About MyCUHK

CUSIS Project Website:
www.cuhk.edu.hk/cusis
MyCUHK Portal:
https://portal.cuhk.edu.hk
Mar 2020

MyCUHK is your one-stop portal for personalized access to various online resources from The Chinese University of Hong Kong. It is also the primary entrance for all the services provided by CUSIS, the Chinese University Student Information System.

MyCUHK allows single sign-on - the ability to login with a single account and access multiple applications. You can use your email alias (i.e. xxx@cuhk.edu.hk) as Login ID and OnePass password to login MyCUHK.

MyCUHK also allows user-customization. In addition to providing commonly used applications such as emails, announcements, helpdesk, users are able to define a unique and personal view of MyCUHK by choosing and adding services they are interested.
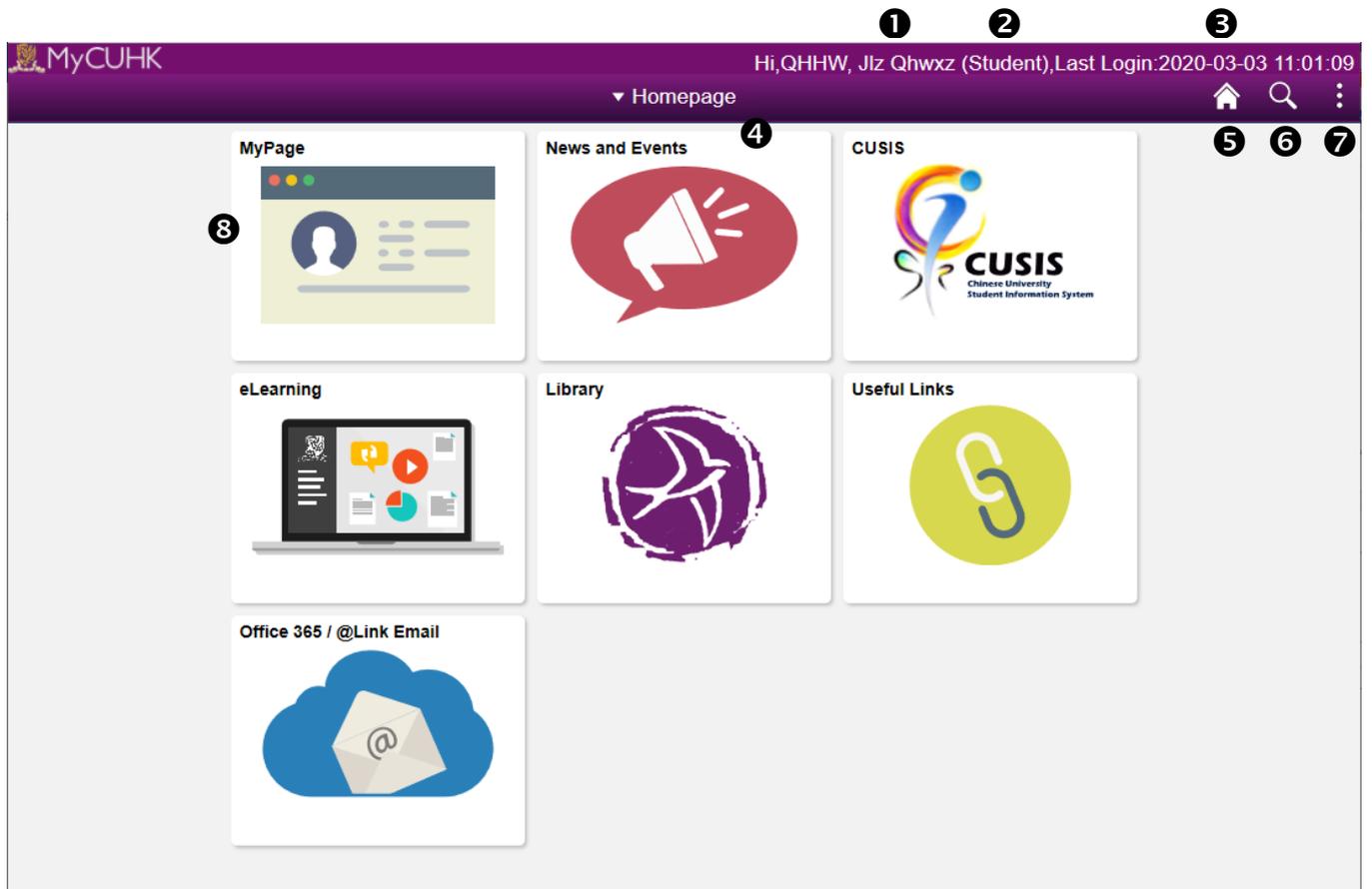
1. THE LOGIN PAGE

1. Input your email alias (i.e. xxx@cuhk.edu.hk) as Login ID
2. Input your OnePass password
3. Click this button to sign in
4. If you are students/staff, you can click this link to change your existing/expired password
5. If you are alumni, you can click this link to find your Alumni ID and reset your password

2. Basic Portal Layout – Homepage

1. Your full name
2. Your portal role
3. Your last successful login date and time
4. Homepage Dropdown List to different MyCUHK pages
5. Home Button to take you back to MyCUHK homepage
6. Search button
7. Action List
8. A tile, it is rectangular in shape and of a fixed height and standard width

