

## IT @ SERVICES

#### ORIENTATION PROGRAMME FOR INTERNATIONAL / MAINLAND UNDERGRADUATES 2018-19

Information Technology Services Centre Aug 2018



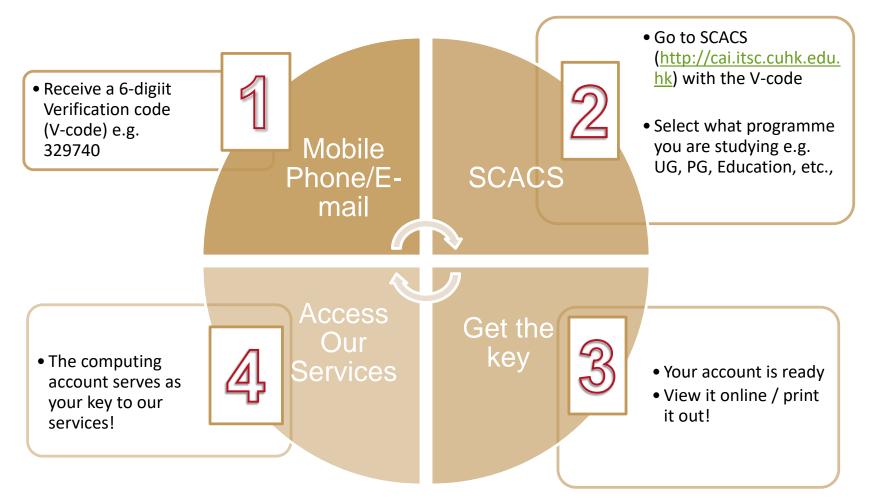
### What You're Going to Use / Experience @CUHK

- Computing Account
- MyCUHK and CUSIS
- Office 365
- WiFi & Network
- CUHK Mobile
- IT Facilities
- Security Tips
- Get Help from ITSC

# GET YOUR DOOR KEY READY

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

## Where's the key?



4

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

OnePass (CWEM) Email Address: Computing ID: Password 1234567890@link Student ID: s1234567890 1234567890 .cuhk.edu.hk For all ITSC For online system Mostly for network Services + other IT For emails / e.g. MyCUHK, connection platforms ITSC's PCs / WiFi e.g. WiFi / VPN eLearning

#### **Change Password**



#### Changing OnePass (CWEM) Password



http://cai.itsc.cuhk.edu. hk/chgpwd/

(CADS Reference Number: 064)



繁體中文

繁體中文

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

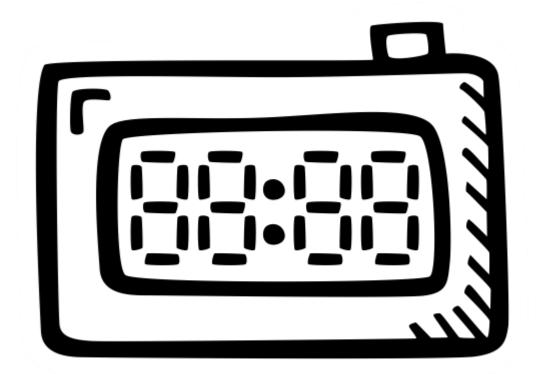
Your password must

- · 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 (CWEM) Password.

# MANAGE ACADEMIC MATTERS @MYCUHK

# CUSIS

- # Course Registration
- # Payment
- # My Result!!

