

IT@Your Services

ITSC 2021/22



Agenda

Quick Guide for New Students on:

- 1. Online & Physical Access to University Service
- 2. Stay Connected with the University and Peers via Microsoft 365
- WiFi and Network
- 4. Software Must Be Used for eLearning
- 5. Mobile Apps to Facilitate Your University Life
- 6. Facilities for group project, printing and scanning
- 7. Safeguard Yourself & Your Device
- 8. Contact ITSC
- 9. Q&A



Computing Account – Online Access

Get Your Door Key Ready (CAI Slip)

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 115588 115588 s115588 MA Comparative & Pub History

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: 11558 s11558 Computing ID:

OnePass (CWEM) Password: E-mail Address: 115588 @link.cuhk.edu.hk Expiry Date:

(Please scroll to the next page)

Student ID: 1155123457

For online systems e.g. Change Email Alias Change OnePass Pwd



Email Address:

1155123457@link.cuhk.edu.hk

Also login ID for CUHK Login / Most Online Service

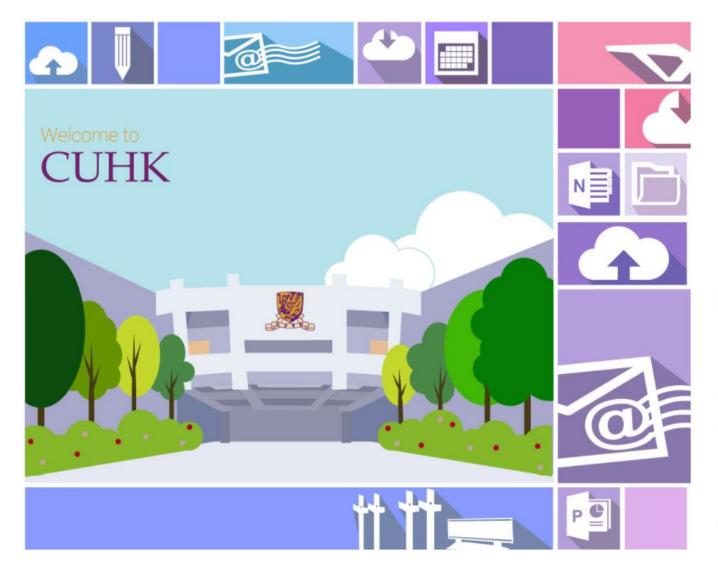
OnePass Password

For all ITSC Services + other IT platforms

Computing ID: Rarely used e.g. s1155123457



Common Login Screen



CUHK LOGIN

For MyCUHK, Microsoft 365, Library Search...

Login with

Student: Student-ID@link.cuhk.edu.hk

Staff: alias@cuhk.edu.hk

Alumni: alumni-ID@link.cuhk.edu.hk

Password: OnePass Password

Login ID

OnePass Password

Sign in

- Nogin Help
- Change Password / Forgot Password
- Forgot Alumni ID / Password
- Contact ITSC
- Maintenance Schedule

CADS (CADS Reference Number: 233)

Login Screen

Incorrect ID / PW

CUHK LOGIN

For MyCUHK, Microsoft 365, Library Search...

Login with

Student: Student-ID@link.cuhk.edu.hk

Staff: alias@cuhk.edu.hk

Alumni: alumni-ID@link.cuhk.edu.hk

Password: OnePass Password

Incorrect user ID or password. Type the correct user ID and password, and try again.

123@link.cuhk.edu.hk

OnePass Password



Sign in

- Nogin Help
- Change Password / Forgot Password
- Forgot Alumni ID / Password
- Contact ITSC
- Maintenance Schedule

(CADS Reference Number: 233)



PW reset –
Self Service
Password Reset
(SSPR)



PW reset – Self Service Password Reset (SSPR)

https://cai.itsc.cuhk.edu .hk/sspr/

CUHK Self-service Password Reset (SSPR)

Information Technology Services Centre - CUHK



This service lets you reset a forgotten OnePass (CWEM) Password if you

- Are a CUHK Student AND
- Have collected your account information AND
- Have alternate email address recorded in CUHK [?]

Please provide your information so that we can verify your identity.

