Step 1:
Go to MyCUHK Portal Page and click the “One Pass” to login

Step 2:
Enter your 10-digit student ID and CWEM password

Step 3:
Click on the Tab Page “CUSIS and My Study”

Step 4:
Choose the menu item “Life-Long Email Service Opt-in” under the “CUSIS Service” in the menu on the left hand side.
Step 5:  
Read carefully the message shown on the right hand side and make sure you understand the terms and conditions.

Step 6:  
If you agree on the terms and conditions, click the check box located under the message box and press “SUBMIT” button.

Step 7:  
Complete