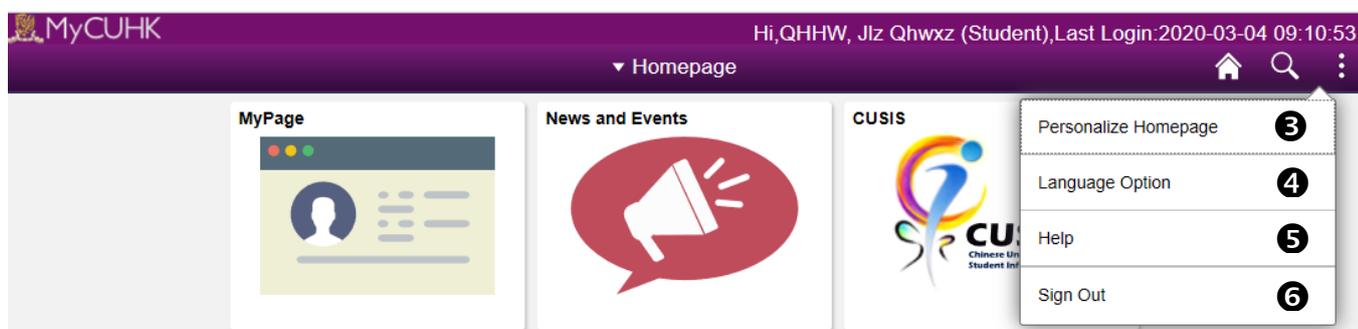## 3. BASIC PORTAL LAYOUT – HOMEPAGE DROPDOWN LIST
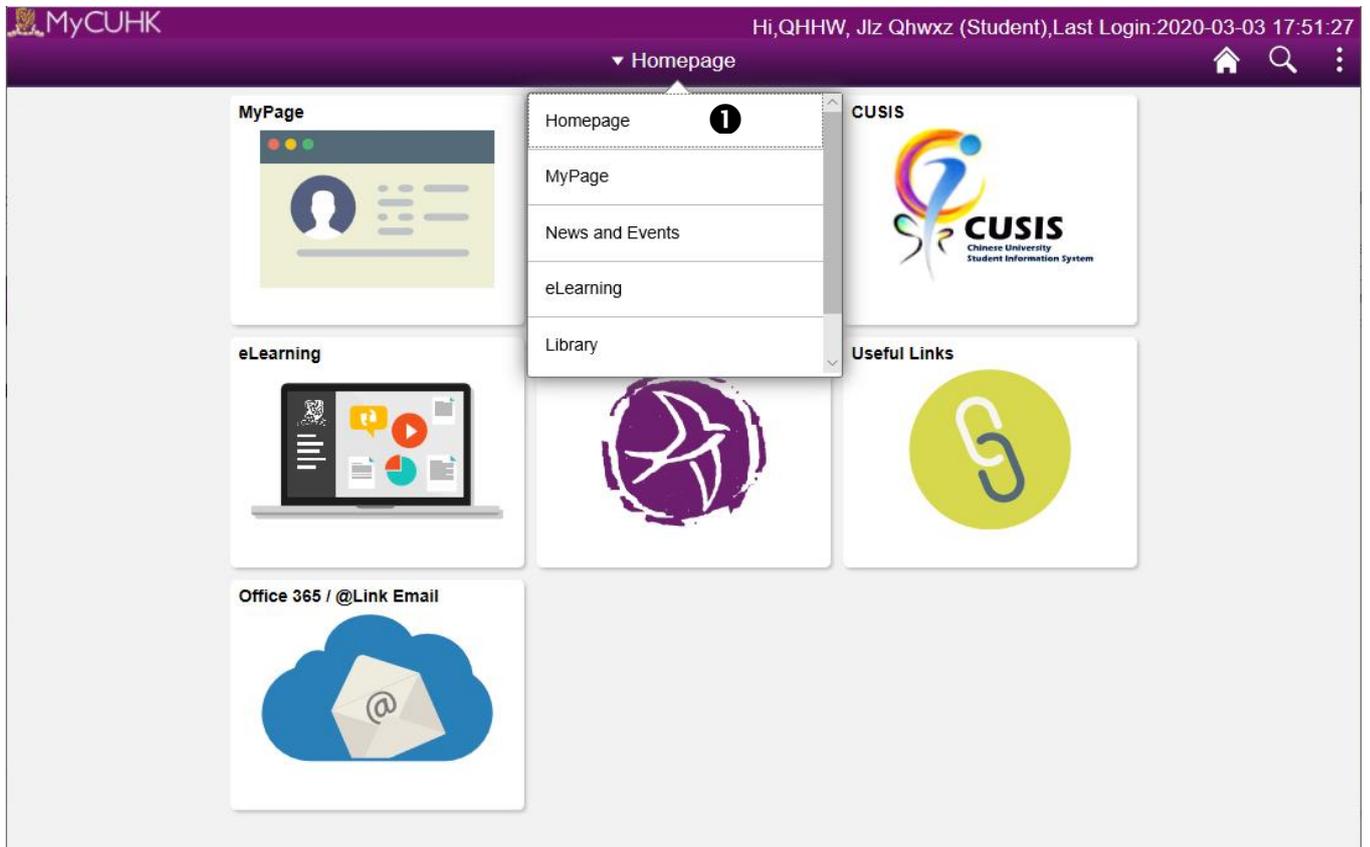
1. Homepage Dropdown List shows all the pages available for users to access. Users can choose to switch to different page by clicking the dropdown list.