## Enter MyCUHK via OnePass-10 digit Student ID



## Access different CUHK online systems @MyPage

МуСИНК					
					Persona
My page News and Events CUSIS and MyStudy Libra	ry   Useful Link	s		Welcome,	logged in as a Stud
				Last successful login: 00:4	2 Tue, Aug 04th, 20
MyCUHK Updates	2		- ×	Service Desk	Ξ
CUSIS General Maintenance Schedule		* Personal Information		Service Desk	
Museum FAO		My Class Schedule	- X		
MVCUHK FAQ		View your class schedule for a specified term.		OnePass (CWEM) Password	
MyCUHK Frequently Asked Questions				Change OnePass (CWEM) Password	
Strategic Planning 2016-2020		Course Enrollment	- ×	Set up OnePass Personalized Security Question	
Strategic Planning 2016-2020		A the second sec			
			_	CUHK e-Ticketing Service	0
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		Consent to use HKID for research project on Language Proficiency Monitoring		Sports Facilities Booking	
€ sunny 29 °C				Sports Facilities Booking	6
		My Tasks		Sports Facilities Booking	
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"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to view your saved links, or select one to navigate to. Click the "Edit My Links" button to		Add a Task Show All/Enhanced		Find a Staff or Department	
make changes to your links list.				University Health Service	0
Left Right				Book Medical Appointment	
C My Links					
				Student Development Portfolio	ē = :
Edit My Links				Student Development Portfolio	
Account Summary	- ×			Walk For Green	2 - 1
View details about your financial account.				Walk For Green	
Office 365 / @Link Email	0 -				
CUHK Office 365 / @Link Student E-mail Alias for @Link: My E-mail Alias and E-mail Address					
nonister for CUHK Office 365 *					
Alias for QLInk: Pty E-mail Alias and E-mail Address					
~					

## 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



Learn More to Use CUSIS: http://www.cuhk.edu.hk/ cusis



# View or Update Personal Information @ CUSIS

			- Home - Help - Los
MyCUI			
ge News and Eve	n s CUSIS and MyS	tudy Library Webmail Useful Li	inks
S Services mputer-Based Training	Pers	onal Information	Participation
onal Information	addresses name	s phone numbers email addres	sses internet addresses emergency contacts
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rse History Enrollment	Address Type	Address	
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<u>as</u> <u>Transcript</u> <u>Program</u> it /	Mail	Flat 4, 20/F, Block A, Mei Yuen Estate, Aberdeen, Hong Kong	Click Edit
<u>ol</u> Idelines	ADD A NEW ADD	RESS	
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	Addresses Names	Phone Numbers Email Addresses	please also include your HK addre
		Phone Rumbers Email Addresses of the University Regulations (see helow) or	
	Personelheitematio		and phone contact.
		tions require a student to be registered in th	e name as appeared on his/her HKID card/passport.

## **Browse Course Catalog @ CUSIS**

MyCUH	s CUSIS and MyStudy Libra	ary Webmail Useful Links		Home					
CUSIS Services     Computer-Based Training     Services     Personal Information     Personal Information     Personal Information     Course Enrollment     Timetable Planner	Browse Course Cat	alog							
» My Class Schedule » My Planner » Eaching Timetable by Sub/Dot » Traching Timetable by "Frank Search » Browse Course Catalog	Collapse	F G H I J K L M N O F 0 1 2 3 4 5 6 7 8 ALL EXPAND ALL		Z	CI	ick <b>"vie</b>	ew class	section	5″
Information Information My Course History My Coase History Requirements Withail Report Visw My Grades Visw My Assignments Visw My Assignments Visw Unofficial Transcript My Advisors	Select subject code ▷ AAE - Adv.P(	to display or bide course info Course Detail Return to Browse Course Catalog	rmation						
<ul> <li>Account Summary</li> <li>Print Online Debit Note</li> <li>Make a Payment</li> <li>Accent/ Decline Award</li> <li>application for Program</li> <li>Change Credit/ Exemption</li> <li>Schange Application</li> <li>Schange Application</li> <li>Exchange Application</li> <li>Exchange Application</li> </ul>	D ACC - Arts Fa ▼ ACCT - Accou Course Nbr 2111		Postgraduate - Taught			class sections			
» Financial Aid Online Appl Form eLearning Graduate School Policies and Guidelines	For Postgraduates, po For Postgraduates, po 51151 51151 51151	Grading Basis Course Components I Enrollment Information	3.00 Graded Lecture <u>e Course Catalog</u> <u>e Program</u> <u>tation</u>	Enrollment Inr		Prerequisite: SOCI5	502		
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			and Guidelines	110 110	08:30 11:3	Kmudos	Alon V	00),17(500) 20),17(500) 21),01(500) -	