1. Enter your information

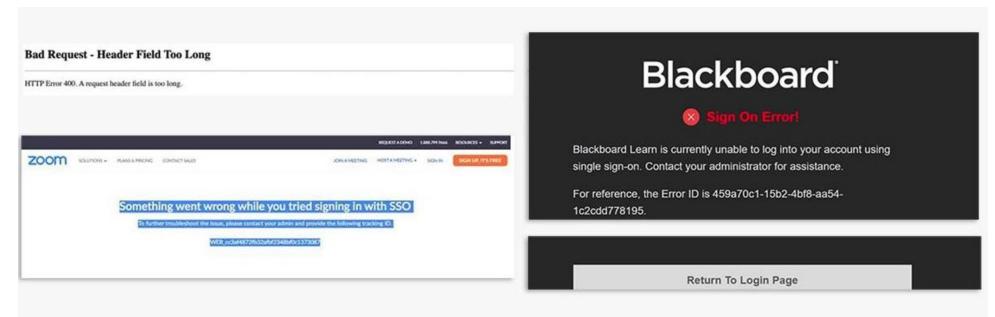
Student ID		
Last Name		
Verification Code	P88dc Generate New Image	
	Submit Clear	

Need Help? Write to ITSC Service Desk

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Login Screen

Bad Request - Header Field Too Long



- •Clear all your login credentials / cache in your browser Or
- •Use InPrivate Windows (Edge) / Incognito Widows (Chrome) / Private Window (Firefox) / Private Window (Safari) in your browser



Password Expiry

Password Expiry

Staff: alias@cuhk.edu.hk

Alumni: alumni-ID@link.cuhk.edu.hk

Password: OnePass Password

Login ID

OnePass Password

Sign in



- Change Password / Forgot Password
- Forgot Alumni ID / Password
- Contact ITSC
- Maintenance Schedule
- (CADS Reference Number: 233)



Change Your OnePass (CWEM) Password Annually

Enroll 2FA to Use IT Systems

DUO2FA



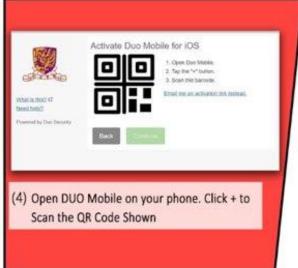
Enroll 2FA to Use IT Systems

- 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









CU Link — Physical Access



CU Link — Physical Access

 Undergraduates can collect CU link card according to schedule.

https://culink.cuhk.edu.hk/newundergraduate-student-id-carddistribution-schedule/

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

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



CU Link Self-Service System

中文版

Please select service:

Check card default PIN

Lost CU Link Reporting Service





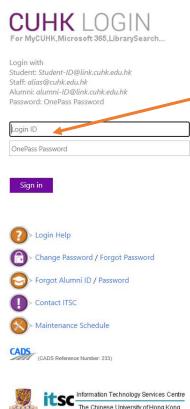
@Link Email & Office 365

 Stay Connected with the University and Peers via Microsoft 365



How To login?





CUHK LOGIN

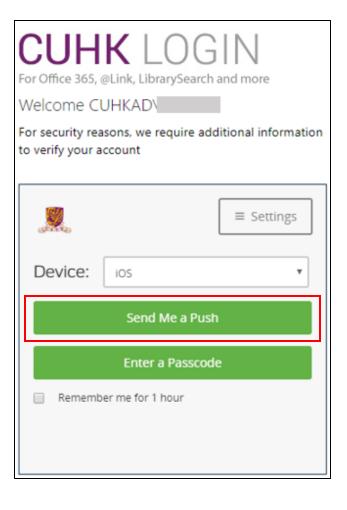
StudentID@link.cuhk.edu.hk

Reach this page when you go to Microsoft 365:

https://www.cuhk.edu.hk/o365

How to Login?

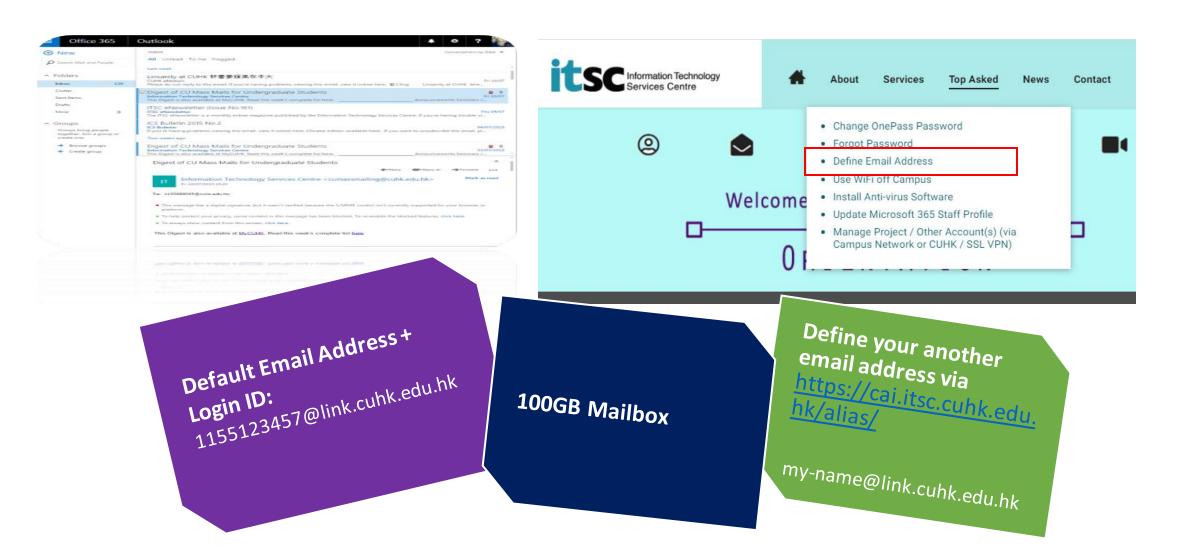
(On Browser.)