4. BASIC PORTAL LAYOUT – SEARCH FUNCTION & ACTION LIST
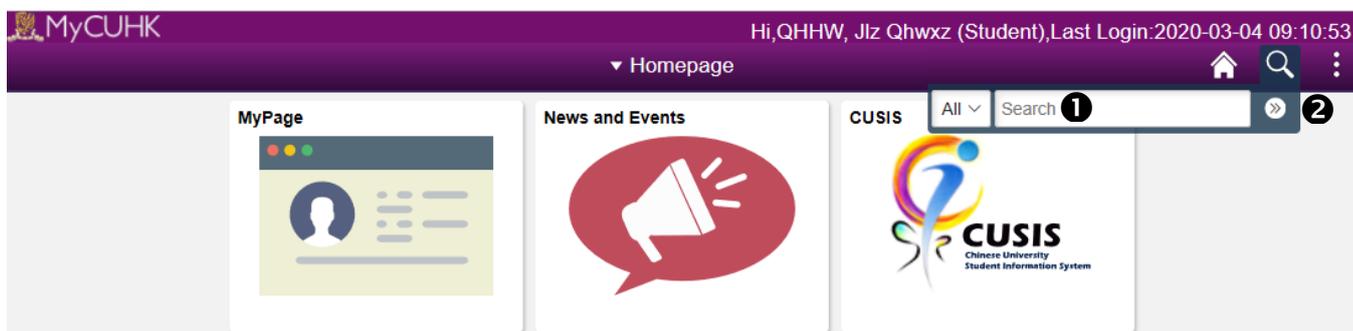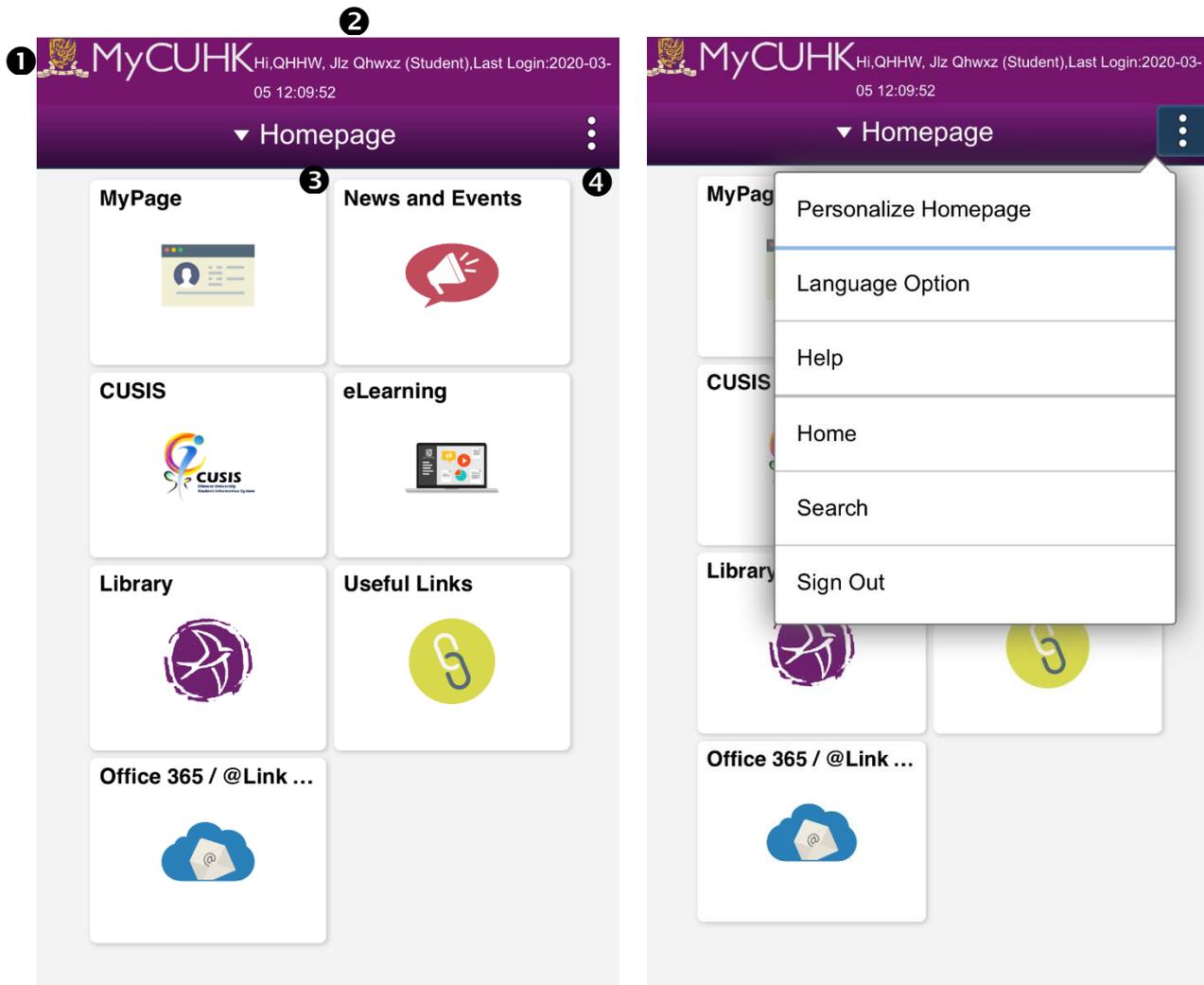

1. You can type in a keyword there
2. Click this button to start searching content in MyCUHK

3. You can personalize homepage by this function
4. Can change language to English or Traditional Chinese
5. Can redirect to help page
6. Sign out MyCUHK

5. BASIC PORTAL LAYOUT (MOBILE VIEW)

In mobile version, the header will shrink its information to only display the following information:

1. MyCUHK logo
2. Welcome message and login information
3. Dropdown list to switch to different Fluid Pages
4. Action Menu to direct to different links

Despite missing icons for Home button and navigation bar, these functions will be placed inside the Action Menu. Hence, the Action Menu in the mobile version contains more information than that of computer version.

6. PERSONALIZED VIEW OF THE PORTAL

MyCUHK will present content differently according to whether you are a student or staff.

