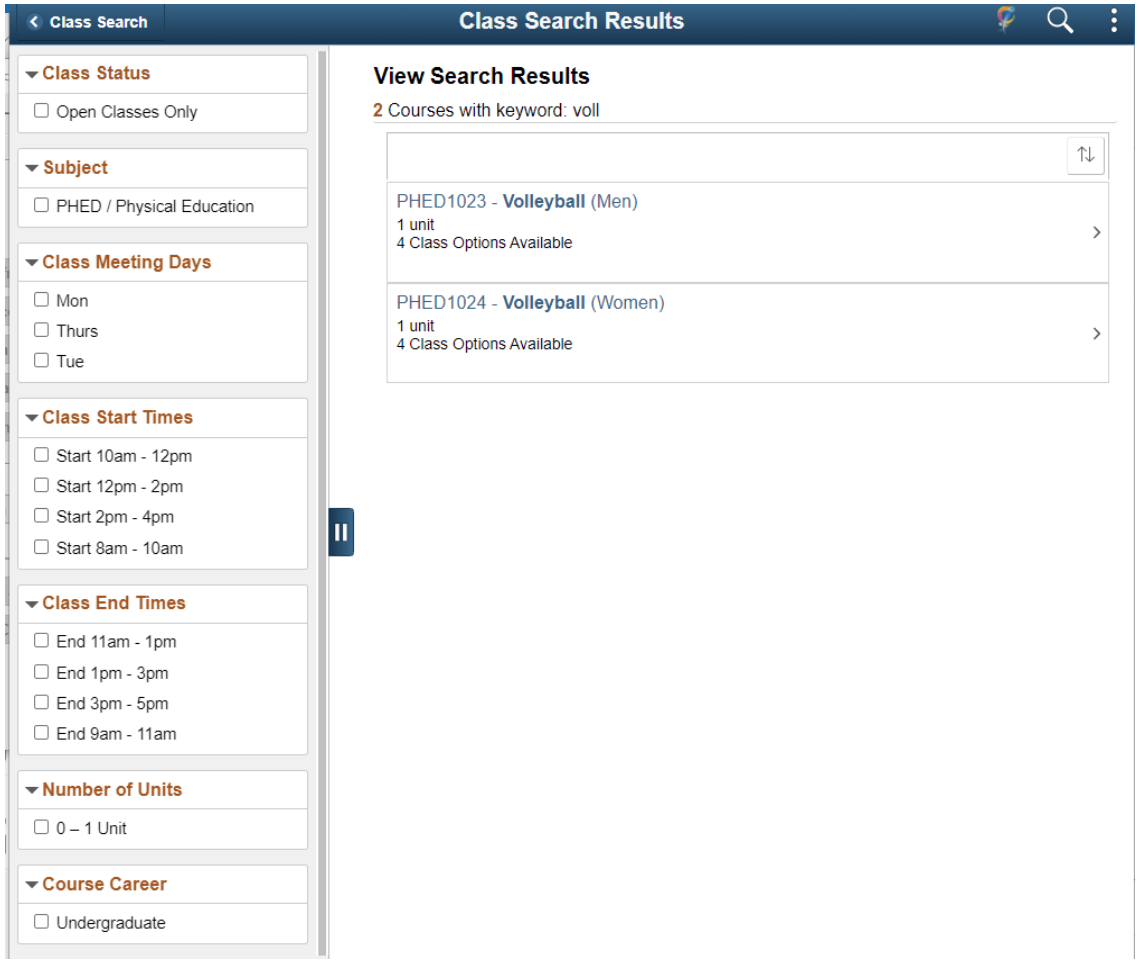
- Plan Your Course
- Validate Your Preference
- Enroll it



Plan Your Course@CUSIS

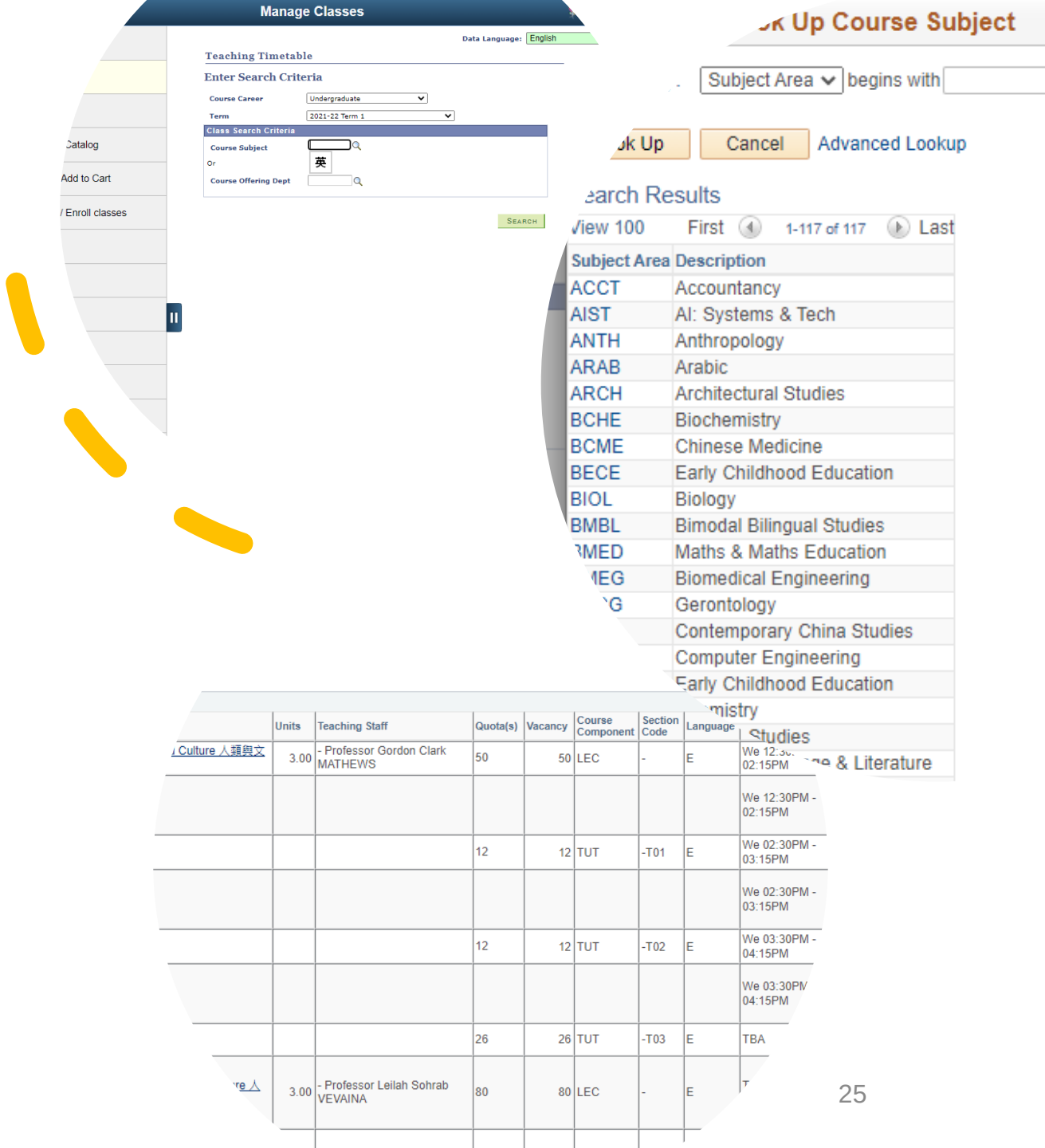
Class Search
Search by Keyword





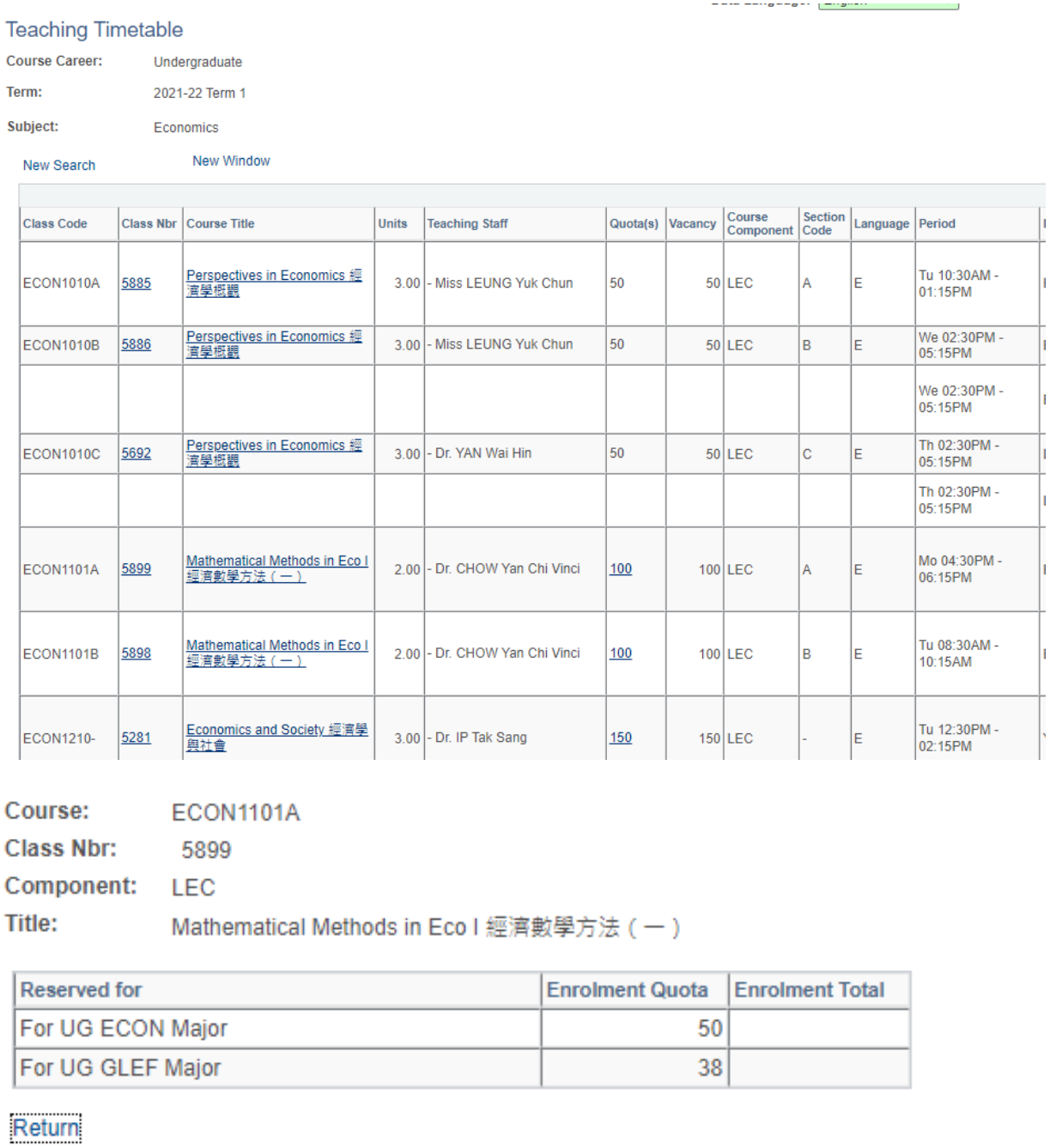
Plan Ahead by Course Search

- **Teaching Timetable by Subj/Dpt**
- Search by Program



Plan Ahead by Course Search

If the class has reserved quota, there will be a link on the Quota(s) cell.



Teaching Timetable

Course Career: Undergraduate

Term: 2021-22 Term 1

Subject: Economics

New Search New Window

Class Code	Class Nbr	Course Title	Units	Teaching Staff	Quota(s)	Vacancy	Course Component	Section Code	Language	Period
ECON1010A	5885	Perspectives in Economics 經濟學概觀	3.00	- Miss LEUNG Yuk Chun	50	50	LEC	A	E	Tu 10:30AM - 01:15PM
ECON1010B	5886	Perspectives in Economics 經濟學概觀	3.00	- Miss LEUNG Yuk Chun	50	50	LEC	B	E	We 02:30PM - 05:15PM
										We 02:30PM - 05:15PM
ECON1010C	5692	Perspectives in Economics 經濟學概觀	3.00	- Dr. YAN Wai Hin	50	50	LEC	C	E	Th 02:30PM - 05:15PM
										Th 02:30PM - 05:15PM
ECON1101A	5899	Mathematical Methods in Eco I 經濟數學方法（一）	2.00	- Dr. CHOW Yan Chi Vinci	100	100	LEC	A	E	Mo 04:30PM - 06:15PM
ECON1101B	5898	Mathematical Methods in Eco I 經濟數學方法（一）	2.00	- Dr. CHOW Yan Chi Vinci	100	100	LEC	B	E	Tu 08:30AM - 10:15AM
ECON1210-	5281	Economics and Society 經濟學與社會	3.00	- Dr. IP Tak Sang	150	150	LEC	-	E	Tu 12:30PM - 02:15PM

Course: ECON1101A

Class Nbr: 5899

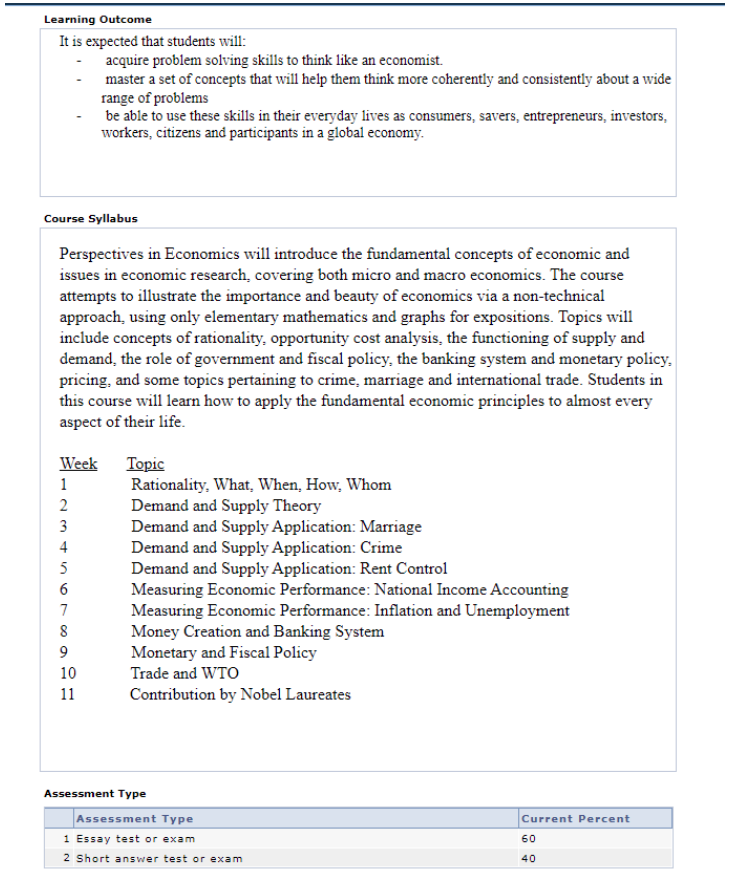
Component: LEC

Title: Mathematical Methods in Eco I 經濟數學方法（一）

Reserved for	Enrolment Quota	Enrolment Total
For UG ECON Major	50	
For UG GLEF Major	38	

Return

Plan Ahead by Course Search



Learning Outcome

It is expected that students will:

- acquire problem solving skills to think like an economist.
- master a set of concepts that will help them think more coherently and consistently about a wide range of problems
- be able to use these skills in their everyday lives as consumers, savers, entrepreneurs, investors, workers, citizens and participants in a global economy.