(On Mobile.)

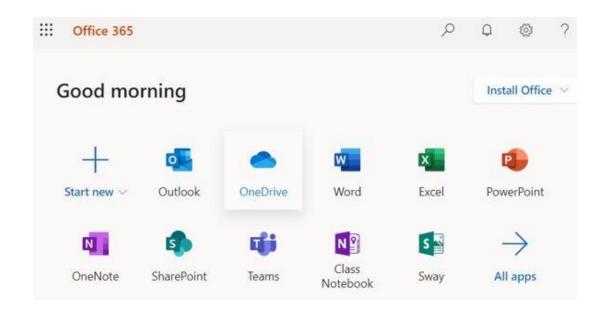


@Link Email



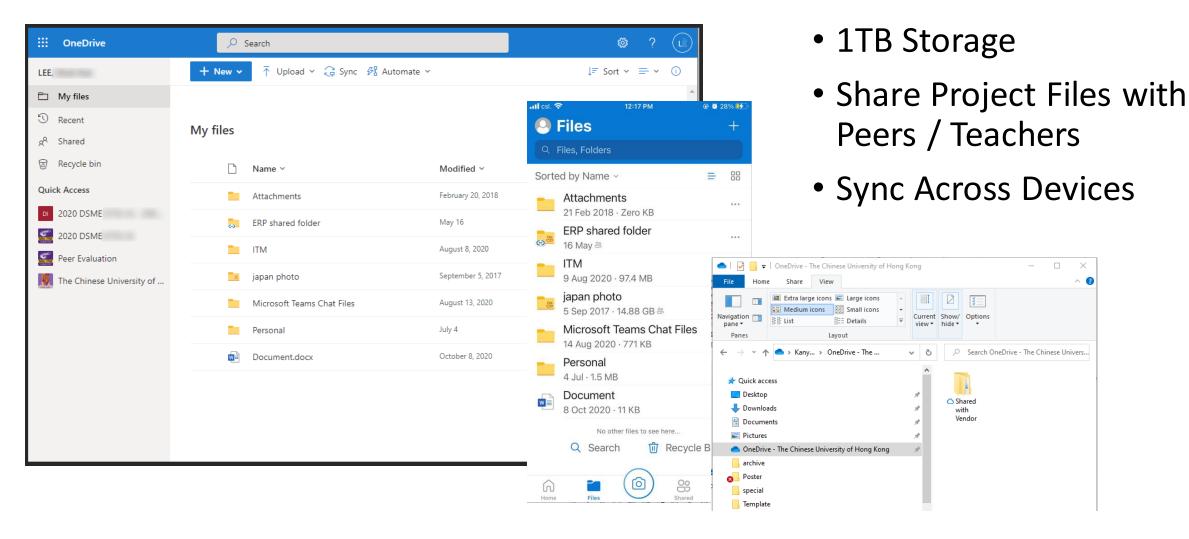
Download Free & the Latest Office @ Office 365 5 Notebook + 5 Tablets + 5 Phones