The Student view of the portal

Students will be presented with the following seven tiles, namely,
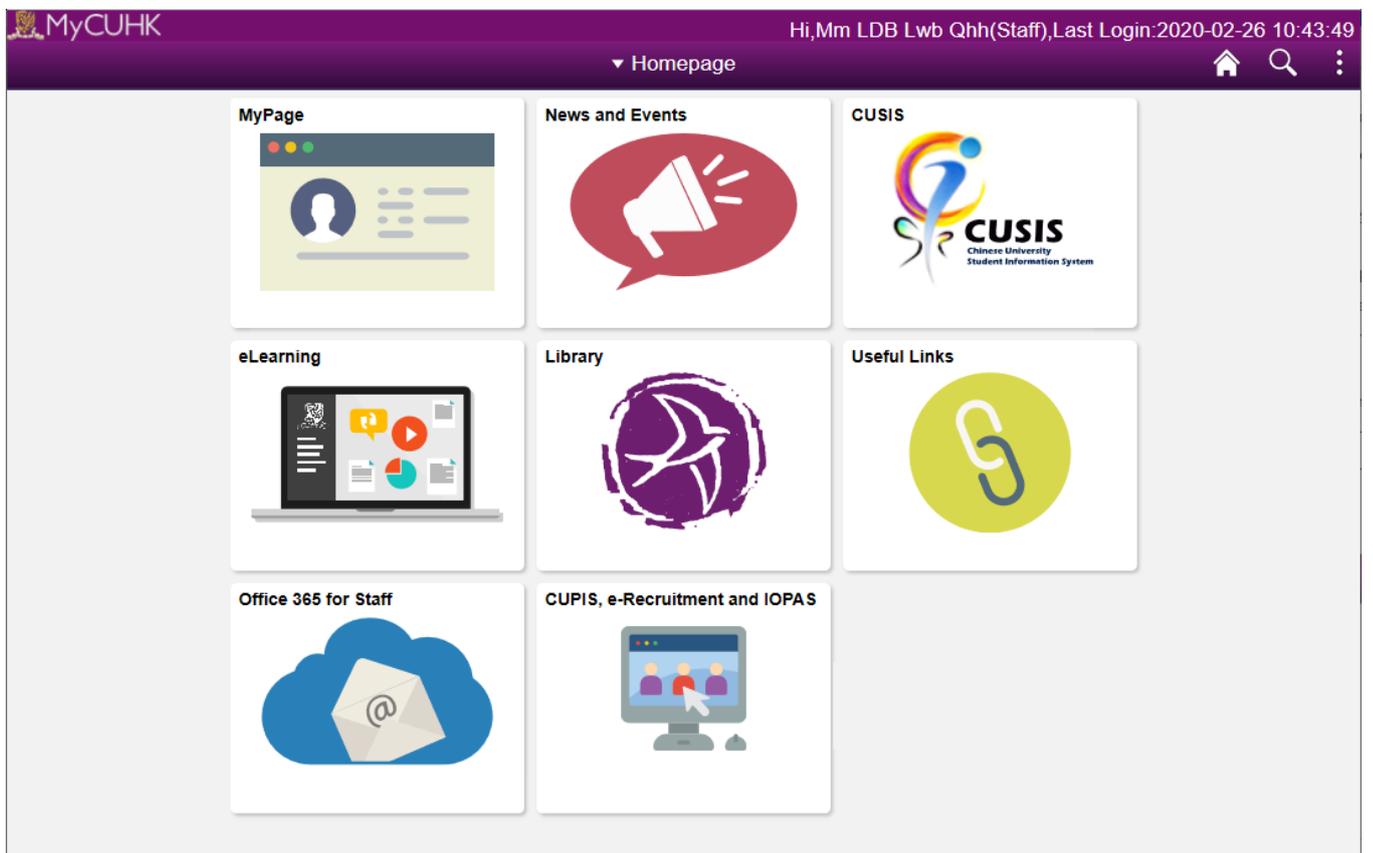
- My Page – a customizable page for students
- News and Events – news and events for students
- CUSIS – CUSIS functions for students
- eLearning – eLearning functions for students
- Library – library services for students
- Useful Links – useful links for students
- Office 365 / @Link email – Link to Office 365 account
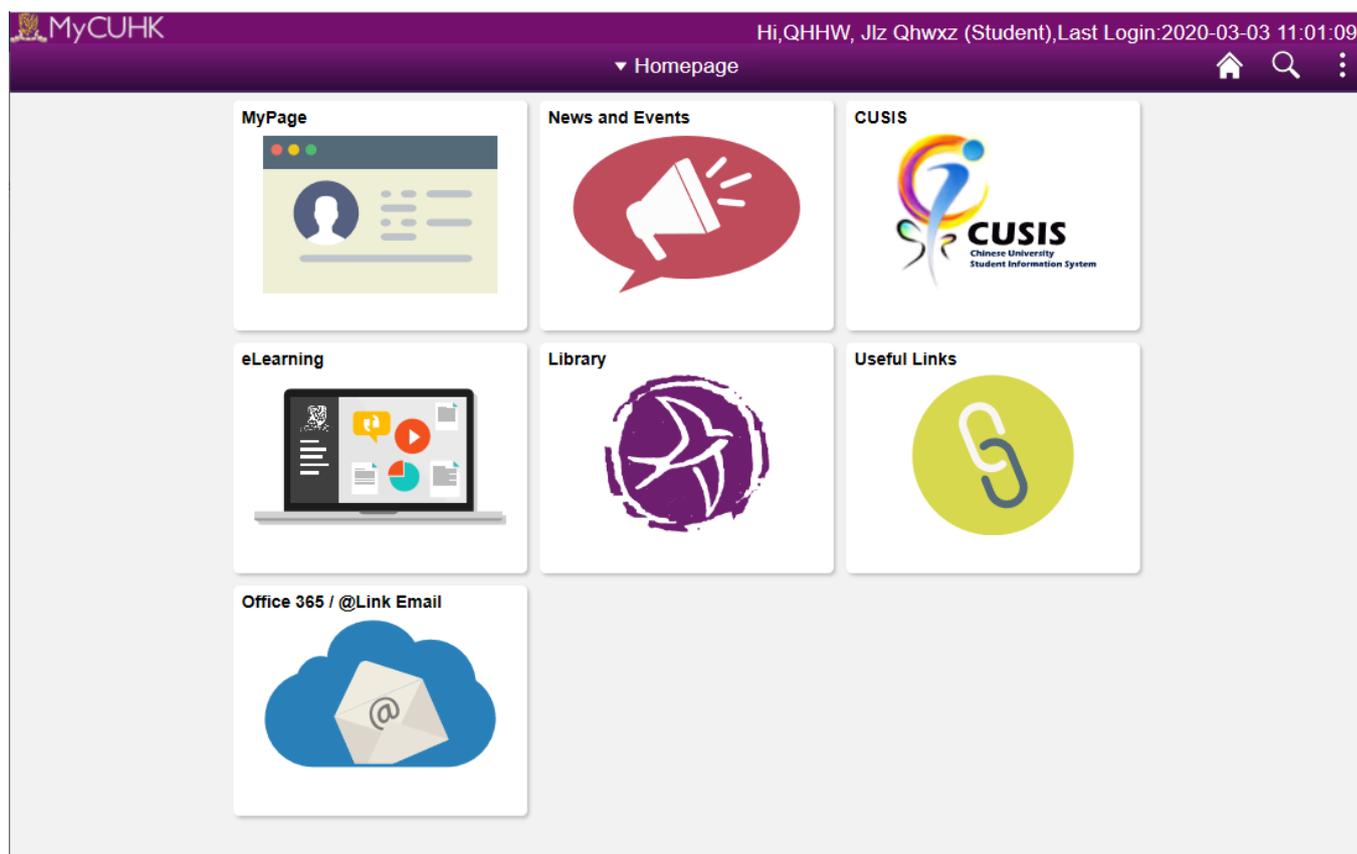
The Student view of the portal

Student will be presented with the following eight tiles, namely,

- My Page – a customizable page for staff

- News and Events – news and events for staff

- CUSIS – CUSIS functions for teaching staff

- eLearning – eLearning functions for teaching staff

- Library – library services for staff

- Useful Links – useful links for staff

- Office 365 / @Link email – Link to Office 365 account

- CUPIS, e-Recruitment and IOPAS – HR applications for staff

The Alumni view of the portal
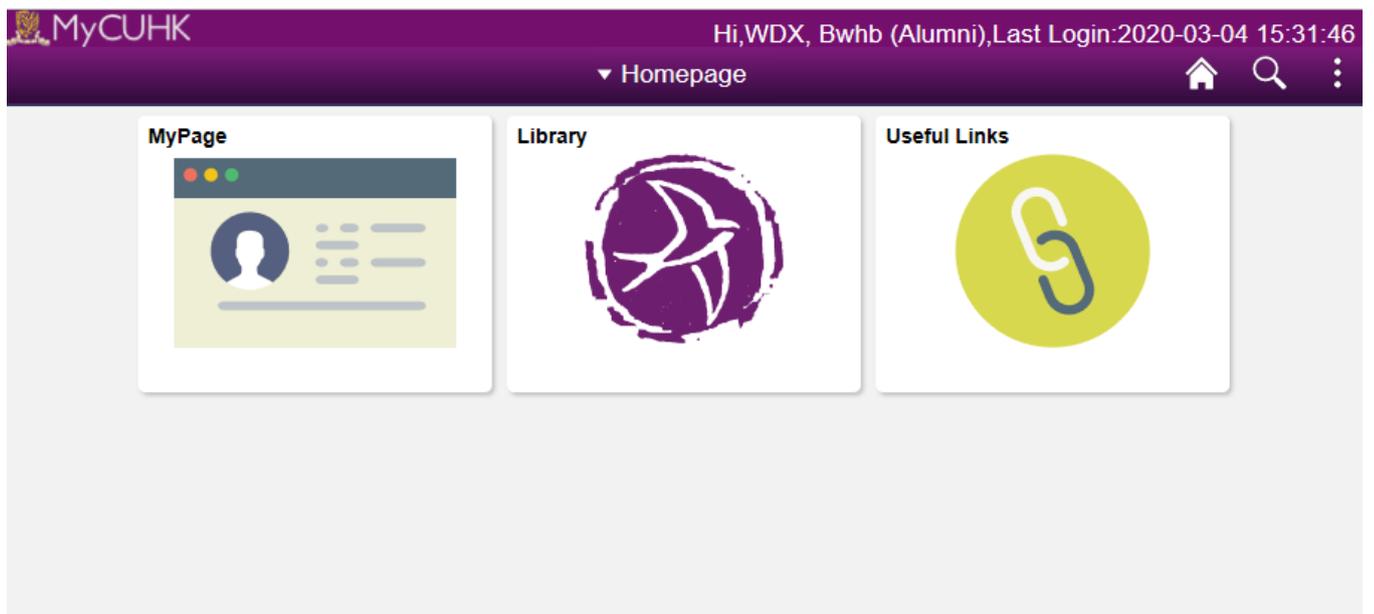
Alumni will be presented with the following three tiles, namely,