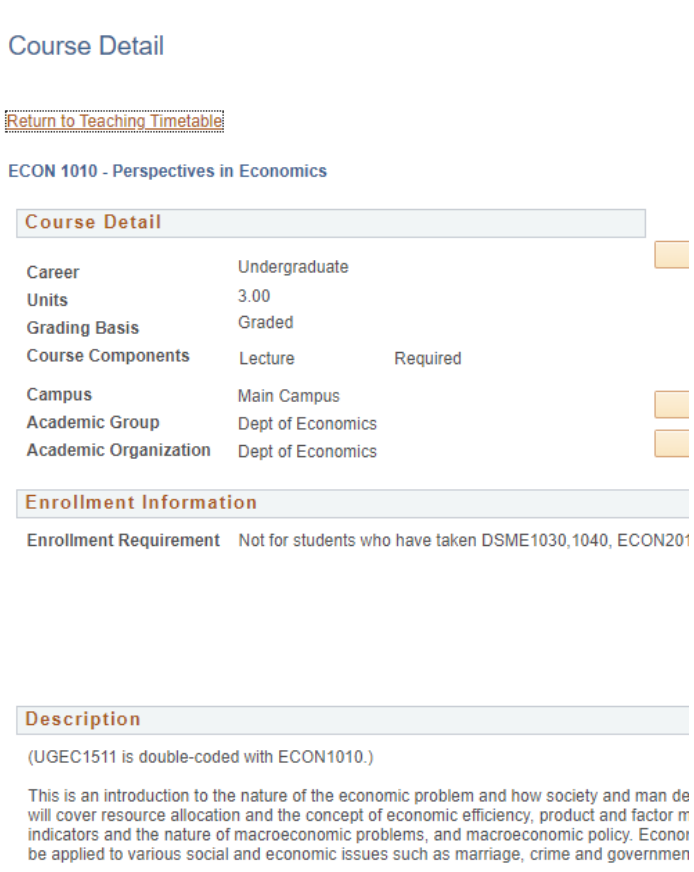
Course Syllabus

Perspectives in Economics will introduce the fundamental concepts of economic and issues in economic research, covering both micro and macro economics. The course attempts to illustrate the importance and beauty of economics via a non-technical approach, using only elementary mathematics and graphs for expositions. Topics will include concepts of rationality, opportunity cost analysis, the functioning of supply and demand, the role of government and fiscal policy, the banking system and monetary policy, pricing, and some topics pertaining to crime, marriage and international trade. Students in this course will learn how to apply the fundamental economic principles to almost every aspect of their life.

Week	Topic
1	Rationality, What, When, How, Whom
2	Demand and Supply Theory
3	Demand and Supply Application: Marriage
4	Demand and Supply Application: Crime
5	Demand and Supply Application: Rent Control
6	Measuring Economic Performance: National Income Accounting
7	Measuring Economic Performance: Inflation and Unemployment
8	Money Creation and Banking System
9	Monetary and Fiscal Policy
10	Trade and WTO
11	Contribution by Nobel Laureates

Assessment Type

	Assessment Type	Current Percent
1	Essay test or exam	60
2	Short answer test or exam	40



Course Detail

Return to Teaching Timetable

ECON 1010 - Perspectives in Economics

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required
Campus	Main Campus	
Academic Group	Dept of Economics	
Academic Organization	Dept of Economics	

Enrollment Information

Enrollment Requirement: Not for students who have taken DSME1030,1040, ECON201

Description

(UGEC1511 is double-coded with ECON1010.)

This is an introduction to the nature of the economic problem and how society and man de
will cover resource allocation and the concept of economic efficiency, product and factor m
indicators and the nature of macroeconomic problems, and macroeconomic policy. Econor
be applied to various social and economic issues such as marriage, crime and governmen

- **Course Detail**
- Learn the Course Description & Requirement

Put into Shopping Cart & Validate

Option	Status	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	(5096) B - LEC	6/1, 13/1, 20/1	Monday 2:30PM to 5:15PM	Humanities Building 114	FDX, Lh Lkm 中文名	Open Seats 5 of 60
			3/2, 10/2, 17/2, 24/2, 2/3, 9/3, 16/3, 23/3	Monday 2:30PM to 5:15PM	Humanities Building 114	FDX, Lh Lkm 中文名	
			6/4	Monday 2:30PM to 5:15PM	Humanities Building 114	FDX, Lh Lkm 中文名	
			20/4, 27/4	Monday 2:30PM to 5:15PM	Humanities Building 114	FDX, Lh Lkm 中文名	
2	Open	(5095) C - LEC	8/1, 15/1, 22/1	Wednesday 3:30PM to 6:15PM	Humanities Building 213	FDX, Lh Lkm 中文名	Open Seats 3 of 62
			5/2, 12/2, 19/2, 26/2, 4/3, 11/3, 18/3, 25/3	Wednesday 3:30PM to 6:15PM	Humanities Building 213	FDX, Lh Lkm 中文名	
			8/4, 15/4, 22/4, 29/4	Wednesday 3:30PM to 6:15PM	Humanities Building 213	FDX, Lh Lkm 中文名	

Step 1 of 3: Review Class Selection

You have selected

COMM 1150 Introduction to Media Industries and Practices

Option Status Open

Class	Session	Meeting Dates
(5096) B - LEC	Regular Academic Session	6/1, 13/1, 20/1, 3/2, 10/ 24/2, 2/3, 9/3, 16/3, 23/ 20/4, 27/4

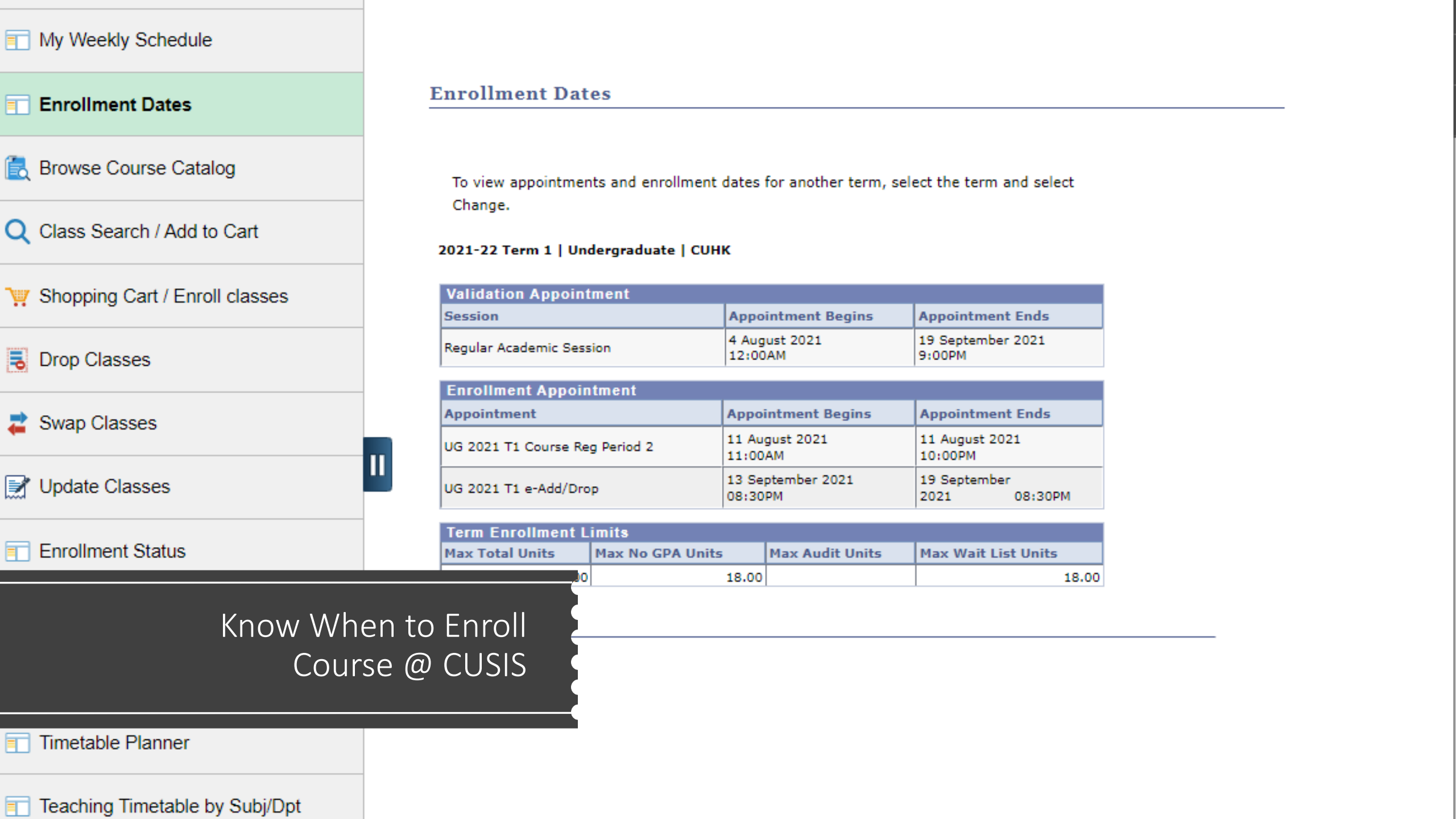
✔ **COMM 2500 - Introduction to Global Communication**
Okay to Add to Class Schedule.

✔ **PHED 1034 - Squash (Women)**
Okay to Add to Class Schedule.

✔ **UGFN 1000 - In Dialogue With Nature**
Okay to Add to Class Schedule.

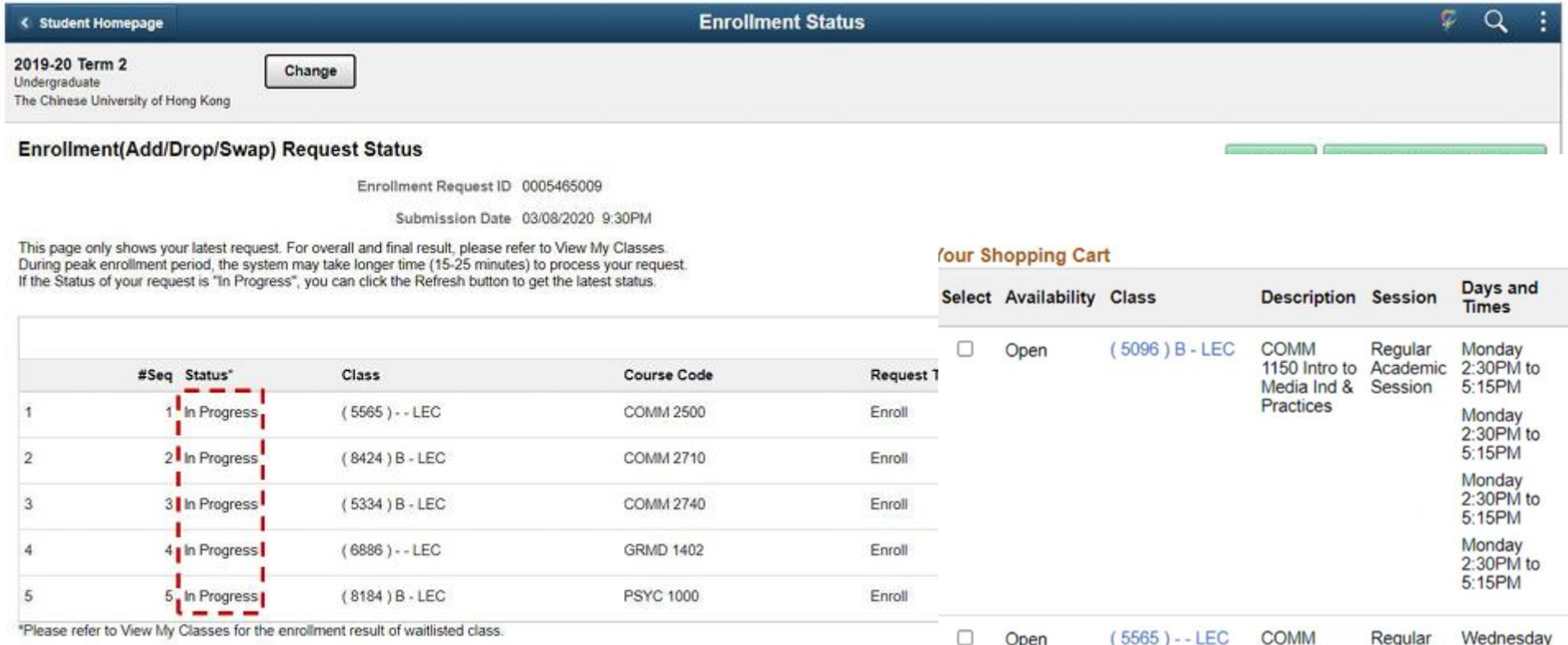
✖ **COMM 2922 - Introduction to Creative and New Media**
There is a time conflict for class number 5565 and class number 6708. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.

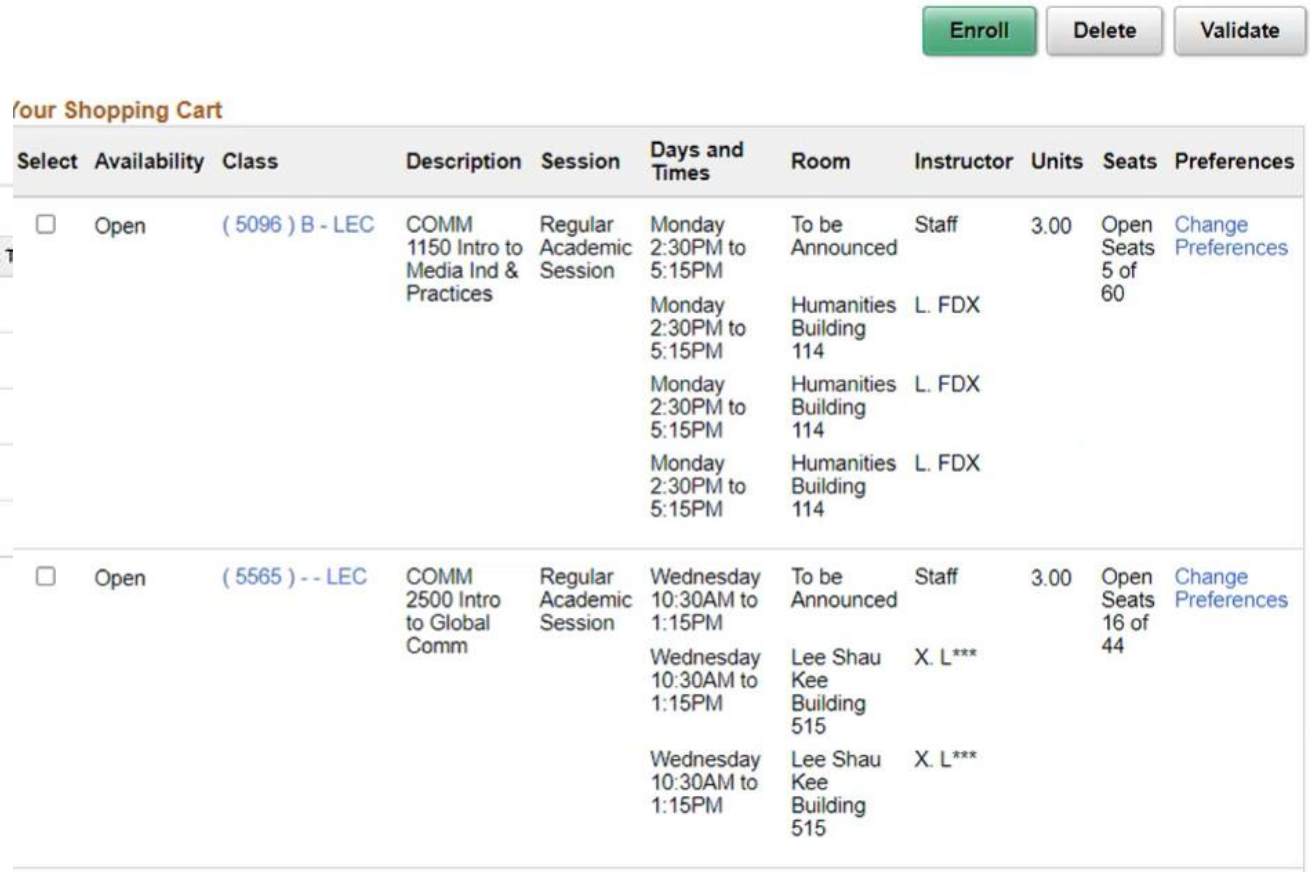
✔ **PSYC 1000 - General Psychology**
Okay to Add to Class Schedule.