### Plan Your Class Schedule @ CUSIS

CUSIS Services	timetable planner	tentative schedule						
» <u>Registration</u> » <u>Personal Information</u> » My Academics	Timetable Planner				_			
» <u>Course Enrollment</u> » <u>Timetable Planner</u> » My Class Schedule	or enrollment, go to <u>Shopping Cart</u>							
» <u>My Planner</u> » <u>Teaching Timetable by</u> <u>Subi/Dpt</u>		Open	Closed 🔺	Wait List				
>> <u>Teaching Timetable by</u> <u>Prog</u> >> <u>Study Plan &amp; Progress</u>	*Term 2016-17 Term 1 ~	2016-17 Term 1 My Planner Delete Class Days/Times	Room	Instructor Units Status				
>> Class Search	*Course Career Undergraduate V F *Subject Area: ANTH Q	ANTH 2210 Th 12:30PM (7172) 2:15PM	Humanities Building 213	JDM 3.00 🛕				
» Browse Course Catalog » Browse Program Information	Catalog Nbr begin with: 22	-						
>> >> <u>My Course History</u> >> <u>My Academic</u>	(input 1=1000-1999, 12=1200-1299)		Tentative So		ve schedule			
» What-if Report			Shopping Cart			_		
>> <u>View My Grades</u> >> <u>View My Assignments</u> >> <u>View Unofficial Transcript</u>	Class			Week of 19/9/2016 - 25/9		reek >>		
» <u>Mv Advisors</u> » » <u>Account Summary</u>	Class Cride Nbr Course Title	Units Teaching Staff	Co	Monday Tuesday	Time 6:00PM refree Wednesday	Thursday	Friday	Saturday Sunda
>> Print Online Debit Note >> Make a Payment >> Accept / Decline Award	ANTH2210- 7172 Anthropological Field Methods 人類學研究方法	3.00 - JDM, Lwk Mw Mdmwd	LEC 8:30AM	19 Sep 20 Sep	21 Sep	22 Sep	23 Sep	24 Sep 25 Sep
>> >> Application for Program	•		TU 9:30AM	ANTH 4301301 Project	CHLL 2401 Lecture 8:30AM - 11:15AM		Planners	
<u>Change</u> » <u>Transfer Credit /</u> Exemption				10:00AM - 11:00AM egrated Teaching Bldg 211	Lee Shau Kee Building LT1		ANTH 2210T01 Interactive Tutorial 10:30AM - 11:15AM Humanities Building 11	
Summary     Sectored Page Remaining			11:30AM	4			ł	
	回然表回		12:30PM TH	e class already registered	Waiting: CHLL 2300T01 Interactive Tutorial 1:30PM - 2:15PM Lady Shaw Bidg C1	Planner: ANTH 2210 Lecture 12:30PM - 2:15PM Humanities Building 213	— The class in t	he planner –
			2:30PM	ANTH 3360T01 Waiting: Interactive Tutorial CHLL 2300 2:30PM - 3:15PM Lecture William M W Mong Eng Bldg 80 2:30PM - 4:15PM	13	Shopping Car CHLL 2402 - Lecture 2:30PM - 5:151 Lee Shau Kee Building LT1 ANTH 3360		
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		3:30PM	ong Man Wai Bldg LT1		Lecture 2:30PM - 4:15PM Lady Shaw Bidg C2		
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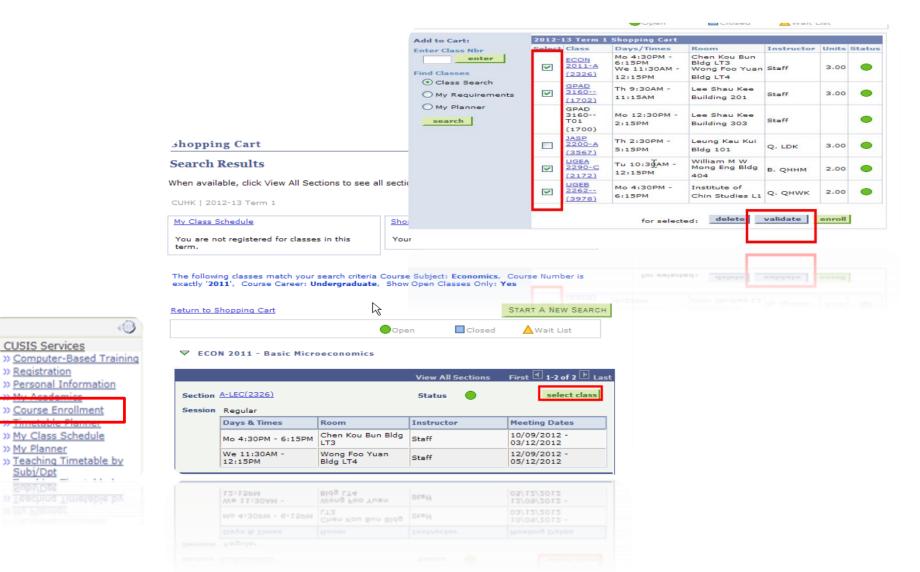
#### Validate Course with Shopping Cart @ CUSIS