- My Page – a customizable page for alumni

- Library – news and events for alumni

- Useful Links – useful links for alumni

7. PERSONALIZED MYPAGE
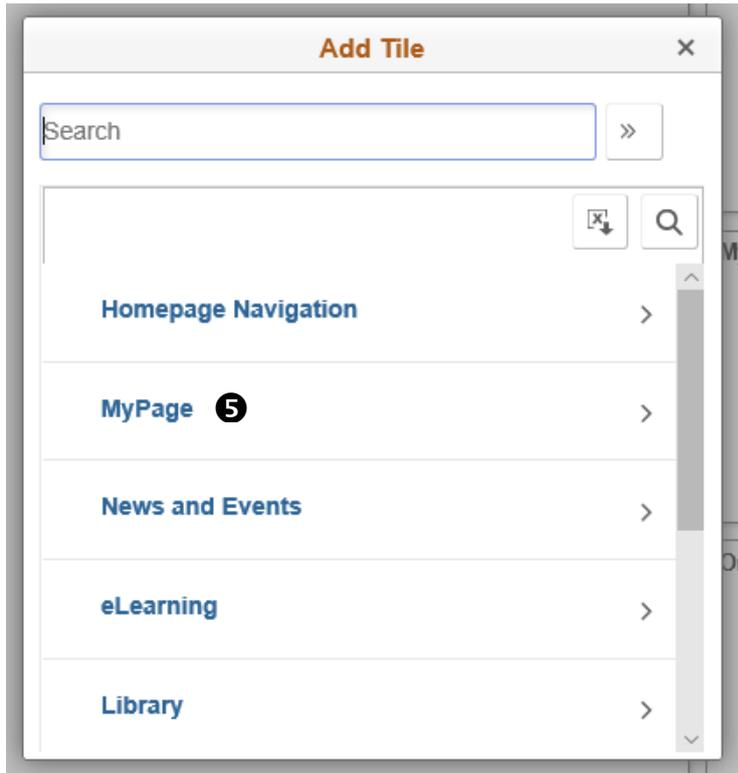
You can personalize the content on MyPage.

1. Except for the tiles that with a lock symbol "🔒", users can swap the order of tiles (with no lock symbol "🔒") by dragging a tile with another tile

2. Click this icon can remove tile from MyPage

3. Click this button to add tile

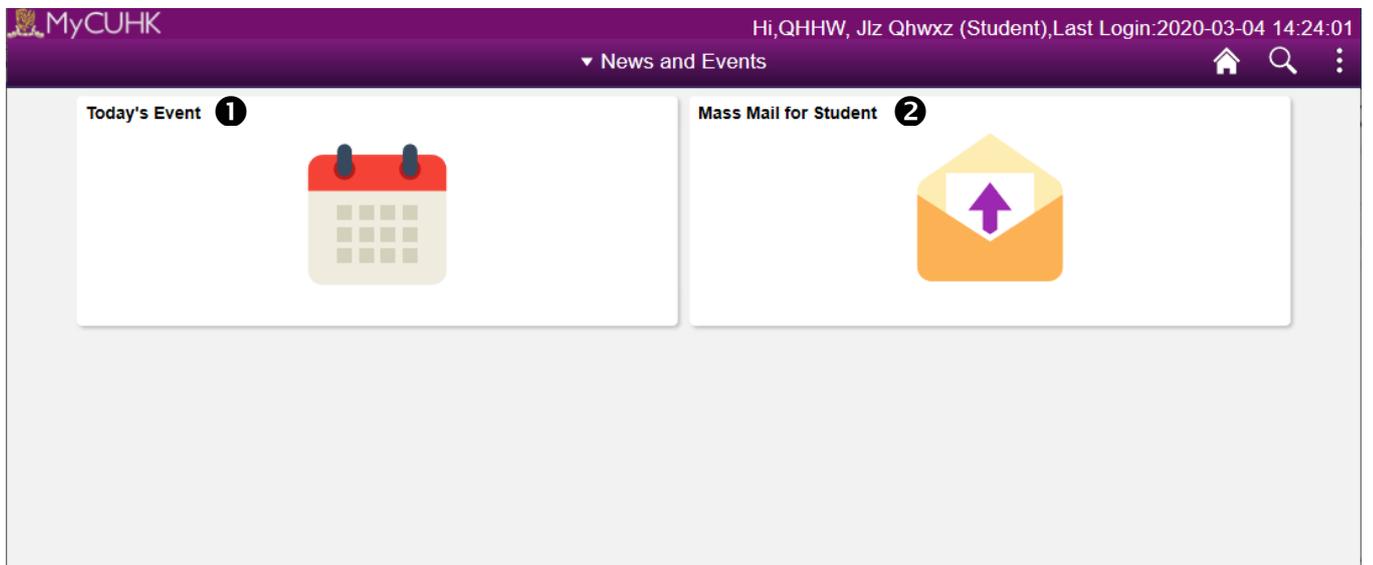4. Save the homepage after making any changes