My Weekly Schedule
Enrollment Dates
Browse Course Catalog
Class Search / Add to Cart
Shopping Cart / Enroll classes
Drop Classes
Swap Classes
Update Classes
Enrollment Status
Timetable Planner
Teaching Timetable by Subj/Dpt
Enrollment Dates
To view appointments and enrollment dates for another term, select the term and select Change.
2021-22 Term 1 | Undergraduate | CUHK
Validation Appointment
Session
Appointment Begins
Appointment Ends
Regular Academic Session
4 August 2021 12:00AM
19 September 2021 9:00PM
Enrollment Appointment
Appointment
Appointment Begins
Appointment Ends
UG 2021 T1 Course Reg Period 2
11 August 2021 11:00AM
11 August 2021 10:00PM
UG 2021 T1 e-Add/Drop
13 September 2021 08:30PM
19 September 2021 08:30PM
Term Enrollment Limits
Max Total Units
Max No GPA Units
Max Audit Units
Max Wait List Units
18.00
18.00
Know When to Enroll Course @ CUSIS

Enroll Course on Your Big Day

- **Videos of Course Enrollment:**
- https://www.cuhk.edu.hk/cusis/howto/ug-course-enrollment.mp4

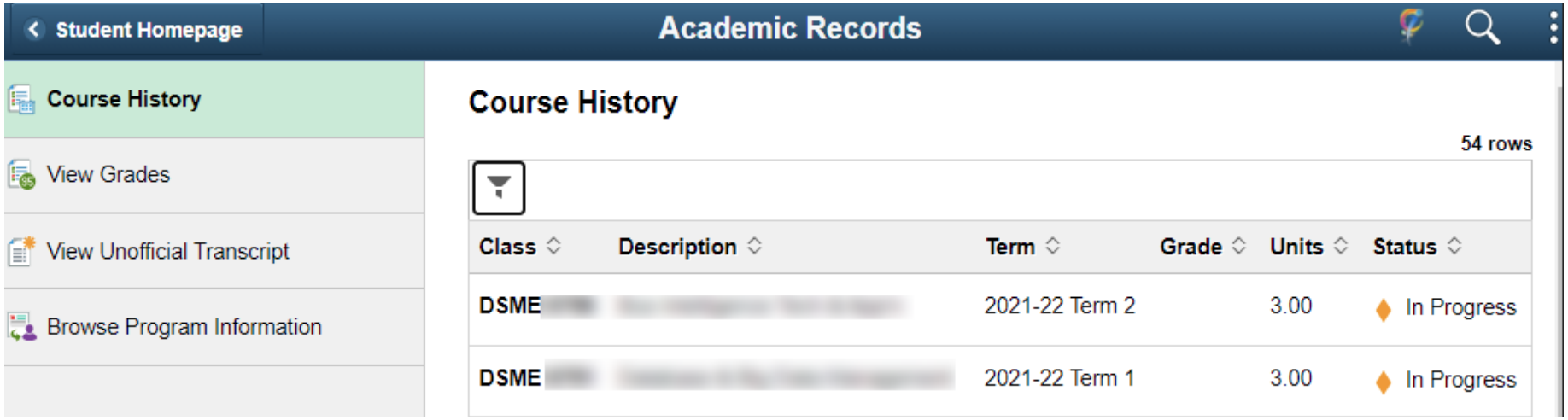


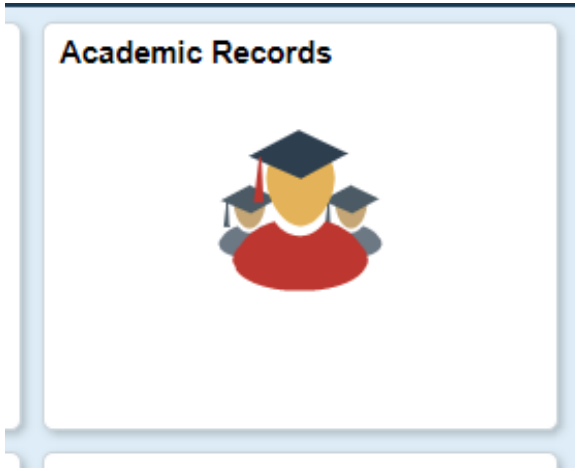


1. Max. 8 classes in each enrolment attempt
2. Max. 2 class sections of same course in each enrolment attempt
3. Max. 2 University GE classes in each enrolment attempt (1 class for Summer Term)
4. Max. swap 1 PHED class in each enrolment attempt

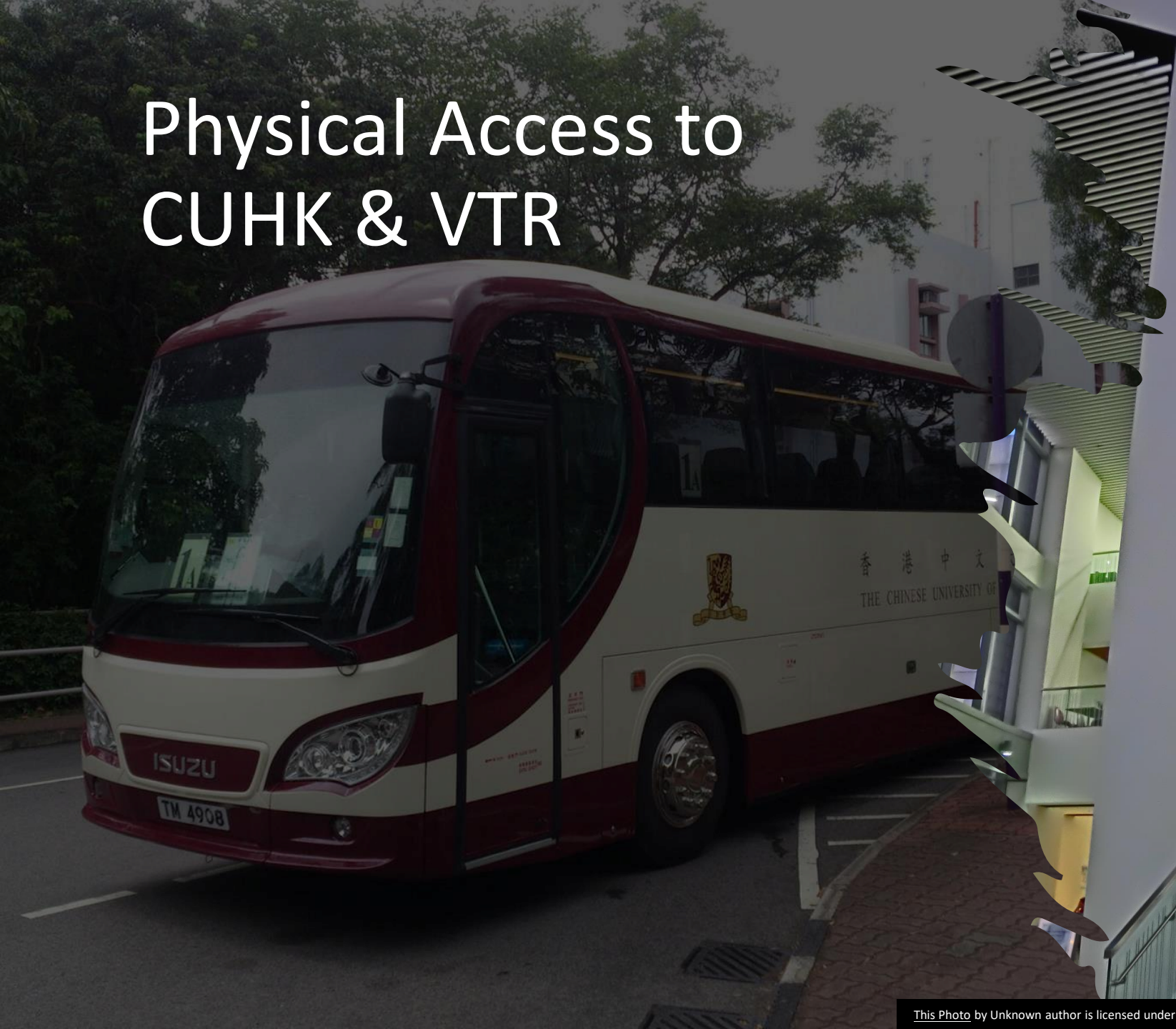
Check Your Academic Result @CUSIS

- **GPA**
- What's Your Performance





Physical Access to CUHK & VTR



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This Photo by Unknown author is licensed under CC BY-SA.

Collect CU Link (Postgraduates)

- Call 3943 8507 to check if your card is ready
- Confirm/Provide a valid Hong Kong address to collect student card via registered post OR
- Collect it in person after making an appointment at [Online Booking System]

https://culink.cuhk.edu.hk/wp-content/uploads/2022/07/Collection-of-CU-Link-Student-Card-for-New-Postgraduates-2022-23.pdf

Collect CU Link (Undergraduates)

- Card logistics starts from 26 Aug (Fri) 10AM
- You can
  1. Confirm/Provide a valid Hong Kong address to collect student card via registered post
  2. Collect it in person after making an appointment at Online Booking System

https://culink.cuhk.edu.hk/wp-content/uploads/2022/07/Collection-of-CU-Link-Card-for-New-Undergraduate-Students-2022-23.pdf

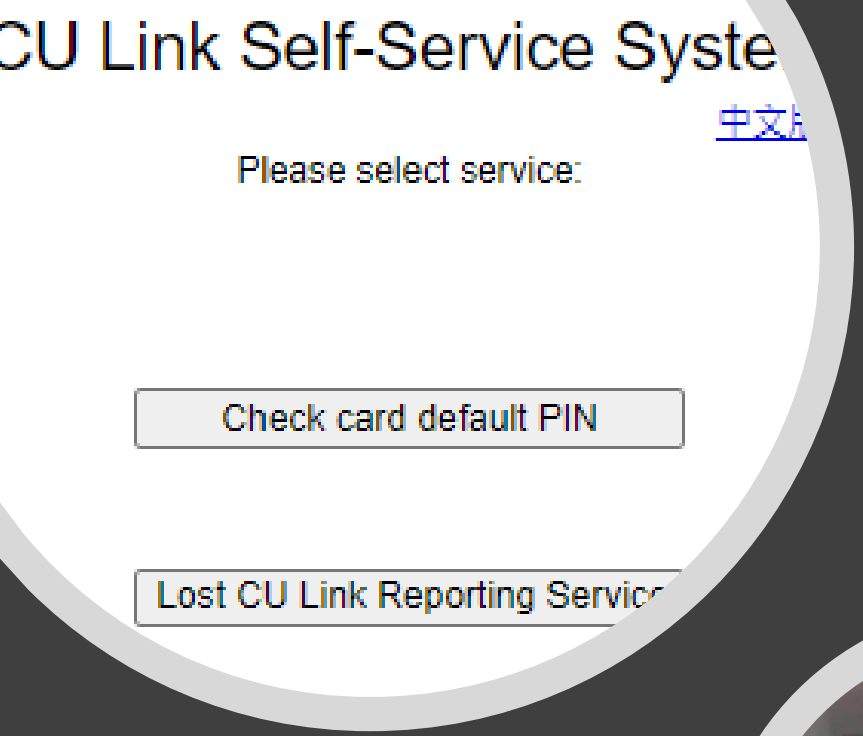
After Card Collection via Postal Mail

- Please activate your card at https://cloud.itsc.cuhk.edu.hk/CULINK-SelfService/cardmailing.aspx

Card Number is the set of code at the bottom right corner of the back of your CU Link.