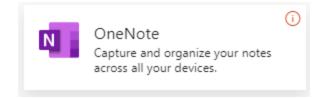
OneDrive

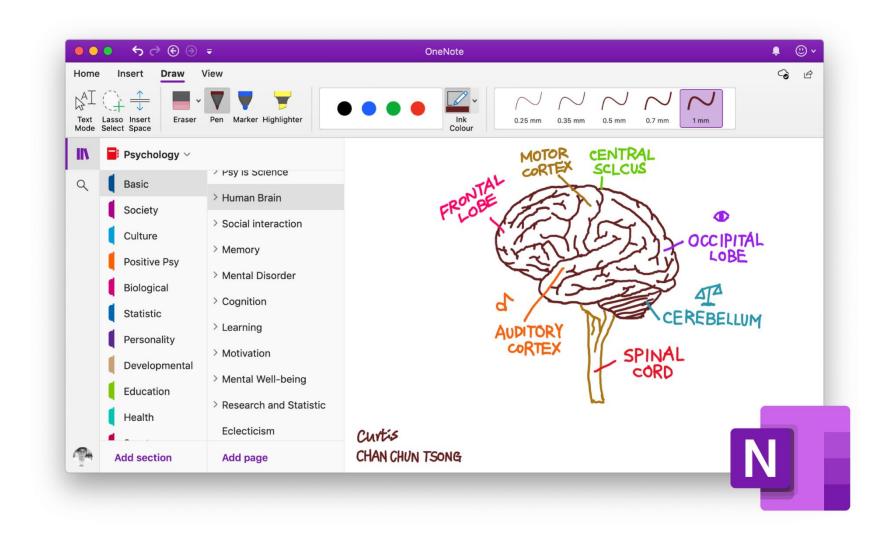
free of 1024.00 GB



Other Tools in Microsoft

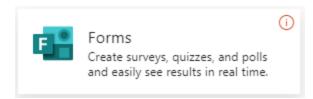
 OneNote – Quick Notes for Your Lessons & Share it with Peers

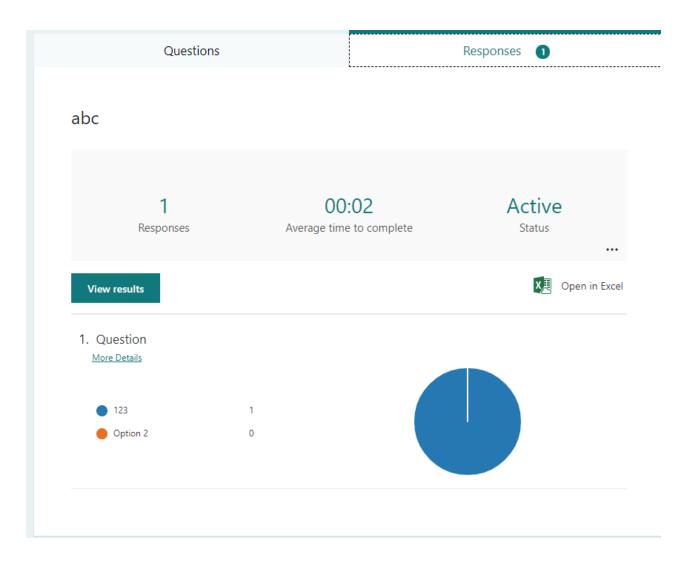




Other Tools in Microsoft

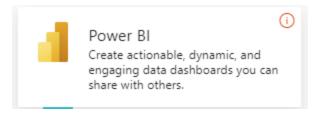
 Forms – Open / Closed Survey with Fast Report Generation

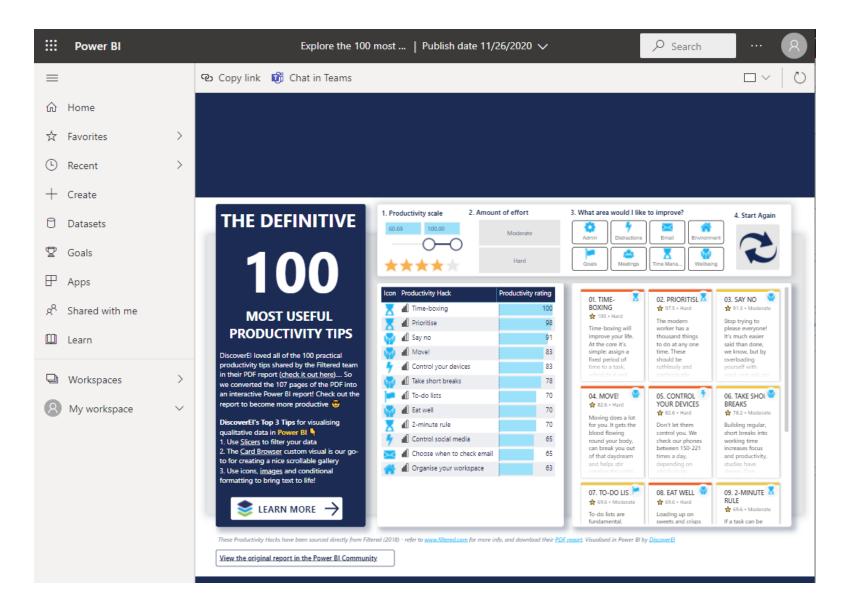




Other Tools in Microsoft

PowerBI – Visualize
 Your data





Microsoft Briefing



[MS 365 Apps] Students: Work, study and gather on Teams & experience co-working features (Cantonese)