CUSIS Services

>> Registration

» My Planner

Subi/Dpt



### Course Enrollment @ CUSIS

MyPage News and Ever	HK USIS and MyStudy Ubrary Webmail Useful Links
CUSIS Services >> Computer-Based Training >> Registration >> Personal Information >> Timetable Planner >> My Class Schedule >> My Planner >> My Academics >> My Academics >> My Academics >> My Academics >> My Academics	Search     Plan     Enroll     My Academics     Academic Requirements       my class schedule     add     drop     swap     edit     term information       Term Information
<ul> <li>Account Summary</li> <li>&gt;&gt; Account Summary</li> <li>&gt;&gt;&gt; Browse Course Catalog</li> <li>&gt;</li></ul>	Enrollment Dates     View my enrollment dates       Assignments     View my class assignments and grades       Learning Management     View learning management systems       Exam Schedule     View my grades       Grades     View my grades
* View My signments "Course Enrollment" Change * Transfer Credit/ Exemption * Exchange Application Summary * Fin.Ald/Scholarship	nics Academic Requirements My Class Schedule Add Drop Swap Edit Term Information
Appl.Form eLearning <u>Graduate School</u> Policies and Guidelines	

### Pay @ CUSIS

0

#### CUSIS Services

>> <u>Registration</u>

- » Personal Information
- » My Class Schedule
- » My Planner
- >> My Academics
- » Accept / Decline Award
- » Account Summary
- >> <u>Browse</u> <u>ourse Catalog</u> >> <u>Browse</u> <u>ogram</u> Inform on
- » My Cole History
- » Course Enrollment
- » Make a Payment
- >> My Advisors
- » Class Search
- >> View My Assignments
- >> View My Grades
- >> View Unofficial Transcript
- » Application for Program Change
- » Transfer Credit / Exemption
- eLearning
- Graduate School Policies and Guidelines
- Schange » Transfer Sredit / Exemption eLearning Graduate School Policies and Guidelines

Account	Inquiry	Electronic Payme	ents/Purchases
summary	activity	charges due	payments

#### Account Summary

#### You owe 42,300.00. For the breakdown, access Charges Due

Due Now	21,250.00

Future Due 21,050.00

\*\* You have a past due balance of 21,050.00. \*\*

What I Owe	Outstanding Charges &	
Term	Deposits	Total Due
2010-11 Term 1	21,250.00	21,250.00
2010-11 Term 2	21,050.00	21,050.00
Total	42,300.00	42,300.00

Currency used is Hong Kong Dollar.

MAKE A PAYMENT

Remittance Addresses

#### Financial Aid



### **Check Your Academic Result @CUSIS**

MyCUI		y Library Webmail	Useful	Links		
CUSIS Services » Registration » Personal Information » My Class Schedule	2008-09 T	erm 2   Undergraduate	синк	chang	e term	I
» <u>My Planner</u> » My Academics	🗢 Class Gr	ades - 2008-09 Term 2				
» Accept / Decline Award	Official	Grades				
» <u>Account Summary</u> » <u>Browse Course Catalog</u> » Browse Program	Class	Description	Unit	s Grade	Grade Points	Grade Date
Information My Course History	ECON 3340	Trade & Invest Among t Chi E	he 3.0	0 <b>D</b> +	3.900	31/07/2009
Course Enrollment Make a Payment	<u>ELTU</u> 2455	Exp Writing (Arts/Edu/Law/Ssc)	3.0	0 <b>B</b> +	9.900	31/07/2009
My Advisors Class Search	GENA 1000	College Biweekly Assem	ъЫу	PP	:	31/07/2009
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Chan Credit /	MGNT 4510	China Business	3.0	о в	9.000	31/07/2009
Exercises of the second	▼ Term St	atistics - 2008-09 Term 2 Er	From	From Transfer Credit	Combin Term To	
		En En	From	From Transfer Credit	Combine Term Tot	ed Cumulative tal Total