Please input it below to activate your CU Link Card

Activate Card



CU Link – Physical Access

- Don't forget to get your PIN through the CU Link Default PIN Enquiry System

  https://www.cuhk.edu.hk/culink/pin

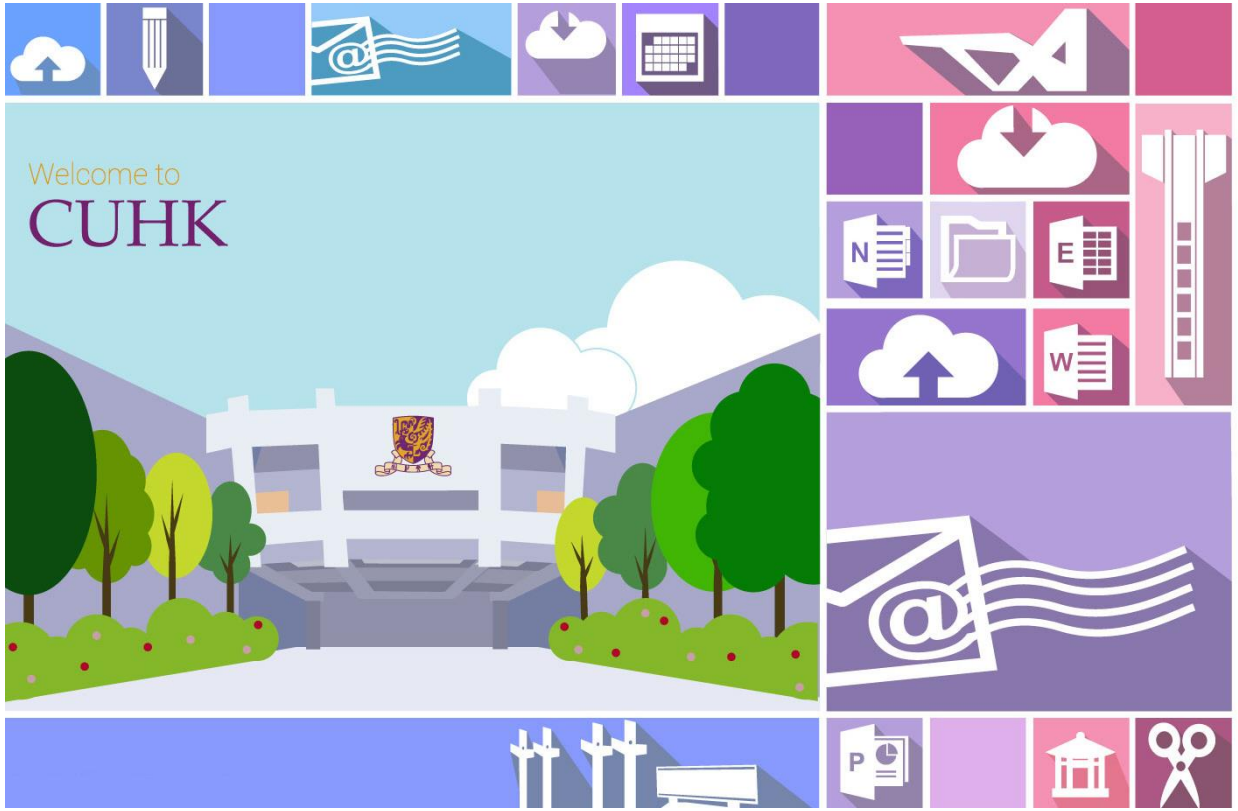
Cope with Vaccine Pass

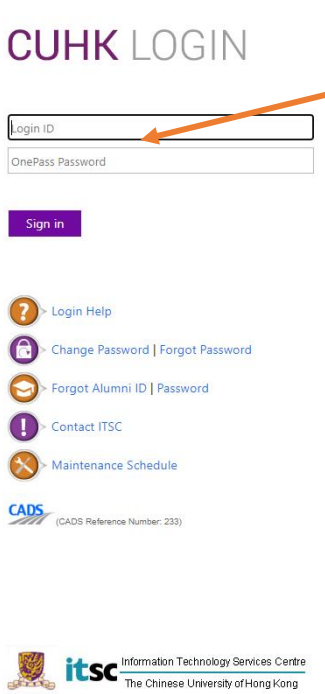
- Log in VTR to report your vaccine dosage / test results at least a day before entering the campus.

@Link Email & M365

Stay Connected with the University and Peers via Microsoft 365

How To login?





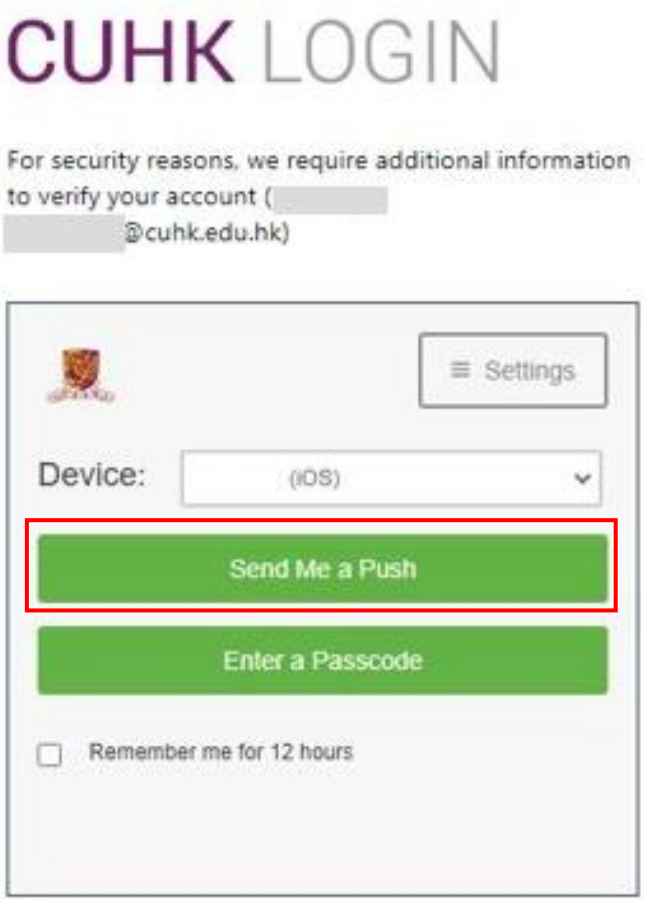
CUHK LOGIN

StudentID@link.cuhk.edu.hk

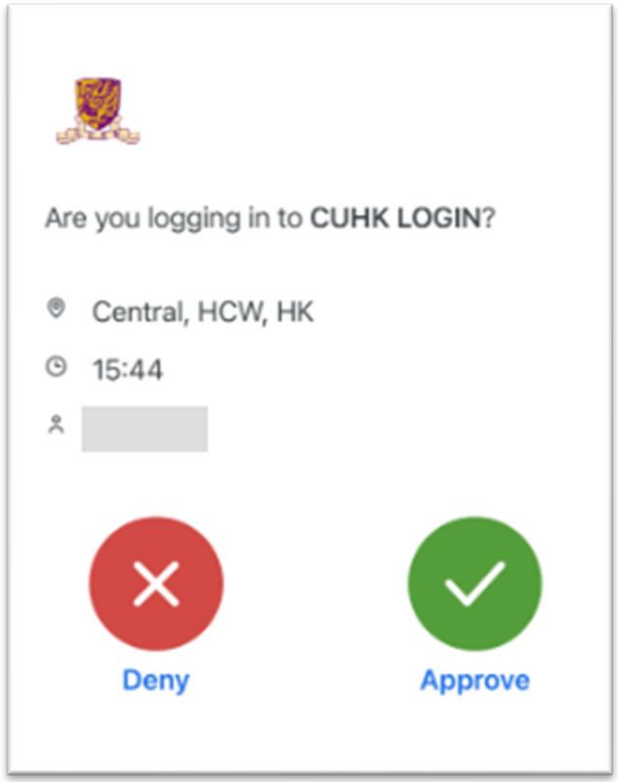
Reach this page when you go to Microsoft 365:
https://www.cuhk.edu.hk/o365

How to Login?

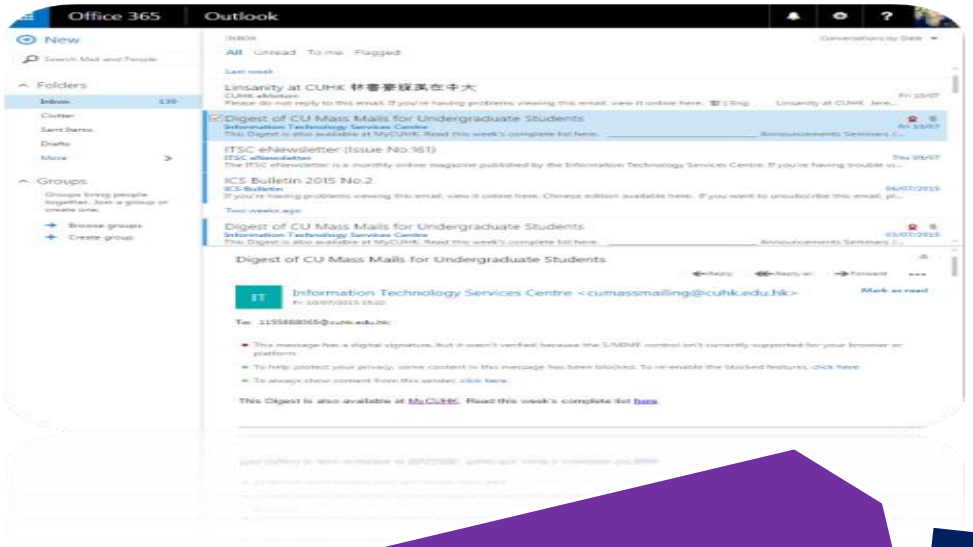
(On Browser.)

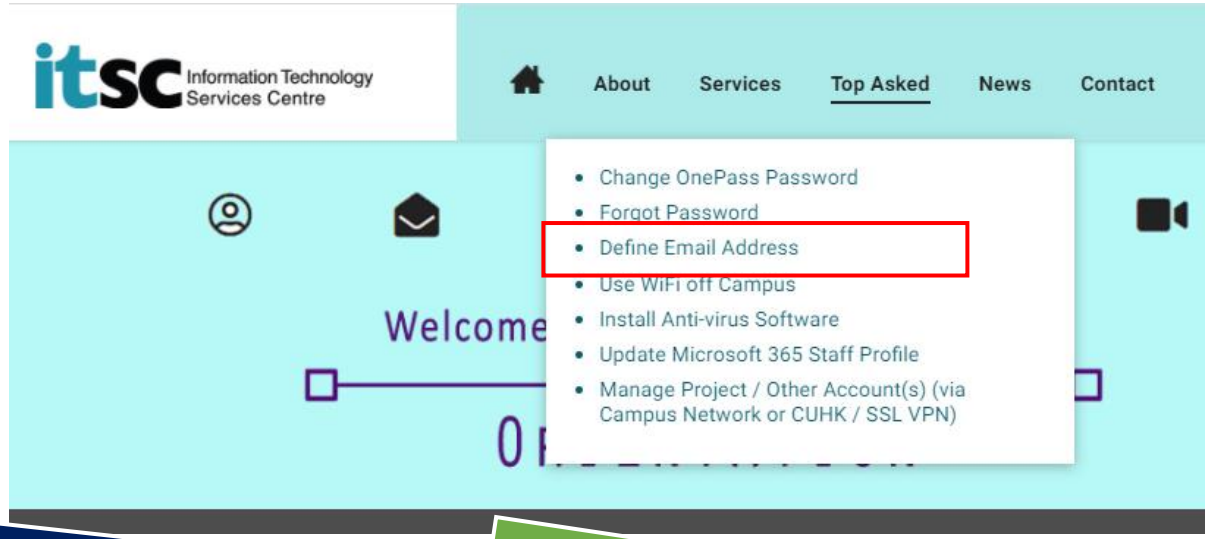


(On Mobile.)



@Link Email





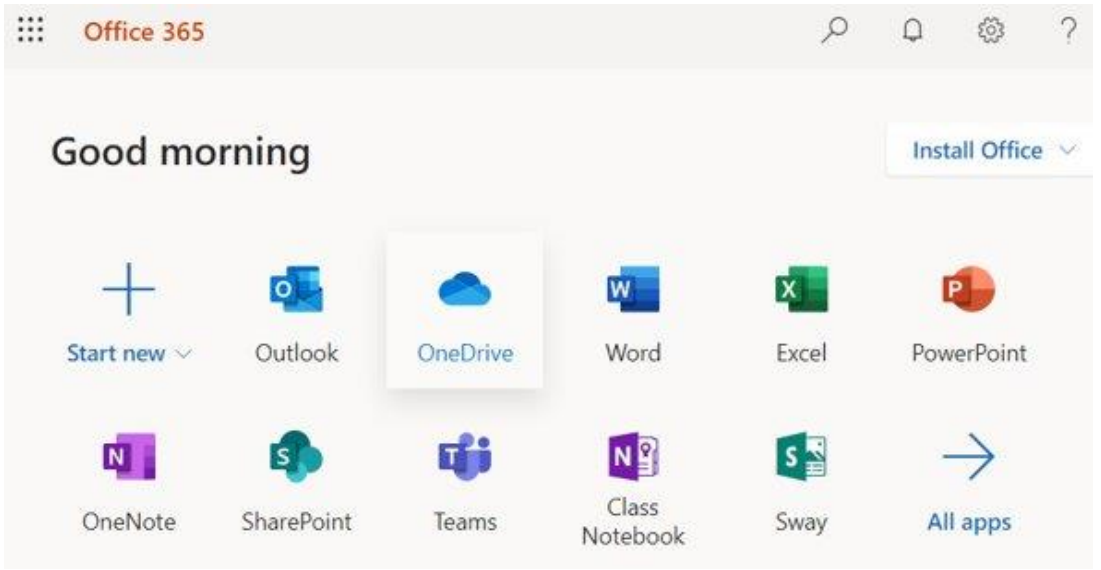
Default Email Address + Login ID:
1234567890@link.cuhk.edu.hk

100GB Mailbox

Define your another email address via https://cai.itsc.cuhk.edu.hk/alias/

my-name@link.cuhk.edu.hk

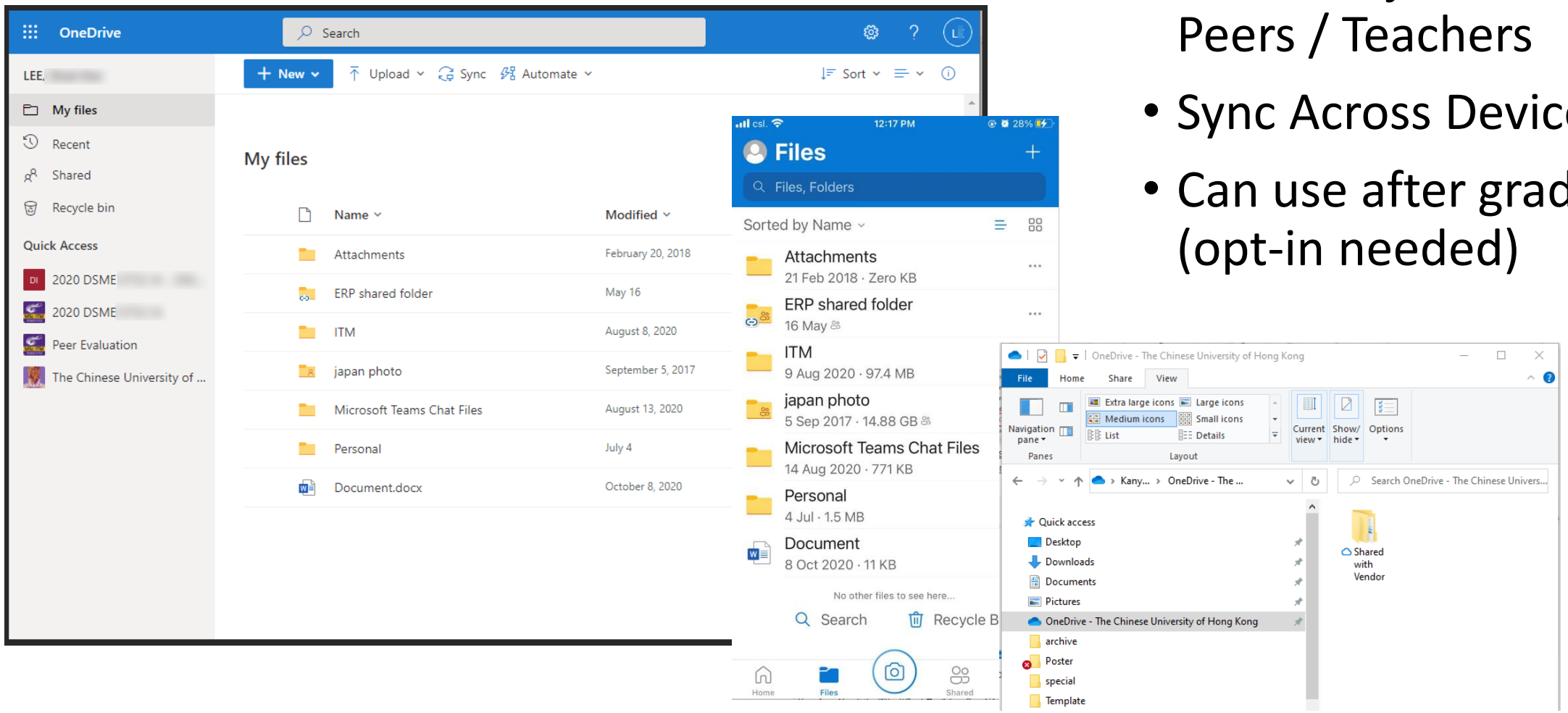
Download Free & the Latest Office @ Office 365
5 Notebook + 5 Tablets + 5 Phones