5. After clicking the 'Add Tile' button, you can select a tile from any homepage. In this example, we choose 'MyPage' homepage.
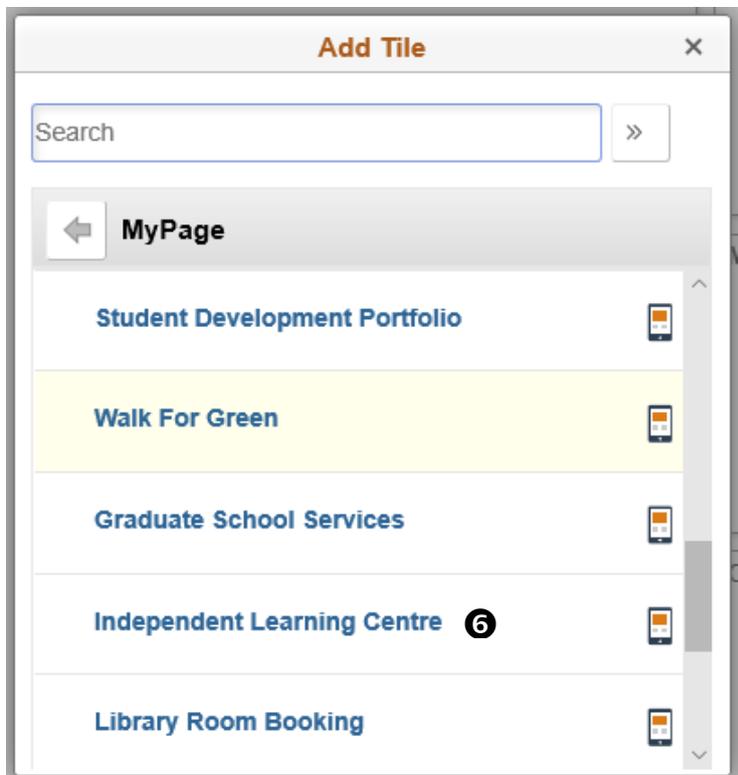
6. Click the name of tile you want to add

8. NEWS AND EVENT

1. Today's Event – showing campus events for all

2. Mass Mail for Student - showing mass mailings student/staff/alumni depends on your role
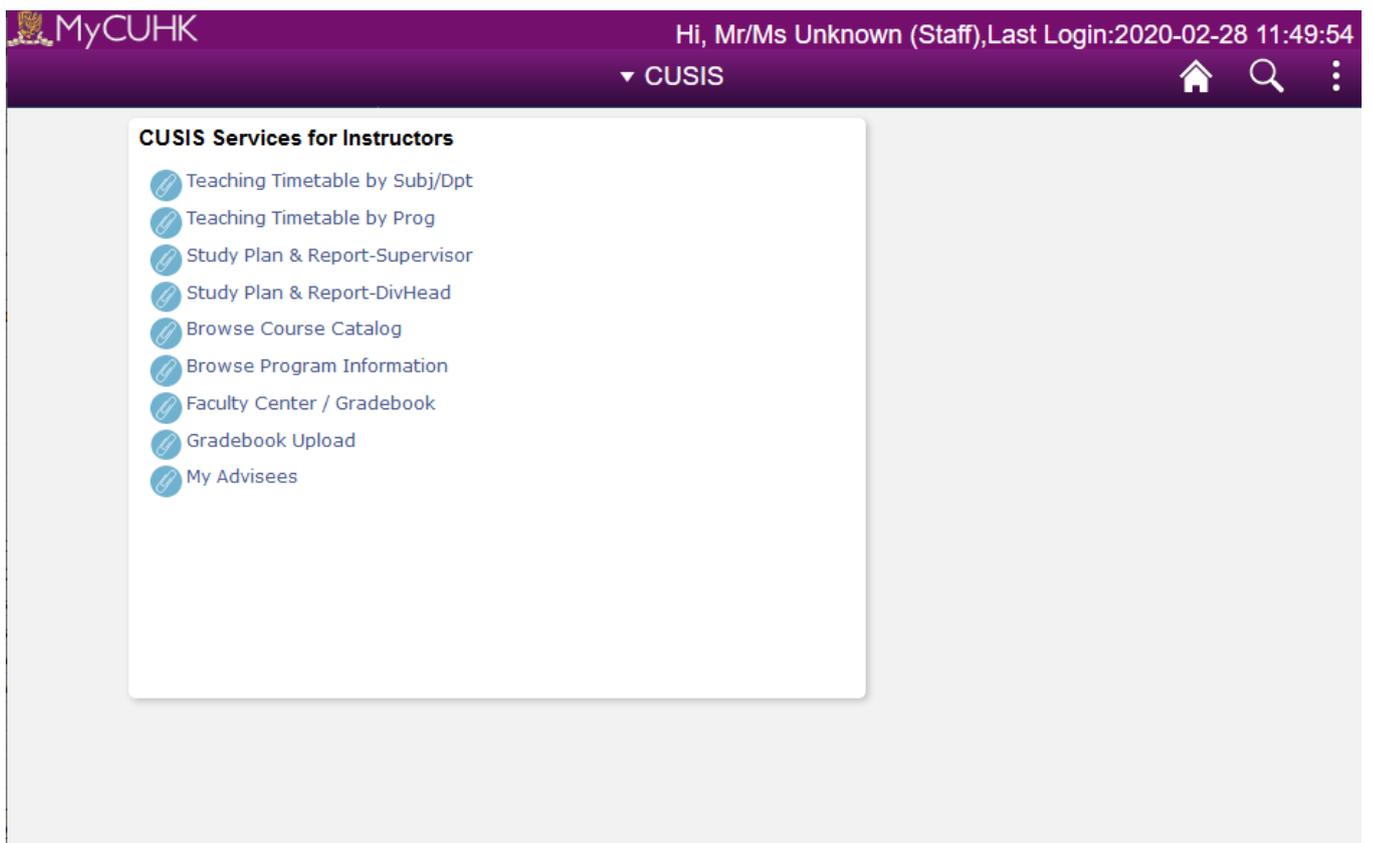
9. CUSIS

The student view of the CUSIS

All CUSIS functions for students can be found in this page

1. Home Button to take you back to CUSIS homepage
2. Search button
3. Action List
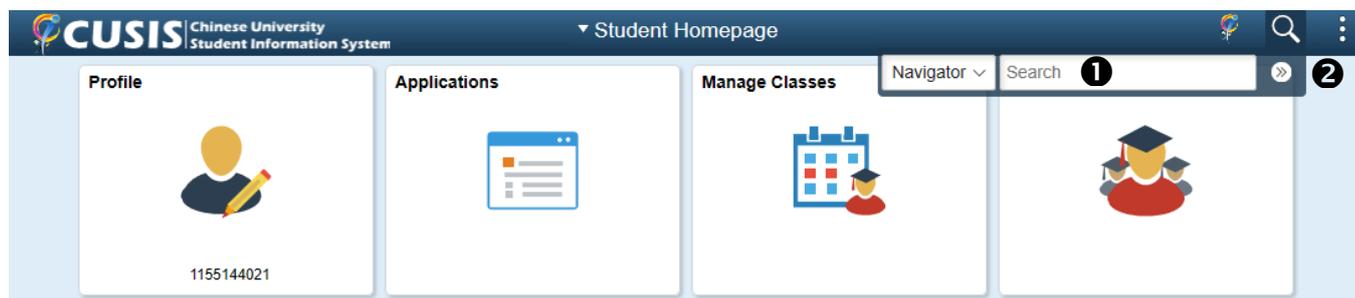4. Click this button to go back MyCUHK

The teaching staff view of the CUSIS

All CUSIS functions for teaching staff can be found in this page. The layout is same as MyCUHK portal.