Online Meeting via MS Teams

2 September 2021, Thursday (2:30 PM)



[MS 365 Apps] Students: Work, study and gather on Teams & experience co-working features (English)



Online Meeting via MS Teams

2 September 2021, Thursday (4:00 PM)

CUHK Network Service

WiFi and Network

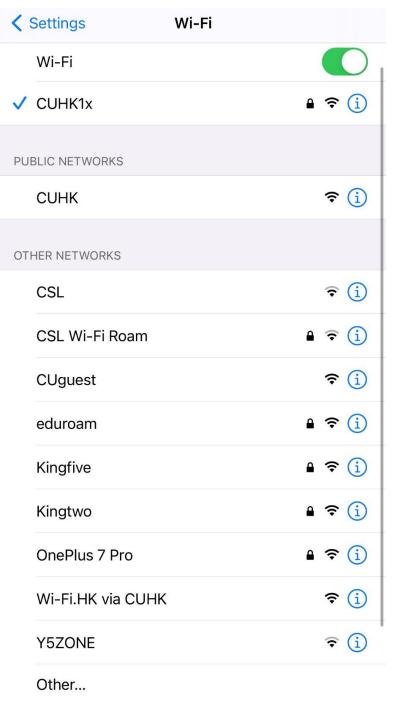


WiFi on / off Campus

- CUHK Wi-Fi Service @ CUHK
 - SSID / Network Name = CUHK / CUHK1x
 - https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network,

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

Tips: CUHK1x and Eduroam only needs login once

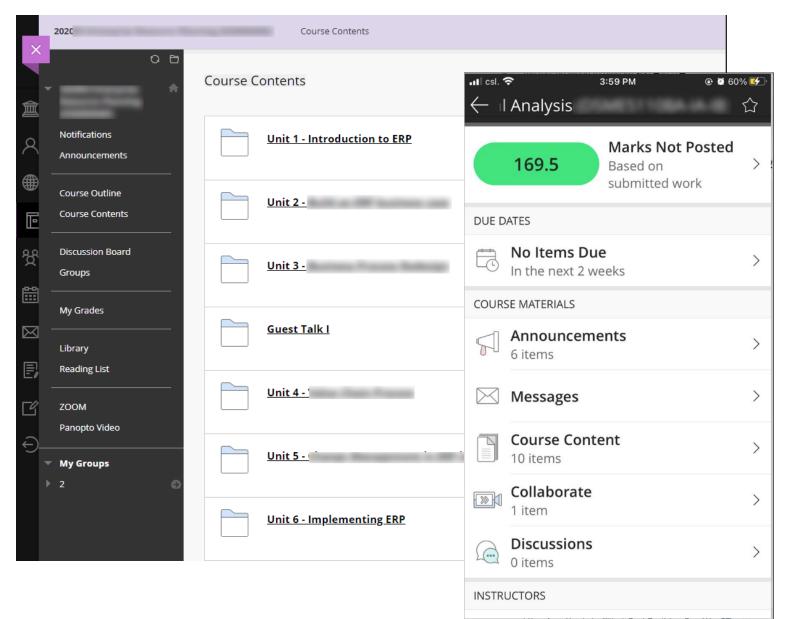


Virtual Private Network (VPN) — CUHK / SSL VPN

- 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.



Blackboard – Lecture Notes Exchange





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

https://blackboard.cuhk.edu.hk

Zoom / Teams – Online Meeting & Chatting



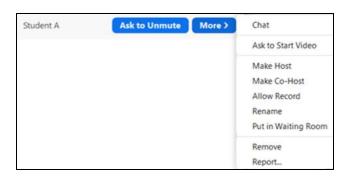
- ✓ Lock Meeting
- ✓ Enable Waiting Room

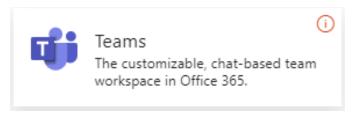
Allow participants to:

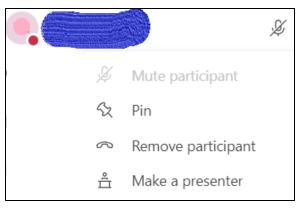
Share Screen

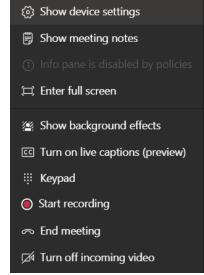
- ✓ Chat
- ✓ Rename Themselves
- ✓ Unmute Themselves

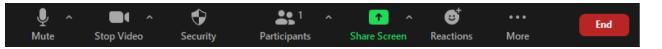
Report...