OneDrive

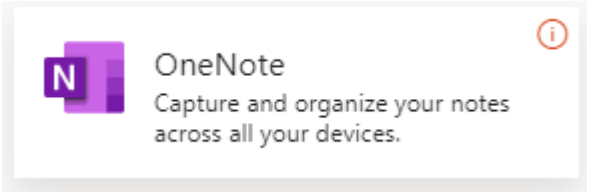
free of 1024.00 GB

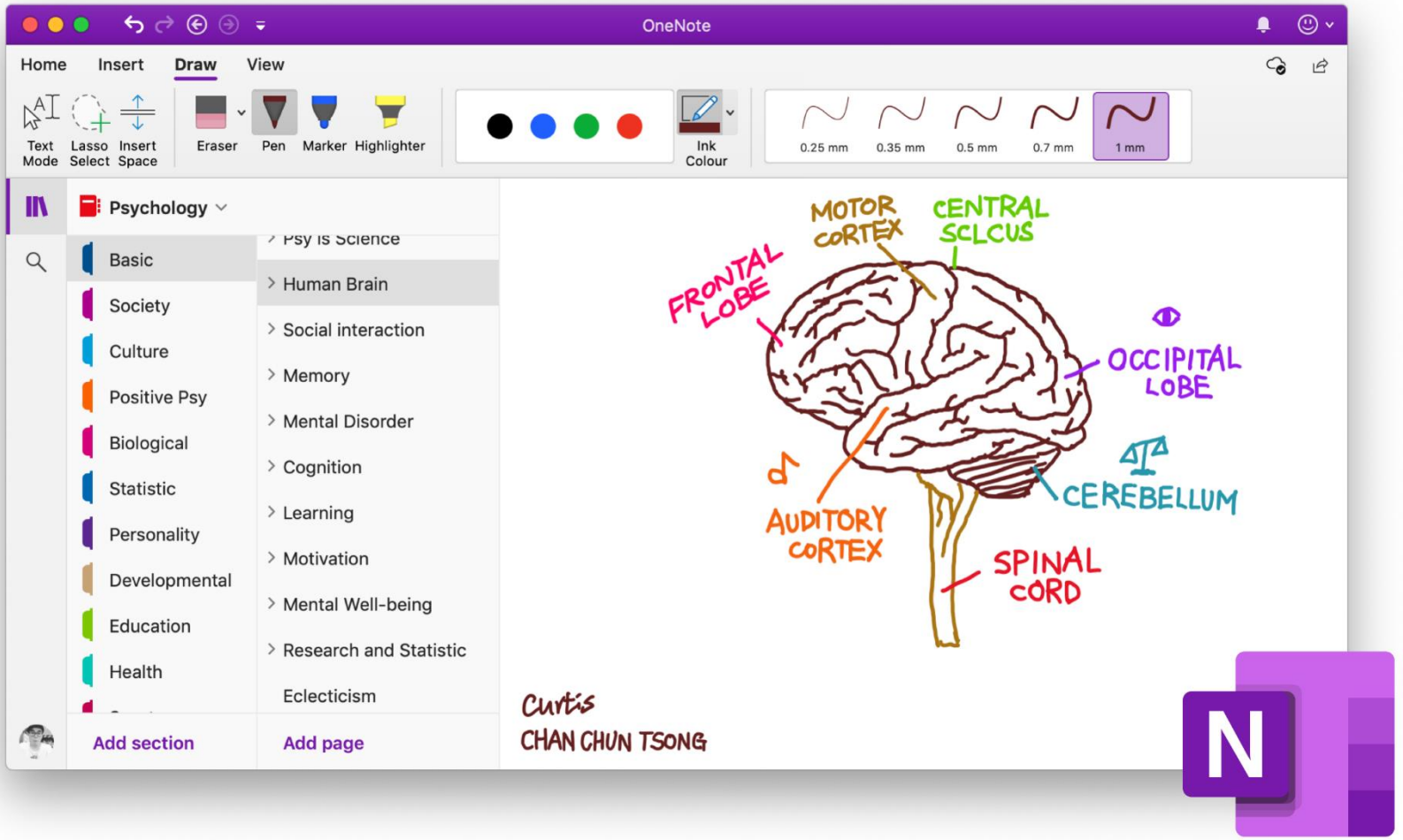
- 1TB Storage
- Share Project Files with Peers / Teachers
- Sync Across Devices
- Can use after graduation (opt-in needed)



Other Tools in Microsoft

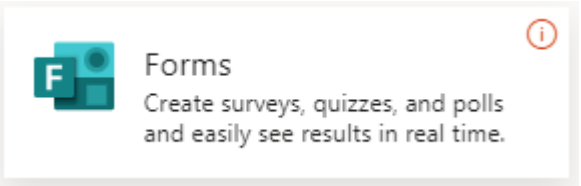
- OneNote – Quick Notes for Your Lessons & Share it with Peers

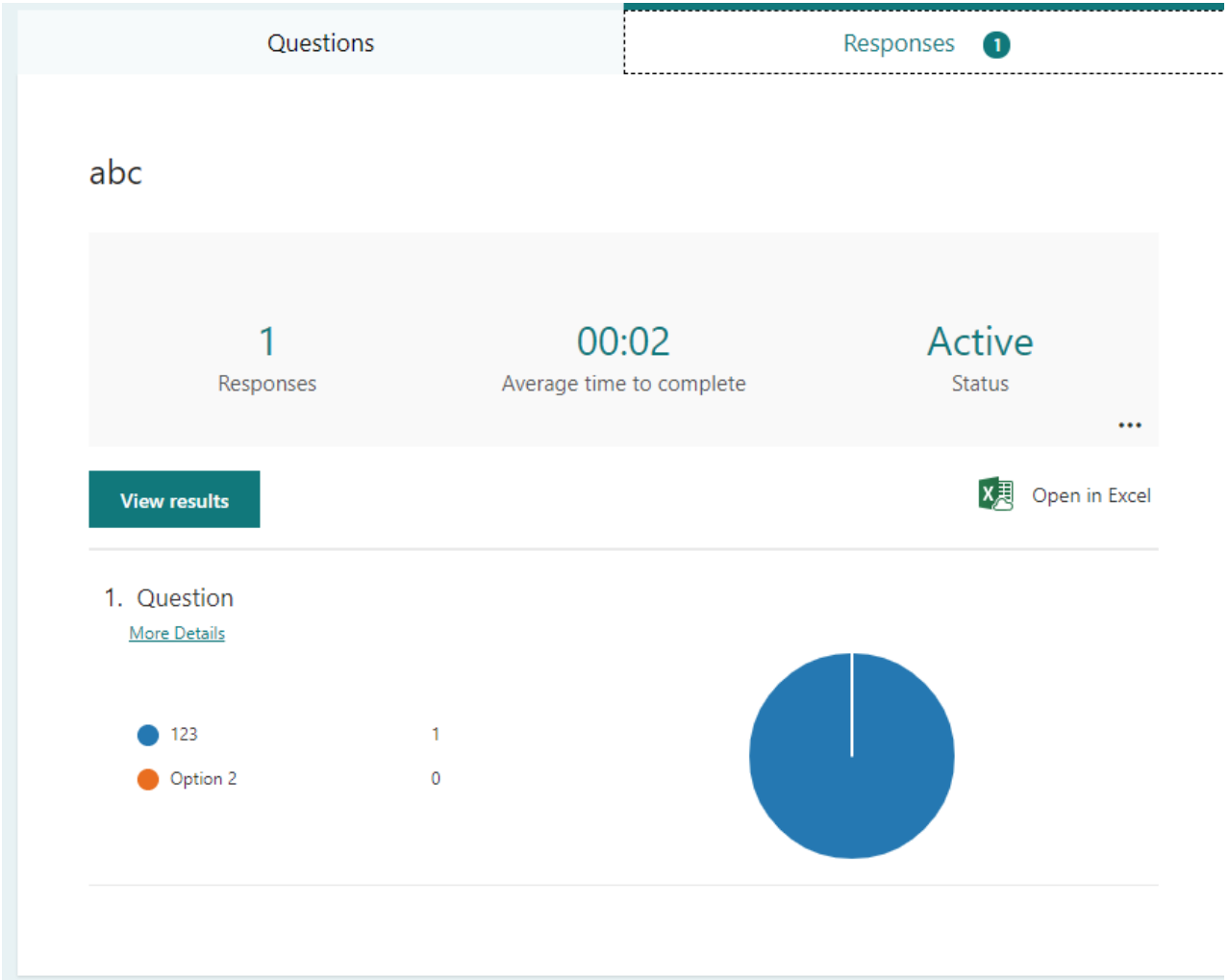




Other Tools in Microsoft

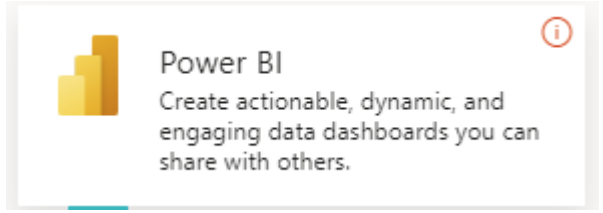
- Forms – Open / Closed Survey with Fast Report Generation

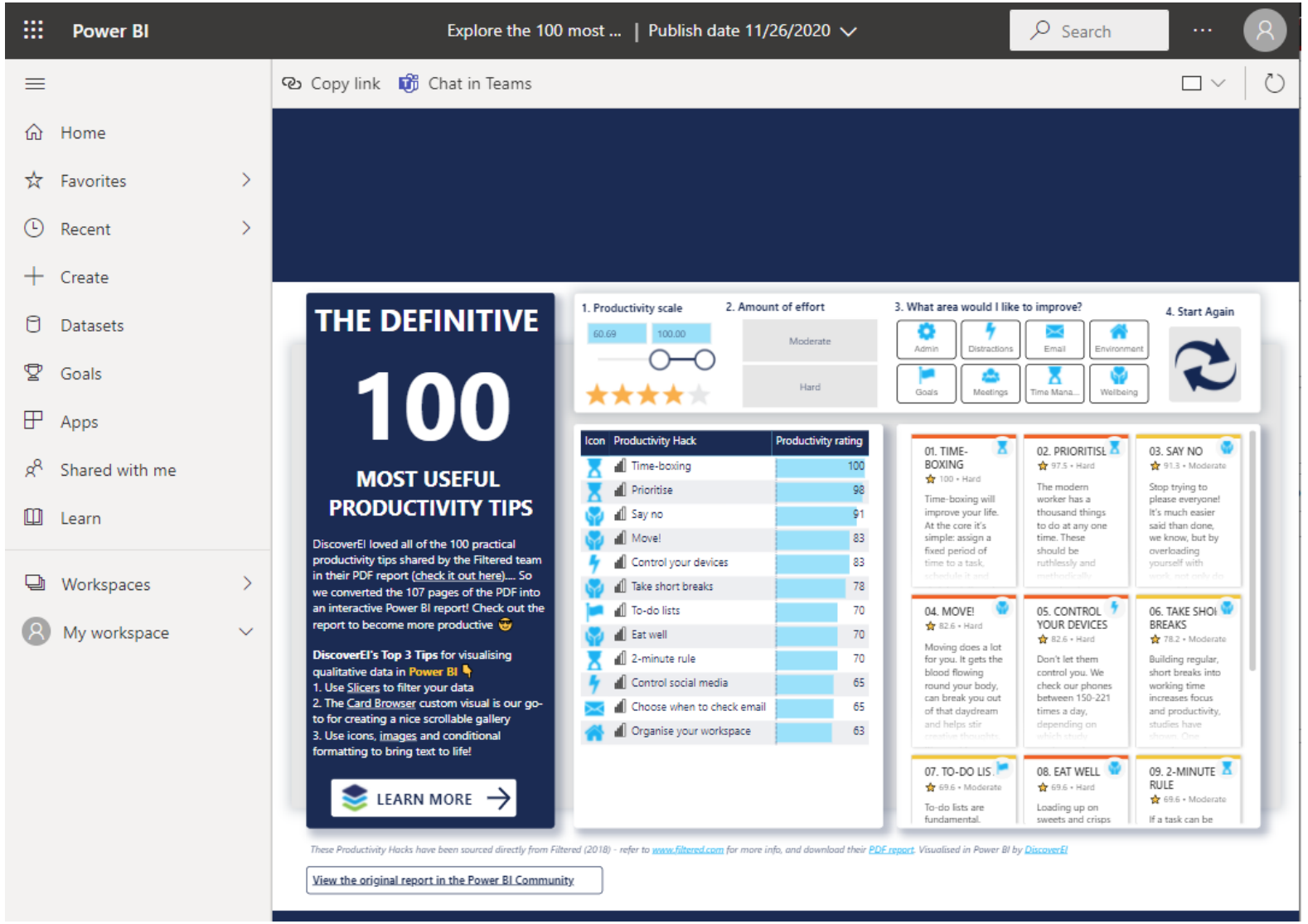




Other Tools in Microsoft

- PowerBI – Visualize Your data





CUHK Network Service

WiFi and Network

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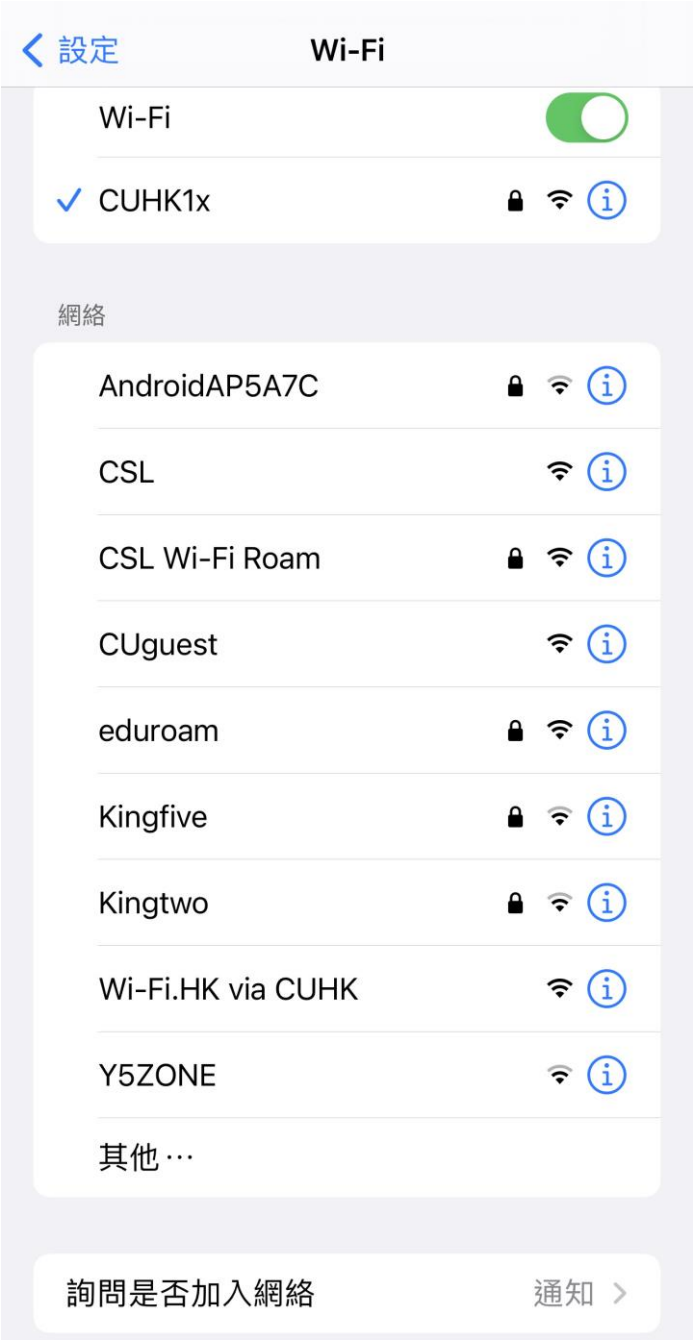
WiFi on / off Campus

- CUHK Wi-Fi Service @ CUHK
  - SSID / Network Name = CUHK1x
  - Login with email address + OnePass password

- Wi-Fi Hotspot Partnership Programme @ / out of CUHK
  - SSID / Network Name = eduroam / CSL / Y5ZONE
  - Account registration required: https://wifipartners.itsc.cuhk.edu.hk

Tips: CUHK1x and Eduroam only needs login once



Virtual Private Network (VPN) – CUHK / SSL VPN

- Some CUHK websites / online resources are accessible off campus only if users have connected to a VPN connection.