10. CUSIS – SEARCH FUNCTION & ACTION LIST

1. You can type in a keyword there
2. Click this button to start searching content in MyCUHK
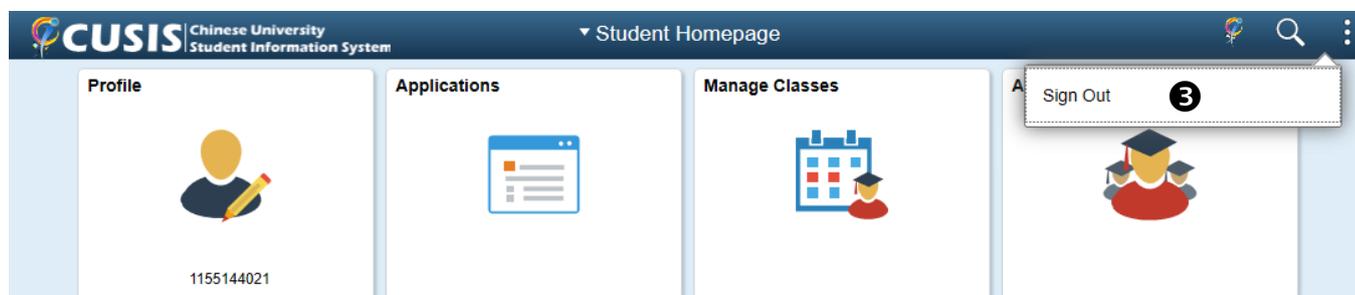
3. Sign out CUSIS

11. ELEARNING

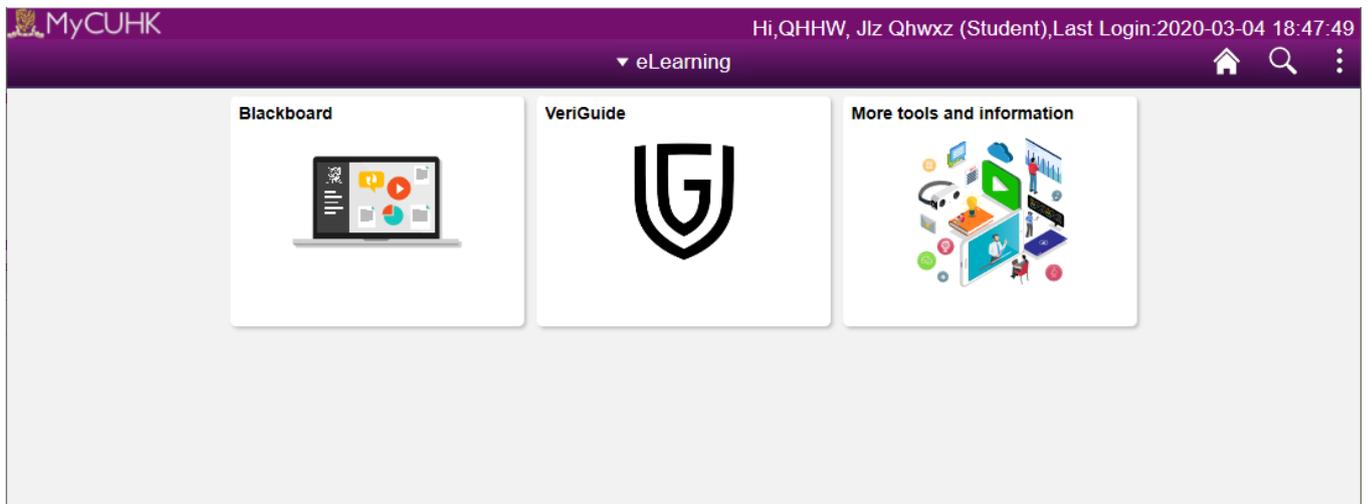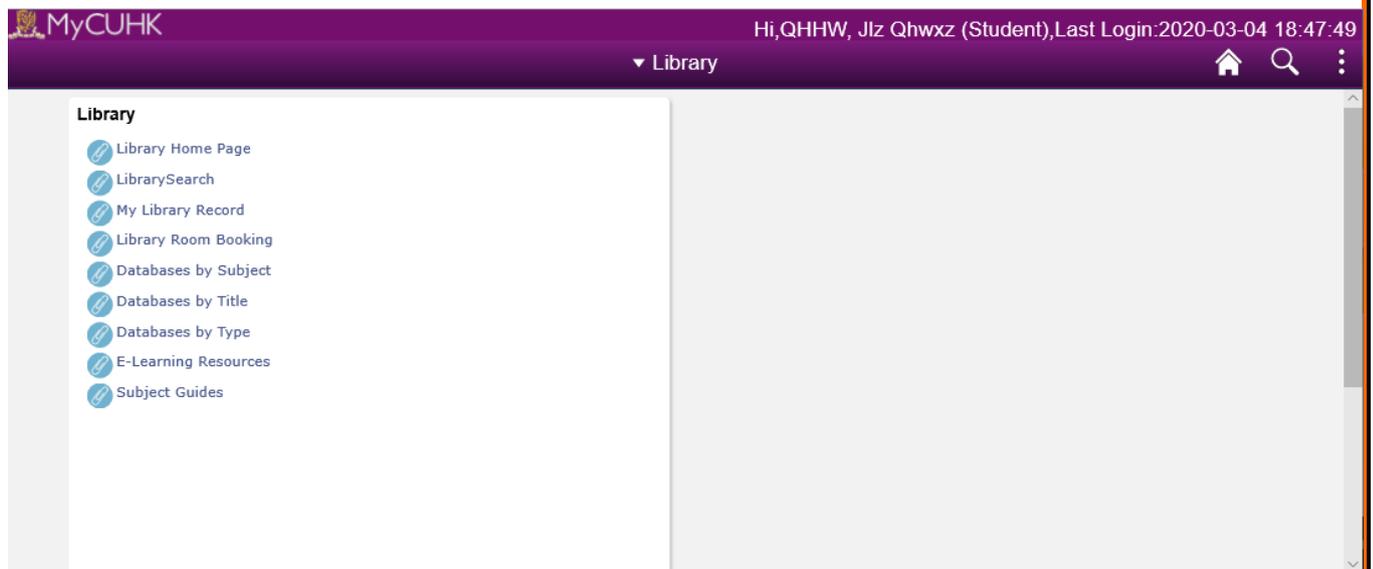- Blackboard – Redirect to Blackboard system

