Online New Student Registration
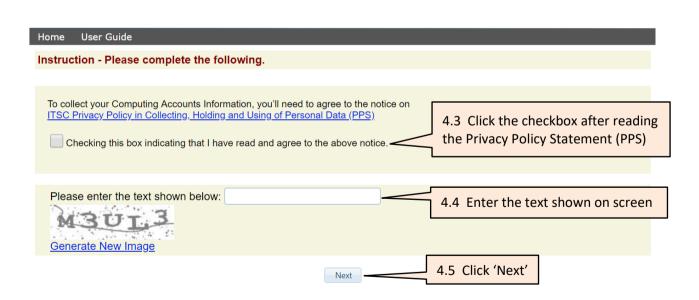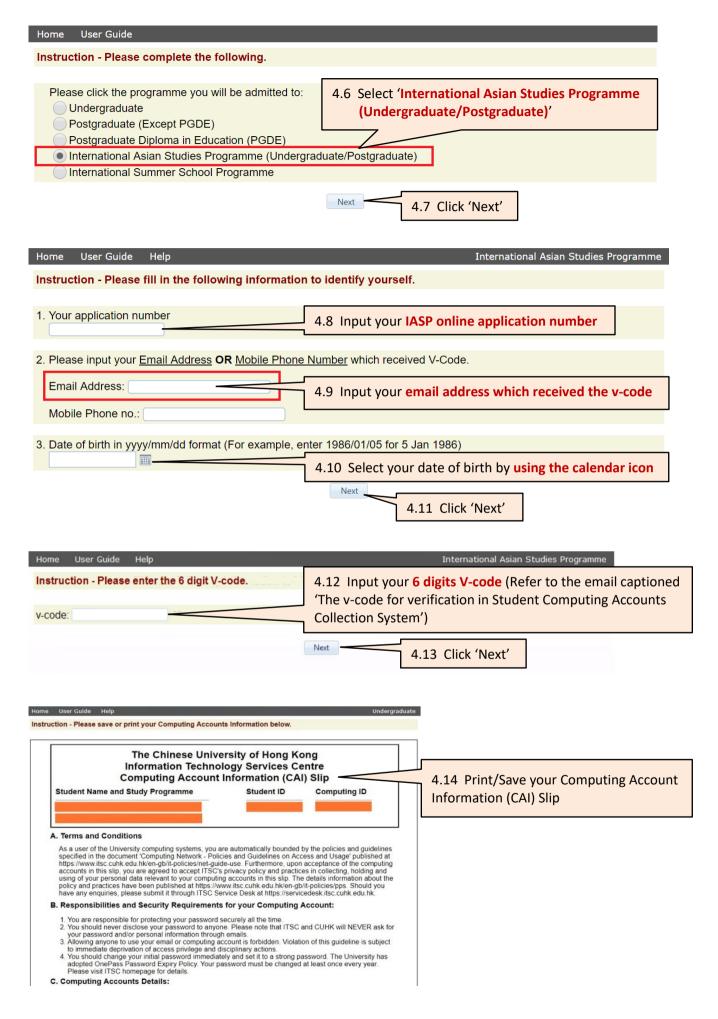
Step 4 – Collect Your Computing Account Information Slip
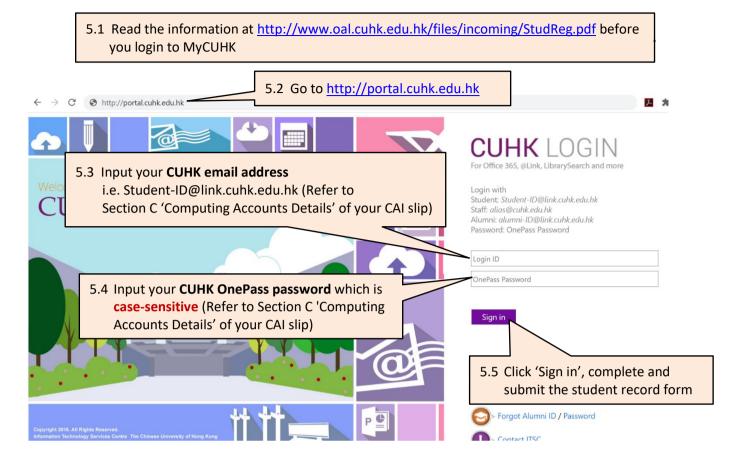
4.1 Go to http://cai.itsc.cuhk.edu.hk/

The Chinese University of Hong Kong
Student Computing Accounts Collection System

Welcome to Student Computing Accounts Collection System. This system enables newly admitted students to collect their **Computing Accounts Information** online.