- Two VPN Services
  - CUHK VPN - https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network/cuhk-vpn
  - SSL VPN - https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network/ssl-vpn

- Services Require VPN Connection
  - CUHK Restricted Webpage at https://www.cuhk.edu.hk
  - Kaspersky anti-virus download center
  - Camtasia registration list
  - Virtual Classroom to access SPSS/SAS/Matlab

- Connection in China may be unstable due to the Great Firewall. If needed, can Use Add-ons at https://help.edtech.cuhk.edu.hk/docs/pilot-cuhk-vpn-add-on-service (Dept help to apply)

Software Must Be Used for eLearning

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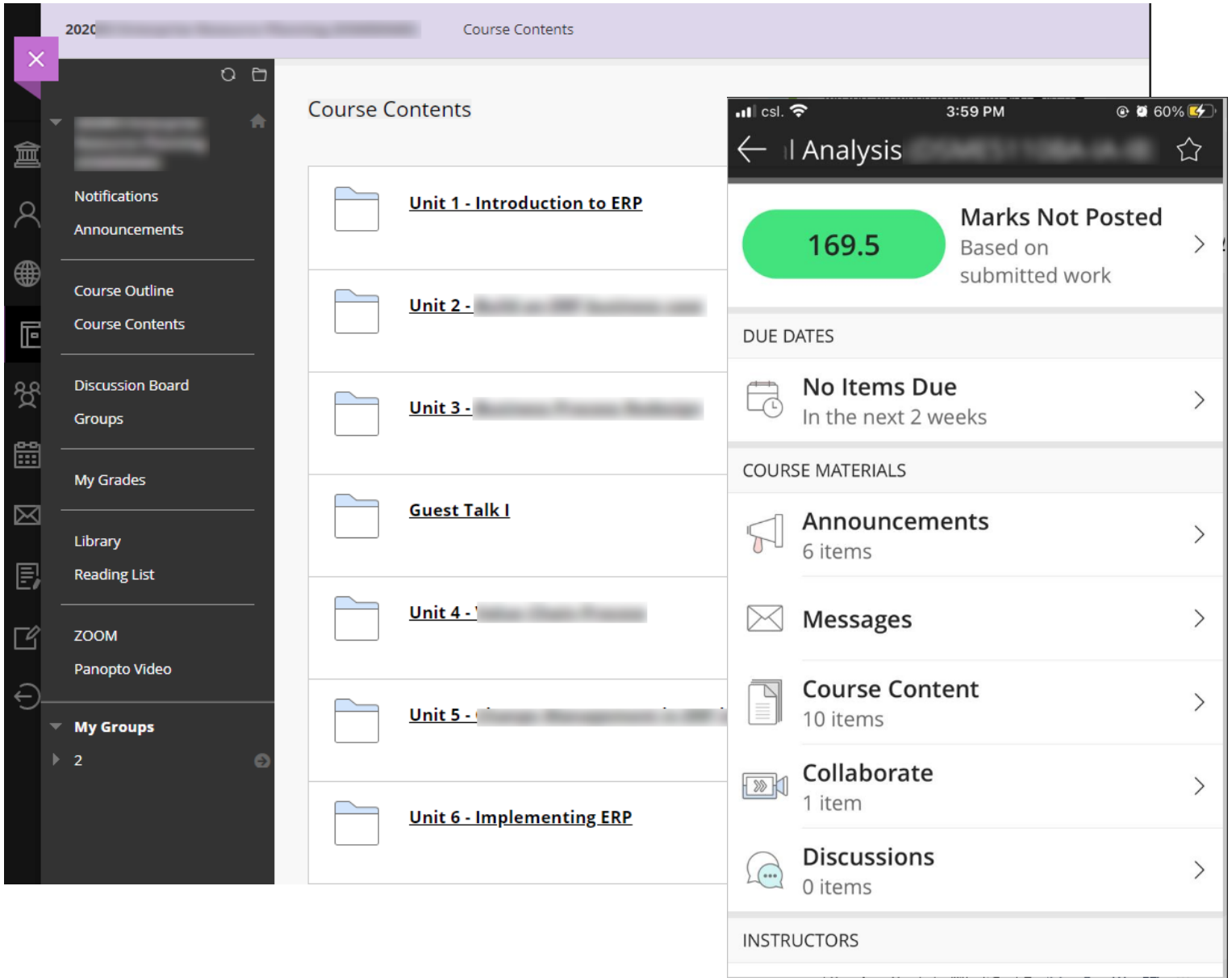
Blackboard – Lecture Notes Exchange



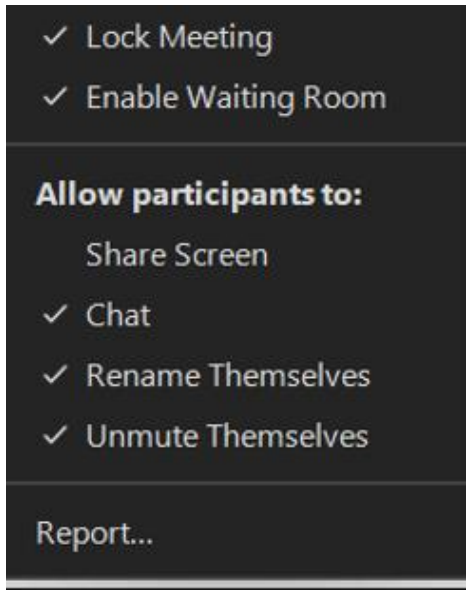
Blackboard
Blackboard Inc.
OPEN

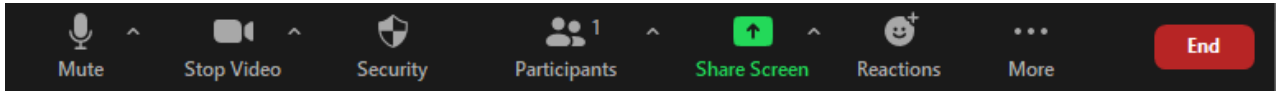
- Read Lecture Notes
- Submit Assignment
- View Project Grade
- View Lecture Video

https://blackboard.cuhk.edu.hk

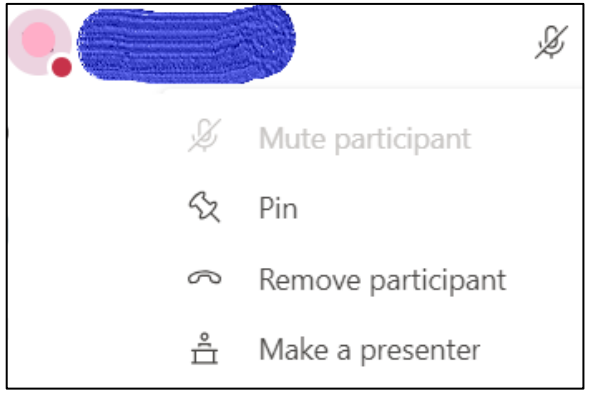
Zoom / Teams – Online Meeting & Chatting

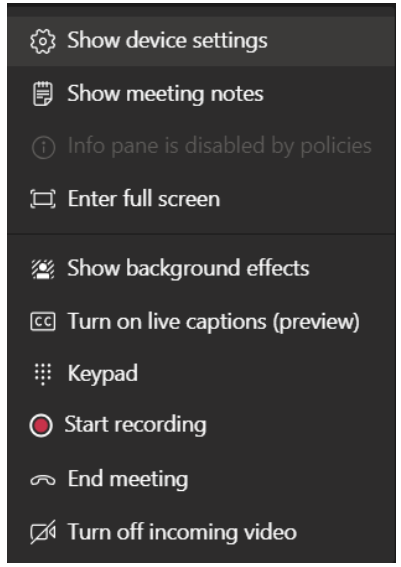
zoom

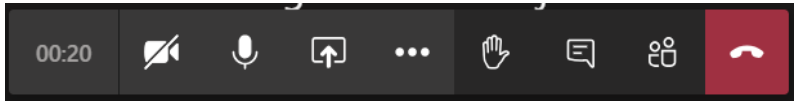




Teams
The customizable, chat-based team workspace in Office 365.