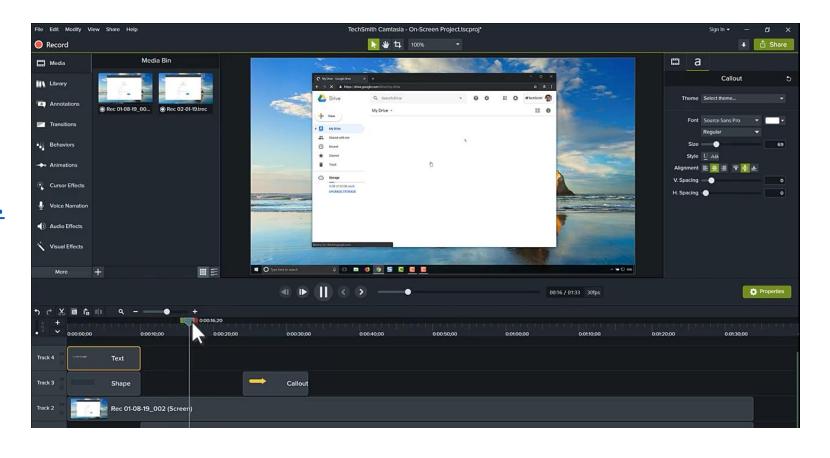




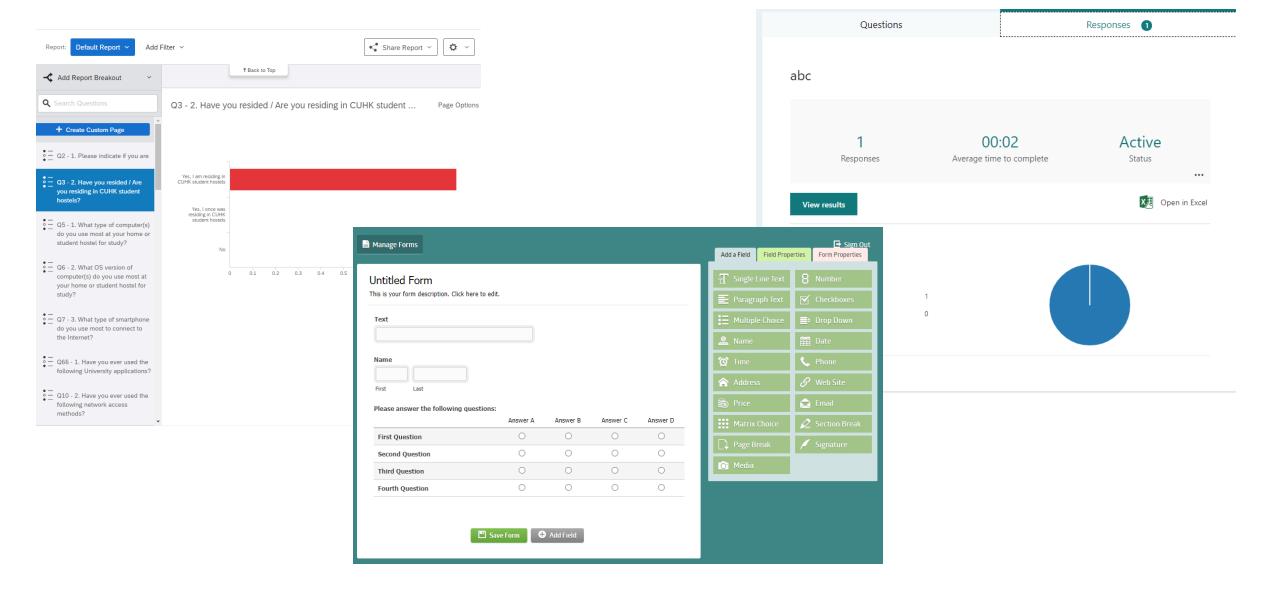
Camtasia – Video Editing

Camtasia

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



Qualtrics / MyCU Form / Microsoft Forms – Survey Tool



Qualtrics / MyCU Form / Microsoft Forms – Survey Tool

Feature	Microsoft Forms	Qualtrics	MyCUForm
Question type: Multiple choice	Yes	Yes	Yes
Question type: File upload	Yes	Yes	Yes
Display logic & branching	Yes	Yes	Yes
Allows for anonymous responses or set login	Yes	Yes	Only anonymous response
Built-in distribution via email	No	Yes	No
Ability to track which individuals have responded	No	Yes	No, until finished
Automated email reminders	No	Yes	No
Other configurable email triggers	No	Yes	Yes
Download raw response data	Yes	Yes	Yes
Automated accessibility/usability review	No	Yes	No