# **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 = CUHK1x / CUHK / CUHKa
- 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:

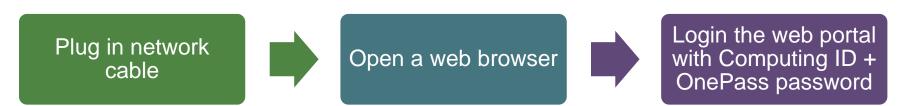
1. CUHK1x and Eduroam needs login once

	90% [4]	Fri 5:00 PM	UST
	king for Ne	rtworks	
Turn Wi-F	Off		
CSL			(
CSL Auto	Connect	-	19
CUguest			1
CUHK			ŝ
CUHK1x			1
CUHKa			(1-
eduroam		-	1
		-	1
Wi-Fi.HK	via CUHK		(î:
Y5ZONE			(0-
Join Other	Network		
Create Ne	twork		
Open Net	work Prefer	rences	

### **Network @ Hostels**

#### 1. Wired Network - ResNet

Network cables can be purchased at the University Bookstore, Room 101, 1/F, Yasumoto International Academic Park



#### 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/en-gb/allit/wifi-and-network/cuhk-vpn

# MANAGE STUDY WORK @ CLOUD / ELEARNING

# Office 365

# CUHK connected

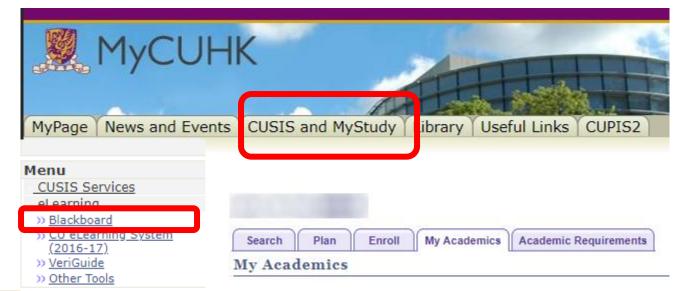
# Emails

# Free Office

# Exchange Class Info

# Blackboard, eLearning

#### **Exchange Course Materials @ Blackboard**





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



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







### Manage Emails / Files @ Office 365



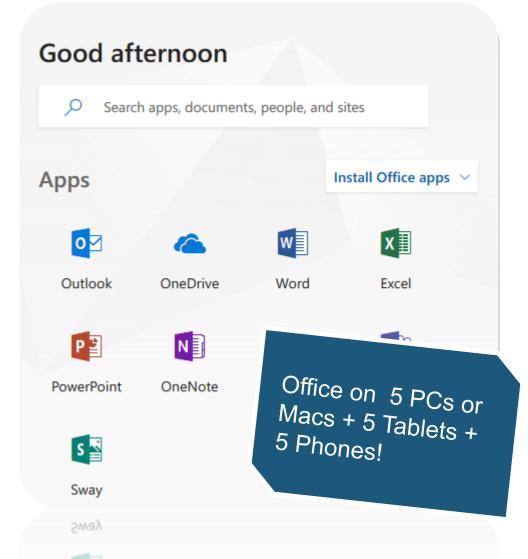


CUHK Office 365 Portal: http://www.cuhk.edu.hk/o365

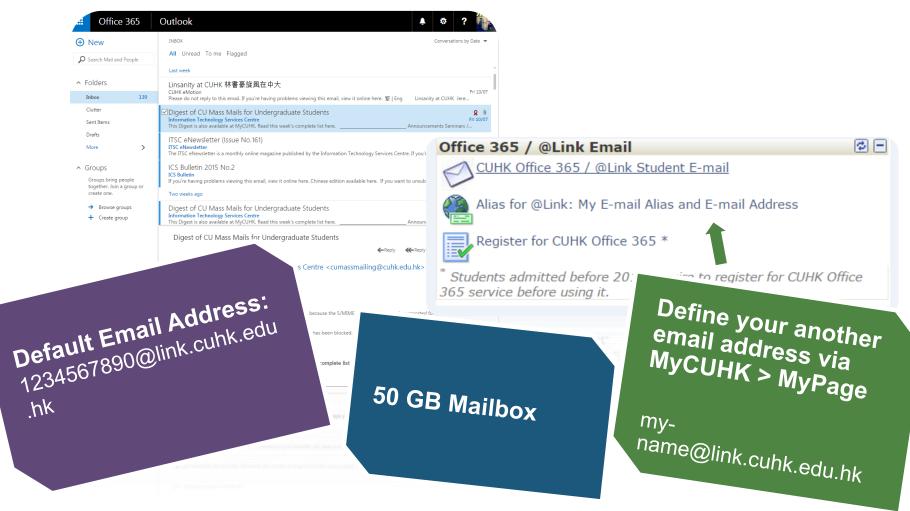
#### CUHK LUGIN For Office 365, @Link, LibrarySearch and more