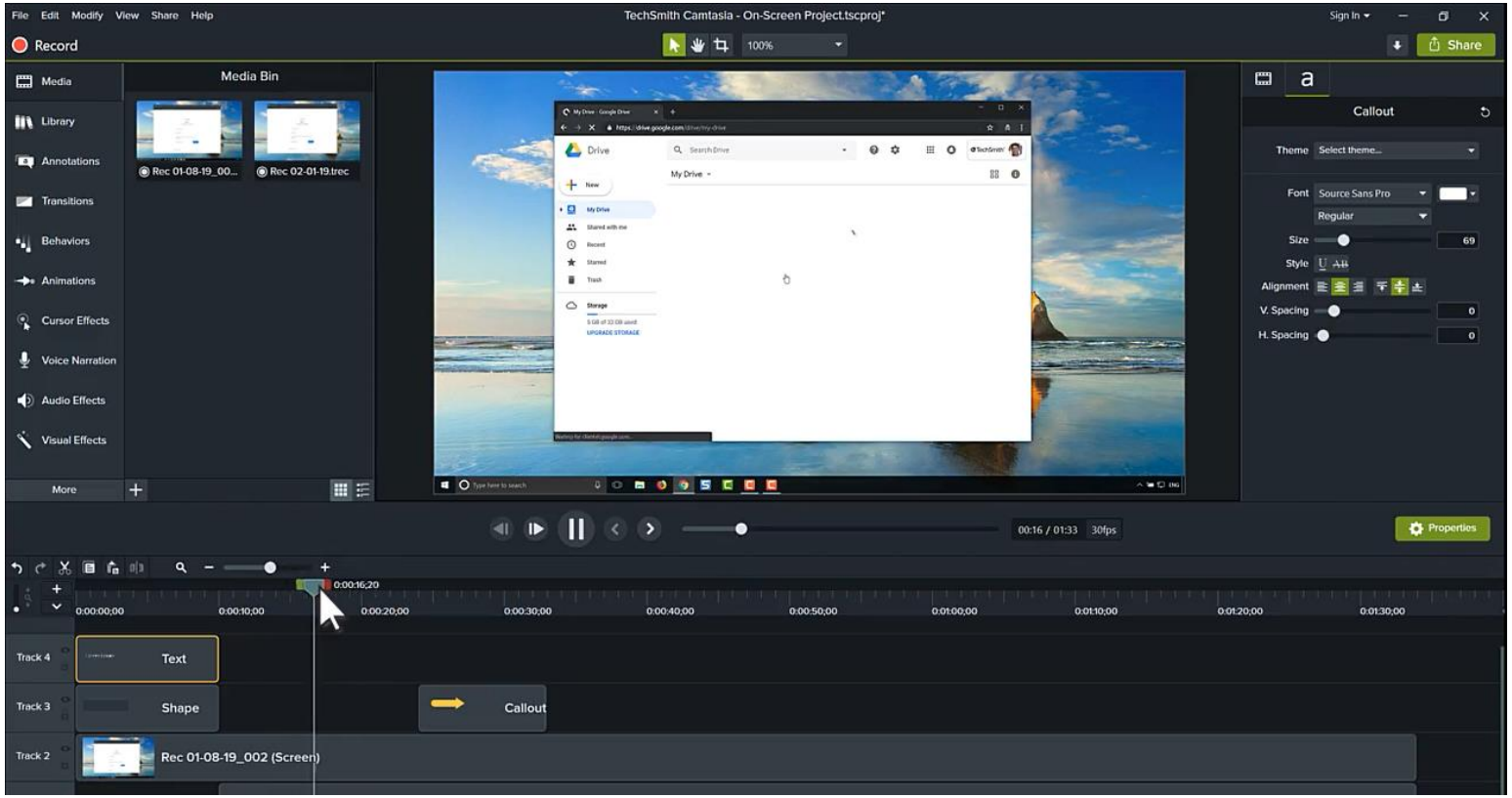




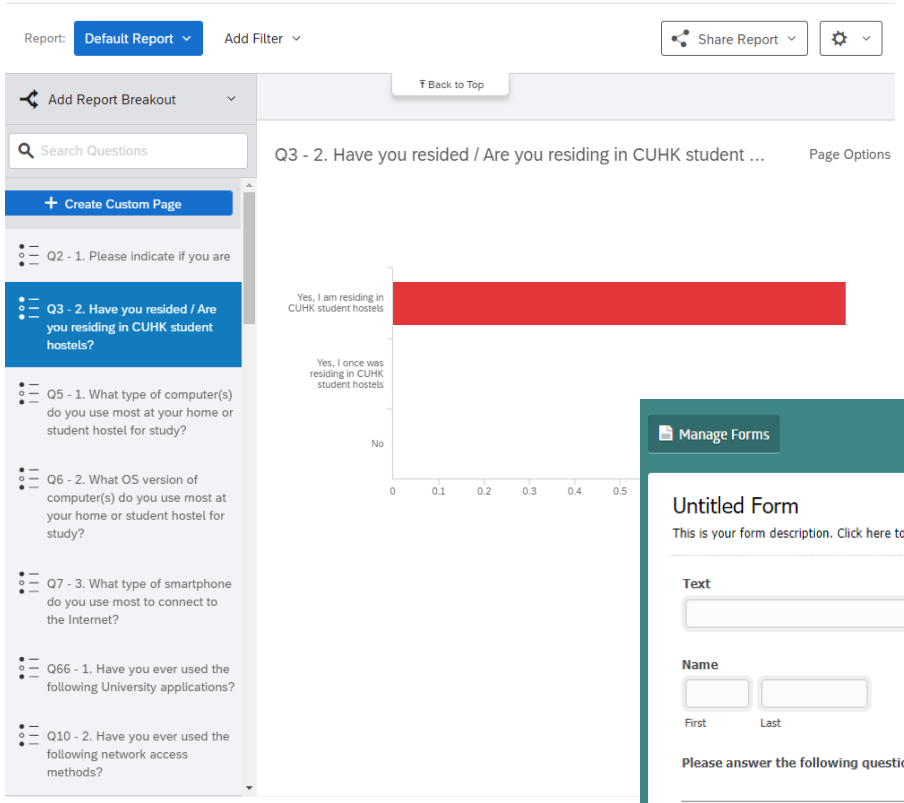
Camtasia – Video Editing

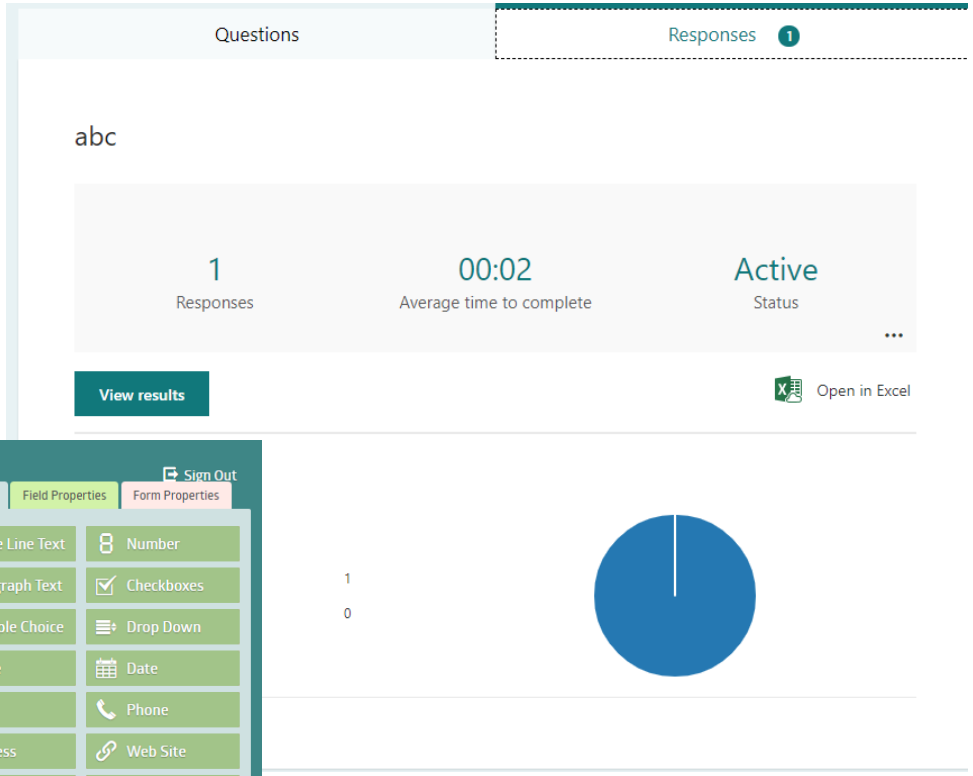
Camtasia

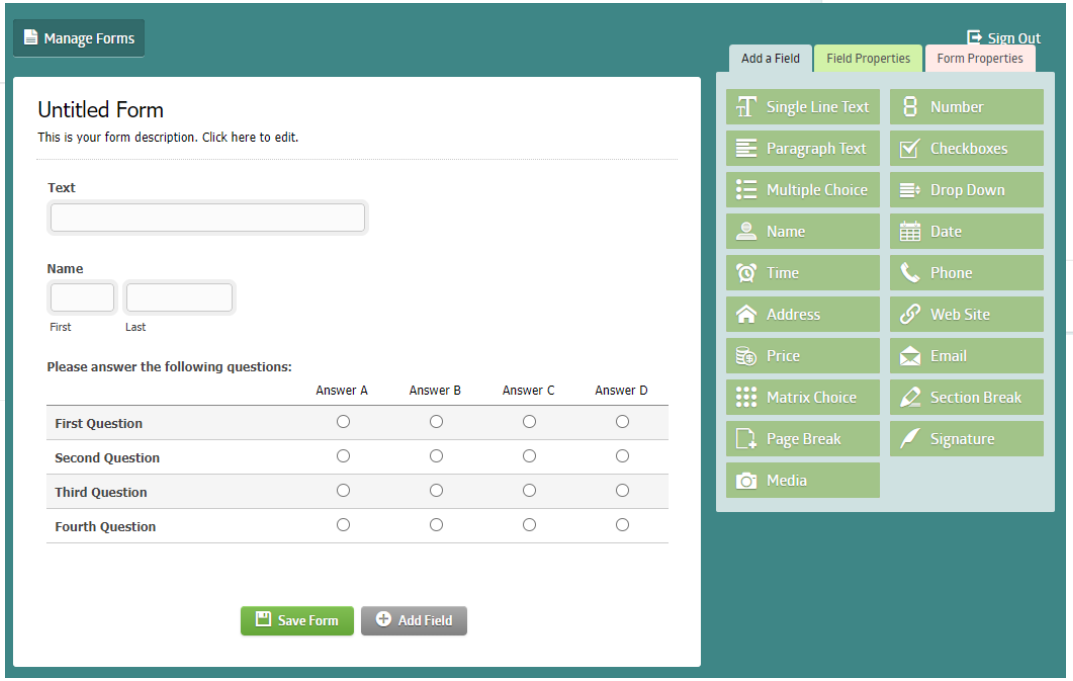
- create & edit learning videos
- Register at https://io.edtech.cuhk.edu.hk/slms/



Qualtrics / MyCU Form / Microsoft Forms – Survey Tool







Free Software/Apps to Facilitate Your University Life

CUHK Mobile App

CUHK Mobile

Education

★★★☆☆ 6

Available @ Download on the App Store ANDROID APP ON Google play

CUHK Mobile App

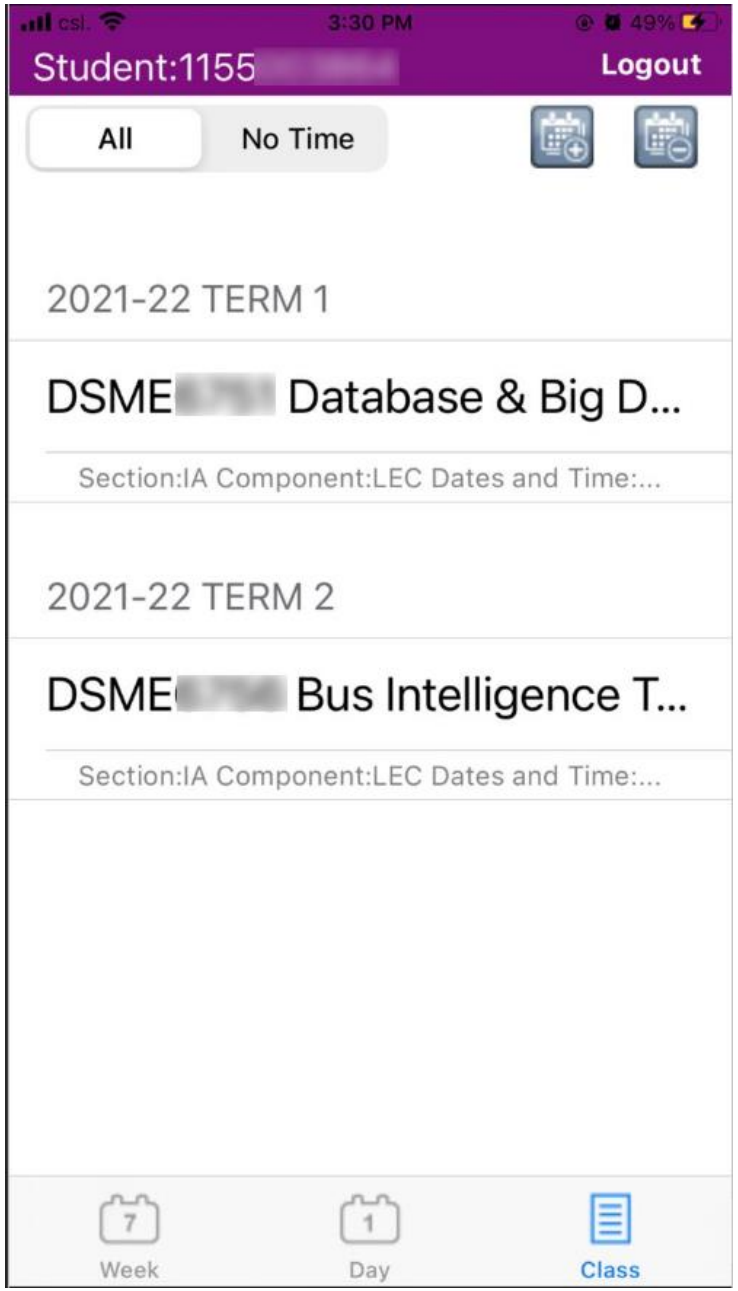
- Check hotline for each department
- Classroom location
- Shuttle bus schedule

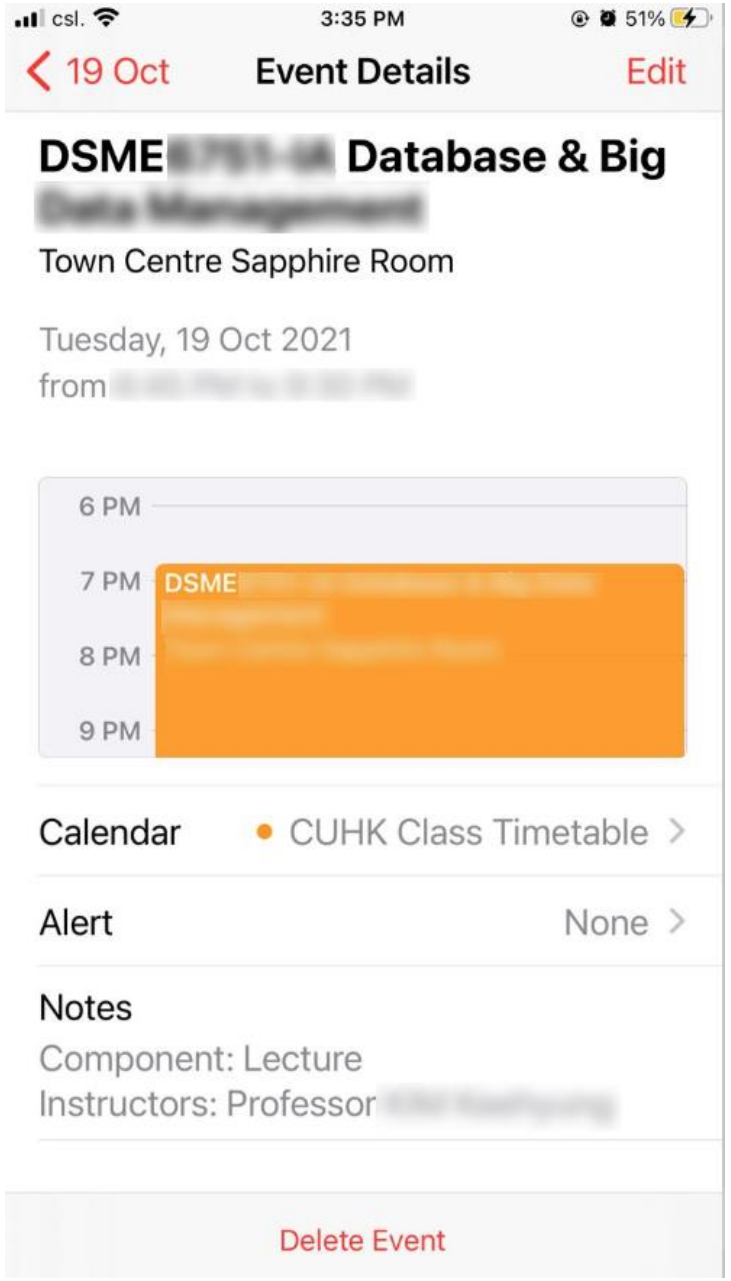
Mobile App

Student Class Timetable
This App is for students to check their class schedule in CUHK.

- Merge your class timetable to your mobile device
- Download it at https://campusapps.itsc.cuhk.edu.hk/store/login.aspx

- Notes for iPhone users: https://support.apple.com/en-us/HT204460





Safeguard Yourself & Your Device

Enroll 2FA to Use IT Systems

DUO2FA

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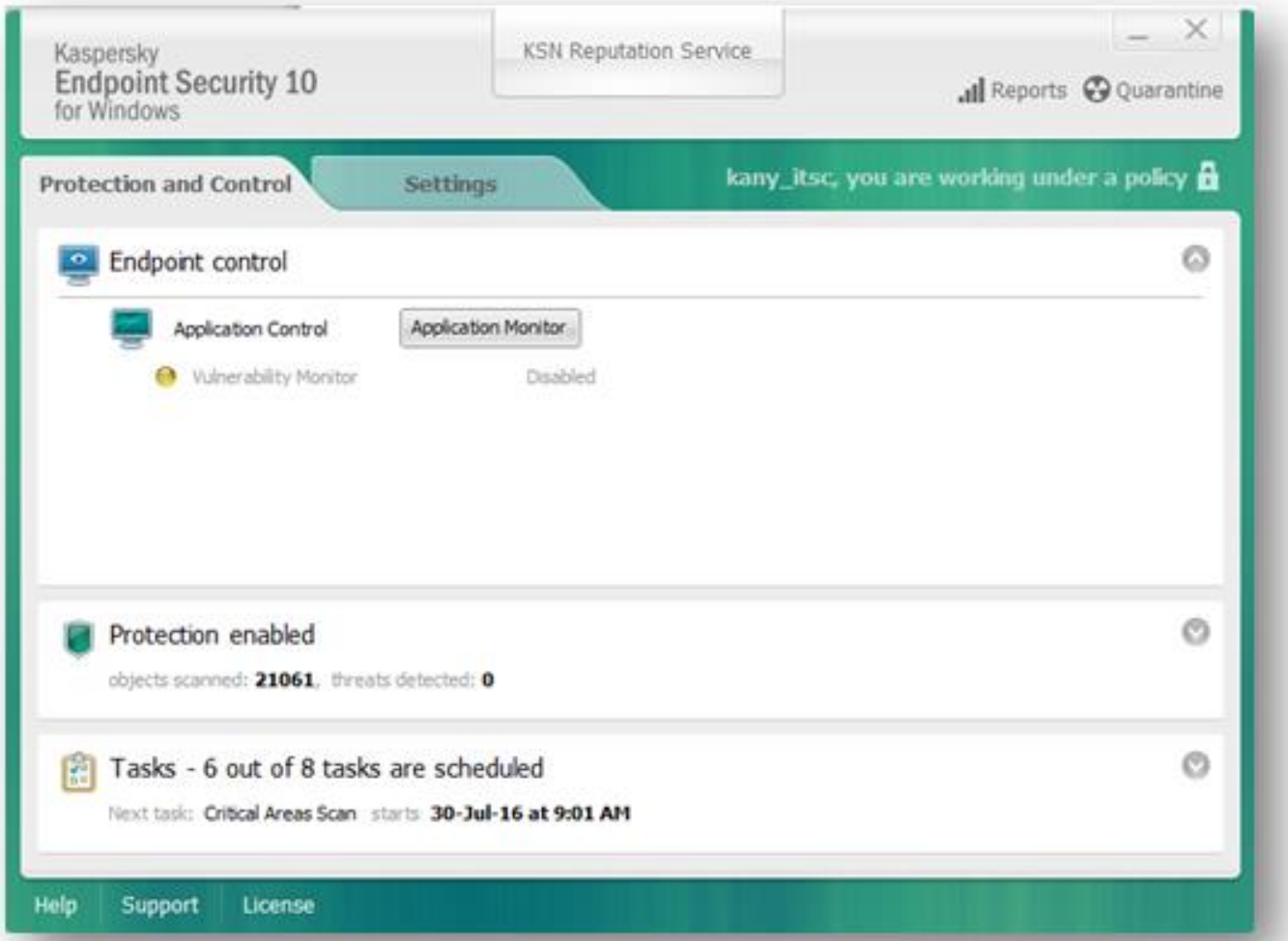
Enroll 2FA to Use IT Systems

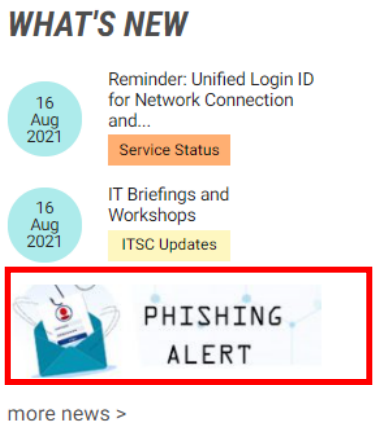
- It is a MUST to use 2-factor authentication (2FA) to log in popular IT services
  - Microsoft 365
    (e.g. email Services:
  - https://www.cuhk.edu.hk/o365
  - CUHK / SSL VPN
  - Personal Information Update in CUSIS
- Get a smartphone / mobile device;
- Go to DUO Portal > Start setup > Tablet to enroll 2FA on your device.