CUHK Mobile App



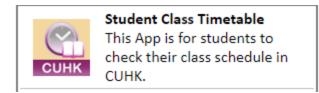
CUHK Mobile App



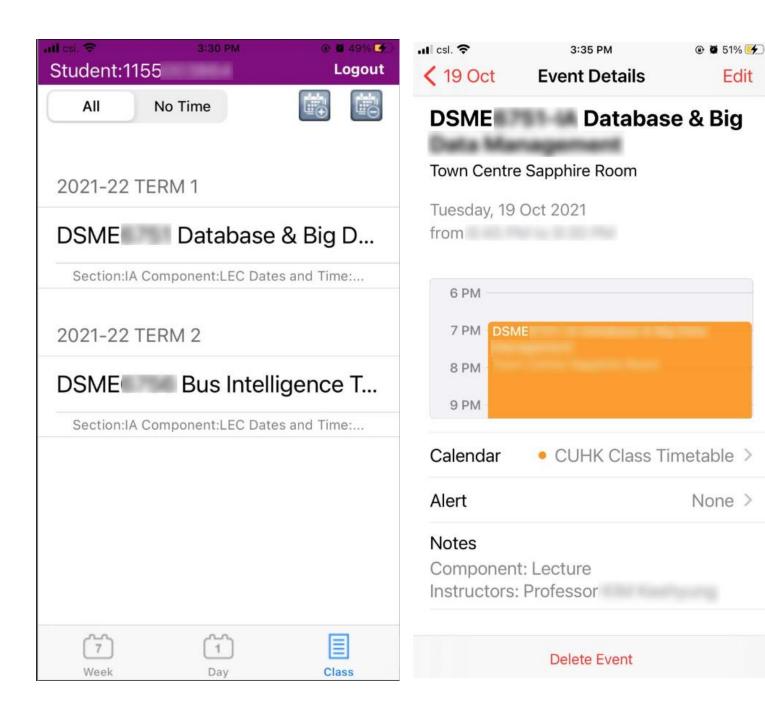
- Check hotline for each department
- Classroom location
- Shuttle bus schedule

Available @ Google Play & Apple App Store

Mobile App



- Merge your class timetable to your mobile device
- Download it at <u>https://campusapps.its</u>
 <u>c.cuhk.edu.hk/store/login.aspx</u>
- Notes for iPhone users: <u>https://support.apple.com/en-us/HT204460</u>



Safeguard Yourself & Your Device



Phishing



WE PROVIDE SERVICES FOR



Authentication

(2FA)

more news >

- 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。

由於我們的镁碱員無法到達此位置,因此為此包裹提供的镁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。

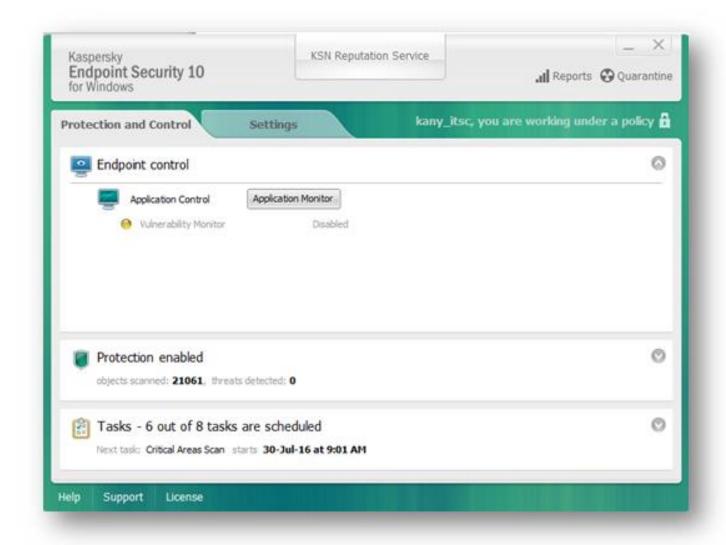
諽致問候

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。

Install Kaspersky

 Get a free copy of Kaspersky 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!)