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

#### Provide Email Service, Cloud Storage & Office Applications @ Cloud



### CUHK Office 365 – @Link (Email Service)



# STAY TUNED WITH CUHK @MOBILE

# Mobile Apps# CUHK Mobile



# All things in hand with CUHK Mobile

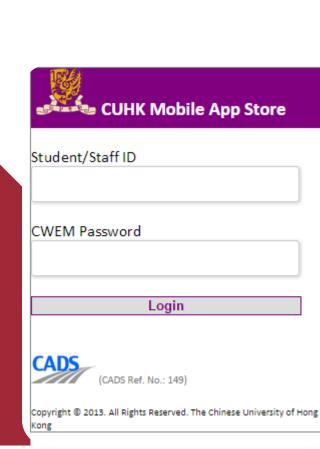
- Get the CUHK hottest news & events
- Find your way in CUHK
- Check out Shuttle Bus Schedule
- Get online library services
- Tips for new admission

Available @ Google Play & Apple App Store

## More Mobile Apps @CUHK?



CUHK Mobile App Store https://campusapps.itsc.cuhk. edu.hk/store



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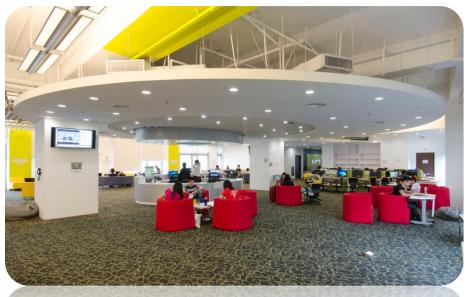
# **USE IT FACILITIES**

# Print Notes# Use computers

## Use IT Facilities @ User Areas & Learning Commons



User Areas, 1/F Pi Chiu Building 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

#### **Do Your Printings with Octopus Card**

## Photocopy and Printing A4 B/W





### **Add Value for Your Octopus Card**

(1) Near User Areas

-Medicine Canteen, Coffee Corner

(2) Near Learning Commons

-VanGO Store, MTR Station, SHHO Canteen & Starbucks.



# SAVE YOURSELF FROM HACKERS / VIRUS

# Anti-virus# Phishing emails / web

#### 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 :

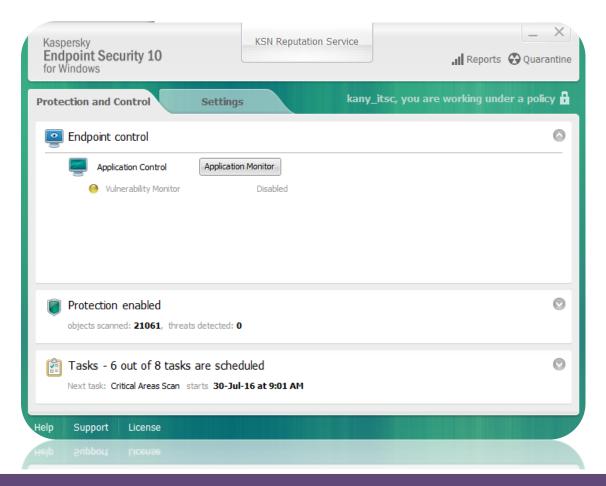
#### Apple ID Unlock Account

#### Apple ID Summary • Apple ID Suspended

Information regarding your personal information can be vie

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!
- Change your OnePass password & contact ITSC immediately if you have exposed your account information to hackers



- 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!