Before you start, please
- Make sure you have read carefully the User Guide at http://cai.itsc.cuhk.edu.hk/userguide/.
- Check that you have received your **verification code (v-code)** via e-mail and/or SMS. If not, click here.

You **do not** need to collect the **Computing Accounts Information** online if
- You have already received the **Computing Accounts Information** from other channels.
- You are currently studying in another programme at CUHK and have collected the **Computing Accounts Information**.

Important note for full-time undergraduates: Please complete On-line Student Record Registration Form after collection of Computing Accounts Information. You may visit http://www.cuhk.edu.hk/cusis/faqs-registration.html for details.

Start

4.2 Click 'Start'

Home   User Guide

Instruction - Please complete the following.

To collect your Computing Accounts Information, you'll need to agree to the notice on
ITSC Privacy Policy in Collecting, Holding and Using of Personal Data (PPS)

☐ Checking this box indicating that I have read and agree to the above notice.

4.3 Click the checkbox after reading the Privacy Policy Statement (PPS)

Please enter the text shown below: [   ]

M3UL3

Generate New Image

4.4 Enter the text shown on screen

Next

4.5 Click 'Next'

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

> **4.6** Select '**International Asian Studies Programme (Undergraduate/Postgraduate)**'

[Next]

> **4.7** Click 'Next'

Instruction - Please fill in the following information to identify yourself.

1. Your application number

> **4.8** Input your **IASP online application number**

2. Please input your Email Address **OR** Mobile Phone Number which received V-Code.

Email Address:

> **4.9** Input your **email address which received the v-code**

Mobile Phone no.:

3. Date of birth in yyyy/mm/dd format (For example, enter 1986/01/05 for 5 Jan 1986)

> **4.10** Select your date of birth by **using the calendar icon**

[Next]

> **4.11** Click 'Next'

Instruction - Please enter the 6 digit V-code.

v-code:

> **4.12** Input your **6 digits V-code** (Refer to the email captioned 'The v-code for verification in Student Computing Accounts Collection System')

[Next]

> **4.13** Click 'Next'

Instruction - Please save or print your Computing Accounts Information below.

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

Student Name and Study Programme	Student ID	Computing ID

> **4.14** Print/Save your Computing Account Information (CAI) Slip

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/en-gb/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/en-gb/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:

Step 5 – Complete New Student Registration (MUST do it after Step 4)

5.1 Read the information at http://www.oal.cuhk.edu.hk/files/incoming/StudReg.pdf before you login to MyCUHK

5.2 Go to http://portal.cuhk.edu.hk

5.3 Input your **CUHK email address**
i.e. Student-ID@link.cuhk.edu.hk (Refer to Section C 'Computing Accounts Details' of your CAI slip)

5.4 Input your **CUHK OnePass password** which is **case-sensitive** (Refer to Section C 'Computing Accounts Details' of your CAI slip)

5.5 Click 'Sign in', complete and submit the student record form

Points to note

- 'National ID' shown in the system is not applicable to you.

- Before you complete the online registration, you can delete your uploaded photo by clicking the delete button in the 'upload document' page, and upload a new photo again. However, you will not be allowed to change the uploaded photo after submitting the online student record form.

- After inputting all the personal data and uploading the required documents, remember to click the '**submit**' button in the 'declaration' page to confirm your registration.

- Once you submit the online student record form, you will not be able to open it again. However, you can still update your address, email address, phone number, emergency contact and internet address in CUSIS.