More free software

Campus-wide Software	Student
1. Amazon Web Services (AWS) Educate	✓
3. Anti-virus solution – Kaspersky Anti-virus for Windows and Mac	✓
6. Office 365 ProPlus (Word/Excel/Powerpoint/Teams)	✓
10. MATLAB and Simulink	✓
11. Camtasia	✓
<u>12. Zoom</u>	✓

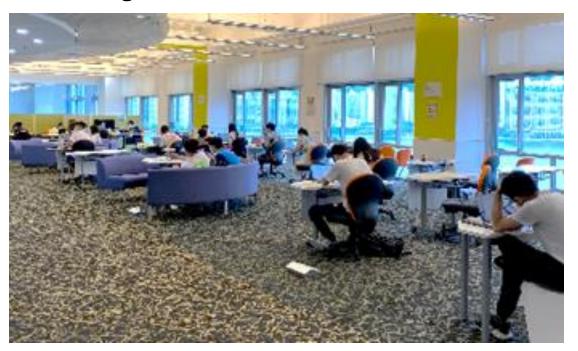


IT Facilities

- Discussion Room for Projects
- Printing and Scanning Service



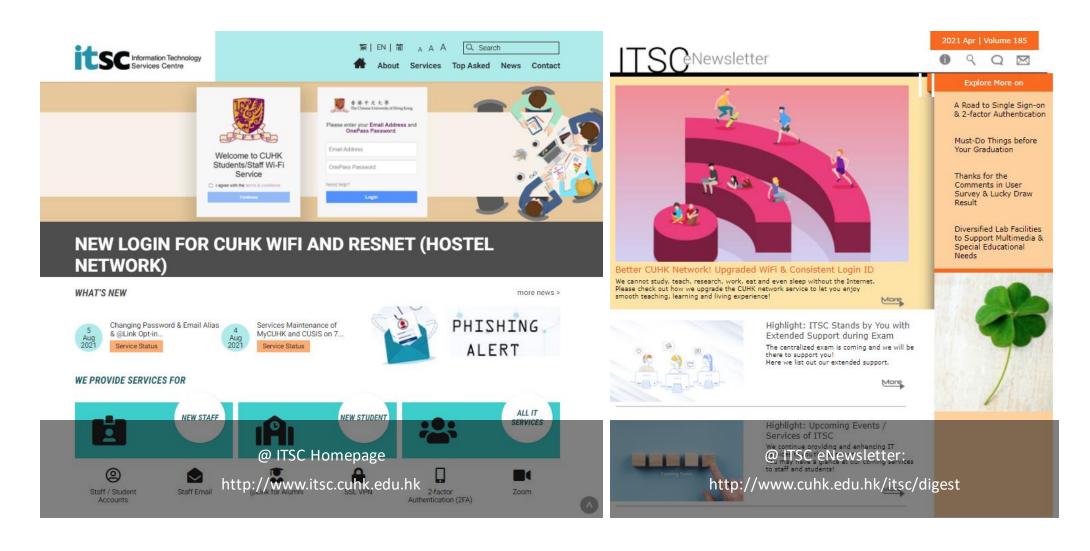
User Area, 1/F Pi Chiu Building



Learning Comons 6/F, Wu Ho Man Yuen Building

Contact & Follow Us





Stay Tuned - ITSC Homepage & eNewsletter

Follow us@FB or Our New IG/TG



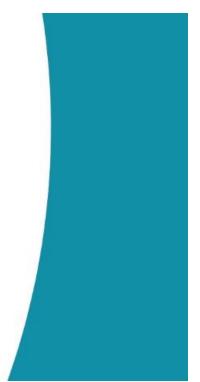




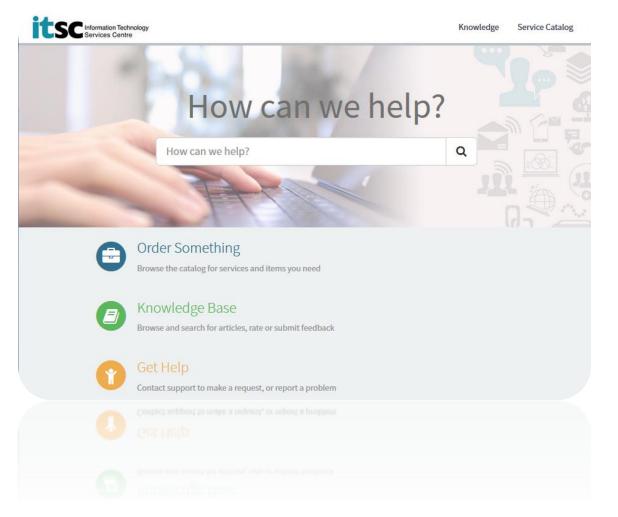








Need Help!?



❖Hotline: 3943 8845

❖ITSC Service Desk:

https://servicedesk.itsc.cuhk.edu.hk

- 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



Thank you!