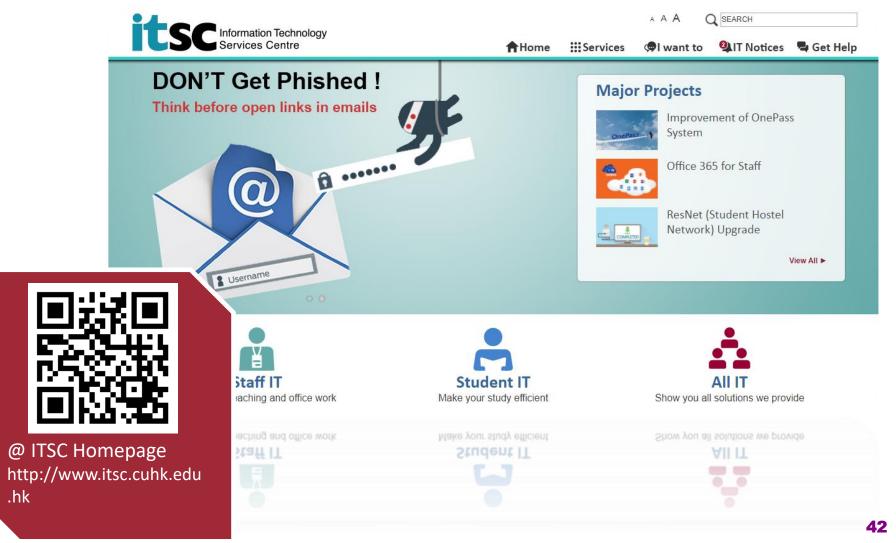
### **More Tips to Safeguard Yourself**

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

# STAY TUNED WITH ITSC

# Help!?# FB# Official news

### **Official ITSC News**



### **Official ITSC News**



@ ITSC Facebook:

com/itsc.cuhk

http://www.facebook.

e – Guide/Helper Wanted!

I to participate in an international event? Do you want to make friends from all around the world and from other Universities? Here comes II The Asia-Pacific Advanced Network (APAN) Meetings are held on

Comment	📣 Share	
E Comment	No gene	

10 participate in an international event? Do you want to make friend top pair all accurate the world and from other Universities? Here comes it The Asia-Pacific Advanced Network (APAN) Meetings are held on



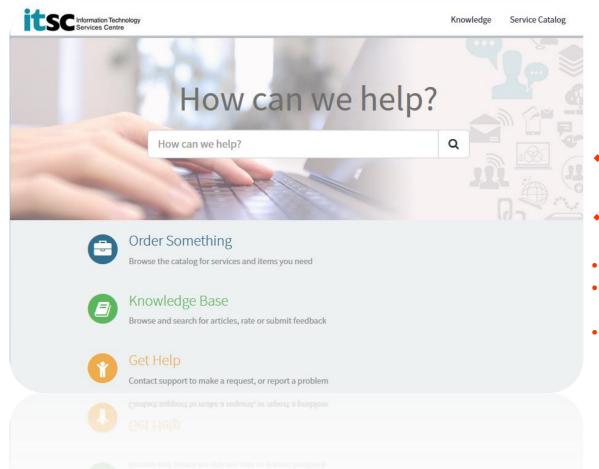


eNewsletter

www.weres.Gel from Office3657

43

### **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 at https://www.cuhk.edu.hk/price/s peial/!

## THE CHINESE UNIVERSITY OF HONG KONG TO A CONTROL OF THE CHINESE UNIVERSITY OF HONG KONG TO A CONTROL OF THE CHINESE UNIVERSITY OF HONG KONG

24hrs. Online Ordering [available from 15 Aug (12:00nn) - 31 Oct (11:59 pm)]

#### Roadshow 01

Date : 3 - 14 September 2018

范克廉樓307室\*

CUHK Main Campus 中大校園

Venue : Dell & Lenovo: LG, Benjamin Franklin Centre, CUHK

Apple: Room 307, Benjamin Franklin Centre

CHETIX P .....

Time : 11:00 - 20:00 (Closed on Sunday)

中大范克廉樓地庫(玻璃房);

#### Roadshow 02

#### Prince of Wales Hospital 威爾斯親王醫院

- Date : 6 7 September 2018
- Time : 12:00 20:00
- Venue: Hostel Common Room (G01), Madam S.H. Ho Hostel for Medical Students, PWH 何善衡夫人關科生宿舍學生休息室(G01)

\* (Apple) 1st day of roadshow will start at 2:00pm





# THANK YOU !

#### CUHK ITSC



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