- VeriGuide – Redirect to VeriGuide system, you may submit your assignment via VeriGuide

- More tools and information - Contain links to other e-Learning tools

12. LIBRARY

- Library Home Page – Redirect to the Library Home Page
- LibrarySearch - Redirect to the Library Search Page
- My Library Record – Display your library borrowing record
- Library Room Booking – Redirect to the library room booking web site.
- Databases by Subject - Major library databases organized by Subjects
- Databases by Title - Major library databases organized by Titles
- Databases by Type - Major library databases organized by Types
- E-Learning Resources – Redirect to E-Learning Resources website
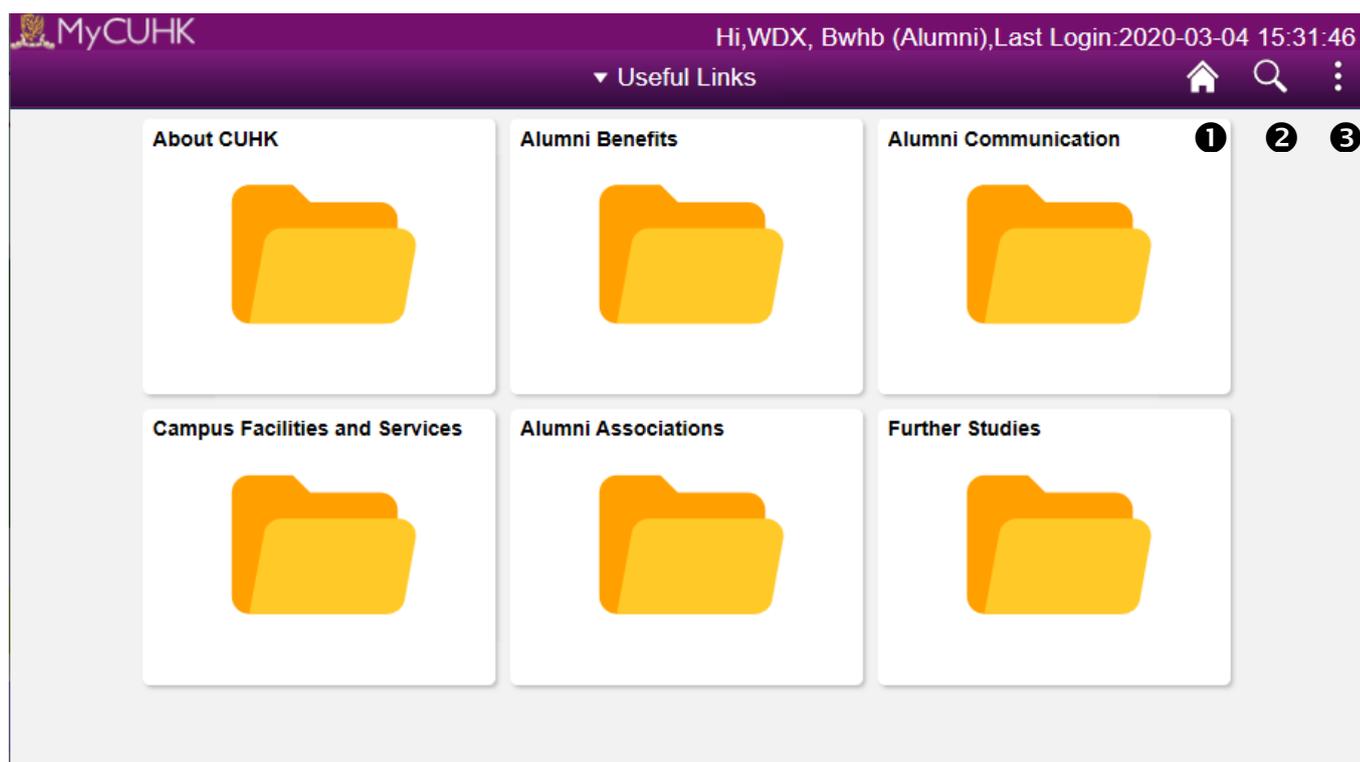- Subject Guide – Redirect to the Subject Guide page

13. USEFUL LINKS

The student and staff view of the Useful Links
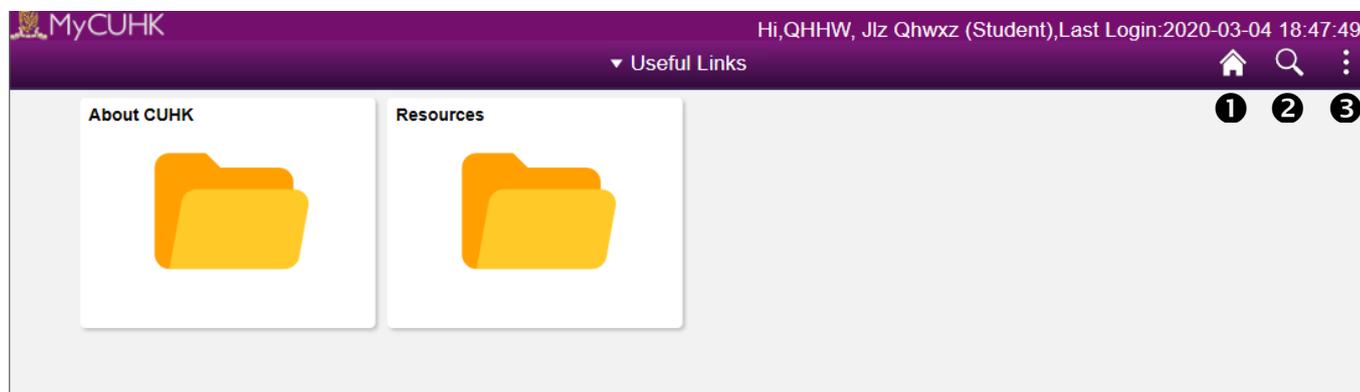
Useful links are mainly divided into two groups. You can redirect to the web page after clicking the tile.

The alumni view of the Useful Links

Useful links are divided into six groups, 'About CUHK', 'Alumni Benefits', 'Alumni Communication', 'Campus Facilities and Services', 'Alumni Associations', 'Further Studies'. You can redirect to the web page after clicking the tile.

To learn more on **"How to use Chinese University Student Information System (CUSIS)"**, please visit

- Computer-based training: http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/
- FAQs and How-to page: http://www.cuhk.edu.hk/cusis/faqs.html