Install Anti-virus

- Get a free copy of anti-virus software at https://www.itsc.cuhk.edu.hk/all-it/information-security/anti-virus-on-pcs (Require a VPN for off-campus access!)



Phishing



- Phishing emails look real AND include attachments with virus or fraud hyperlinks.
- Beware of the sender, attachments & hyperlinks!
- Contact ITSC if in doubt!

01 Jun 2021 — Phishing Alert: 等待付款。请注意!

20 May 2021 — Phishing Alert: One Time Activation to Secure your Email

21 Jul 2021 — Phishing Alert: 投遞失敗 缺少地址詳細信息

From: 香港郵政局 <xxxxx@xxxxxxx>
Sent: Wed 21-Jul-21 8:29 AM
Subject: 投遞失敗 缺少地址詳細信息

親愛的收件人：

為了送遞包裹，編號 EBxxxxxxxxxHK，我們需要您採取其他行動。
由於我們的送遞員無法到達此位置，因此為此包裹提供的送貨地址不正確或不存在。

由於此送遞嘗試失敗，因此包裹已退回我們的倉庫。
在這裏，您可以選擇幾種不同的選項：

>> 更新提供的送遞地址
>> 安排將包裹送遞到其他地址

您也可以透過此連結追蹤包裹的進度。
如果您未能在兩日內回覆，此包裹將退回給寄件人。
根據包裹的類型，寄件人將負責退回費用。

您也可以從我們在 的倉庫提取包裹。
重新送遞此包裹將收取費用，在上面提供的連結中有詳細說明。

謹致問候
香港郵政

這是一封自動電郵。請不要直接回覆此地址。
如果您希望停止從 香港郵政 接收有關包裹的資料，可以在此處停止訂閱。

Facilities for Group Project, Printing and Scanning

IT Facilities

- Discussion Room for Projects
- Printing and Scanning Service

User Area, 1/F Pi Chiu Building

Learning Commons 6/F, Wu Ho Man Yuen Building

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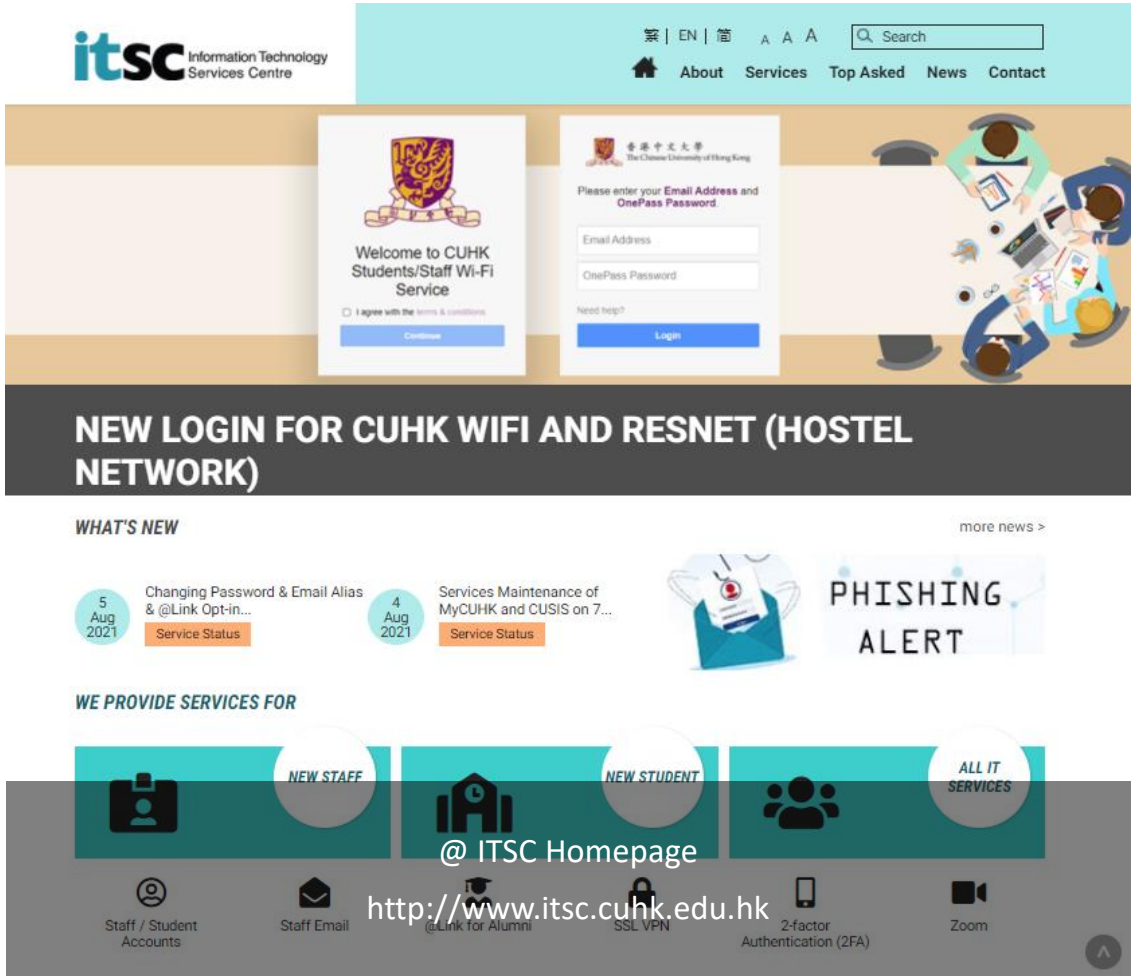

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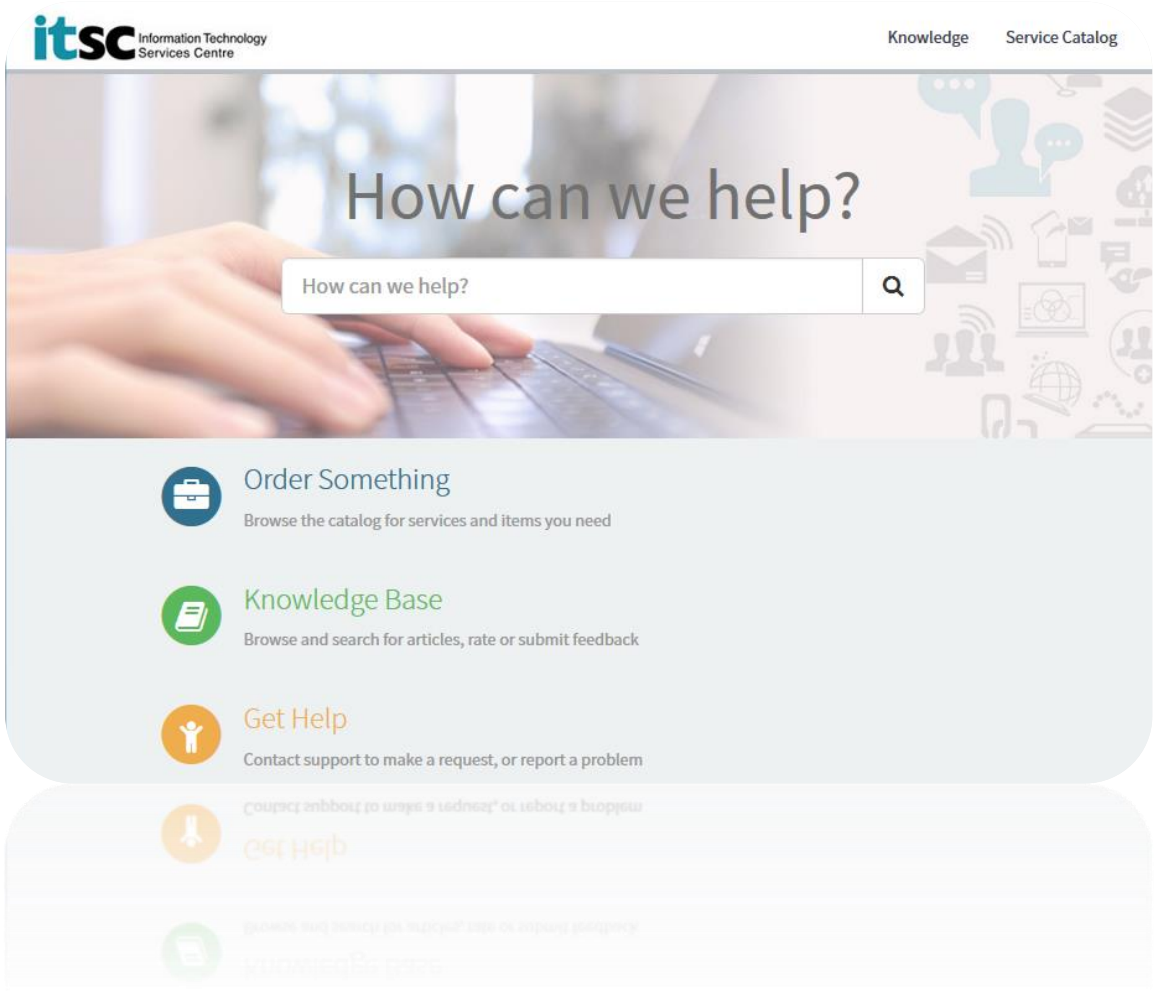

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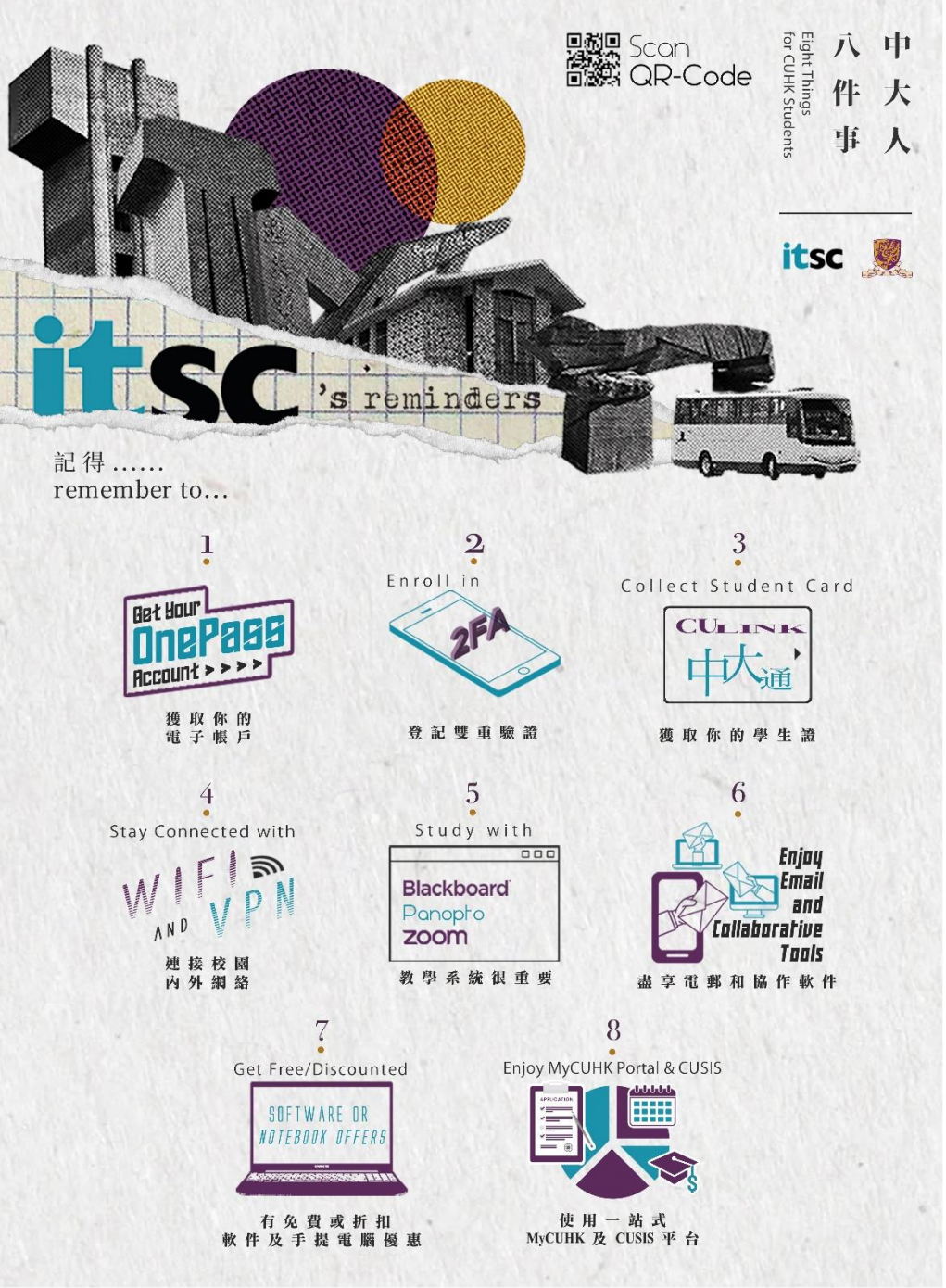

More…

- Please refer to New Student Guide at https://www.itsc.cuhk.edu.hk/user-trainings/i-want-to/quick-guide-for-new-students/

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Thank you !

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