

IT Services and Facilities for New HD Students 2009/10

IT Services Division
SCS, CUHK



香港中文大學專業進修學院
SCHOOL OF CONTINUING & PROFESSIONAL STUDIES
THE CHINESE UNIVERSITY OF HONG KONG

Agenda

- Computing Account & Password for Different Systems
- IT Facilities at Different Centers
- IT Regulation & Policies
- New IT Services & Systems Being Released
- Getting Help
- Q & A



Computing Account & Password for Different Systems

Type of Account	Format of User Account	Default Password	Remarks
Email Account	's' + your registration no. (e.g. s90081234), the email address would be in the format of username + SCS email domain name, e.g., s90081234@scs.cuhk.edu.hk	[first four alpha-numeric of HKID] + [Date of birth, i.e. DDMMYYYY], e.g. if your HKID no. is A123456 and your Date of Birth is 24 Dec 1991, then your default password would be A12324121991. (Case Sensitive)	Email quota: 50MB. Students cannot check the email if the account is full.
Network Account	Your registration no. (e.g. 90081234)		For login to computers at learning centres, e.g. computer labs, and network printing.
Web Inquiry Account	Your registration no. (e.g. 90081234)		For inquiry of student information such as personal information and examination results.
All other SCS web-based systems, e.g. SCS Internship / Employer System	Your registration no. (e.g. 90081234)		--



Using Your SCS Email

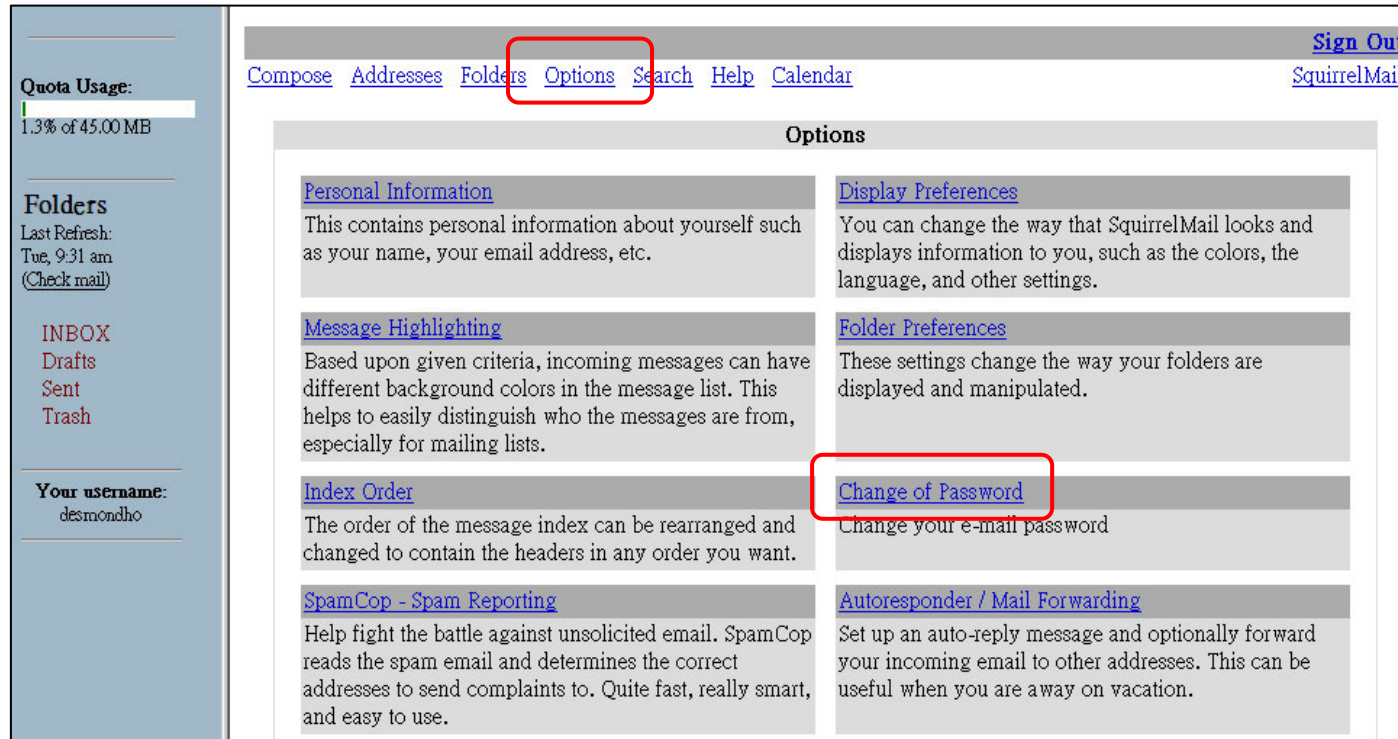
- Login your SCS email at:
<http://webmail.scs.cuhk.edu.hk/>
- User menu can be found at the following link:
http://www.scs.cuhk.edu.hk/scs/guidelines/doc/User_Guide_of_SCS_Webmail2.pdf



The screenshot shows the login interface for the School of Continuing & Professional Studies. At the top left is the CUHK SCS logo. To its right is the school's name in Chinese and English. Below this is a login form with the title "School of Continuing & Professional Studies Login". It contains two input fields: "Name:" with a placeholder "(e.g. s31231234)" and "Password:". Below the password field is a blue link for "Forget Your Password" and a "Login" button. At the bottom right of the page, there is a link for "Webmail User Guide" and version information: "SquirrelMail version 1.4.13-1.fc8 By the SquirrelMail Project Team".

Change Your Email Password 1

- After login to your WebMail, click **Options** and then **Change of Password**.



The screenshot displays a WebMail interface. On the left sidebar, there is a 'Quota Usage' section showing 1.3% of 45.00 MB, a 'Folders' section with 'Last Refresh: Tue, 9:31 am (Check mail)' and a list of folders (INBOX, Drafts, Sent, Trash), and a 'Your username: desmondho' section. The main content area has a navigation bar with links: Compose, Addresses, Folders, Options, Search, Help, and Calendar. The 'Options' link is highlighted with a red box. Below the navigation bar, the 'Options' menu is displayed with several categories: Personal Information, Display Preferences, Message Highlighting, Folder Preferences, Index Order, Change of Password, SpamCop - Spam Reporting, and Autoresponder / Mail Forwarding. The 'Change of Password' link is highlighted with a red box, and its description is 'Change your e-mail password'.



Change Your Email Password 2

- Enter your current password and new password (twice) and click the **Change Password** button.

Change your account password

Please read the following instructions before editing your Password:

- The password is letter-case sensitive, meaning an 'A' is not the same as an 'a'.
- You may use letters, numbers, and other special characters on your keyboard.
- The new password must be six (6) to eight (8) characters long.
- The new password must contain at least three (3) letters (a-z) and two (2) digits (0-9).

Your account name: 90081234

Current password:

New password:

Confirm the new password:



Change Your Email Password 3

- You should get the message "Your password was changed successfully".

Change your account password

Your password was changed successfully

Please read the following instructions before editing your Password:

- The password is letter-case sensitive, meaning an 'A' is not the same as an 'a'.
- You may use letters, numbers, and other special characters on your keyboard.
- The new password must be six (6) to eight (8) characters long.
- The new password must contain at least three (3) letters (a-z) and two (2) digits (0-9).

Your account name: 90081234

Current password:

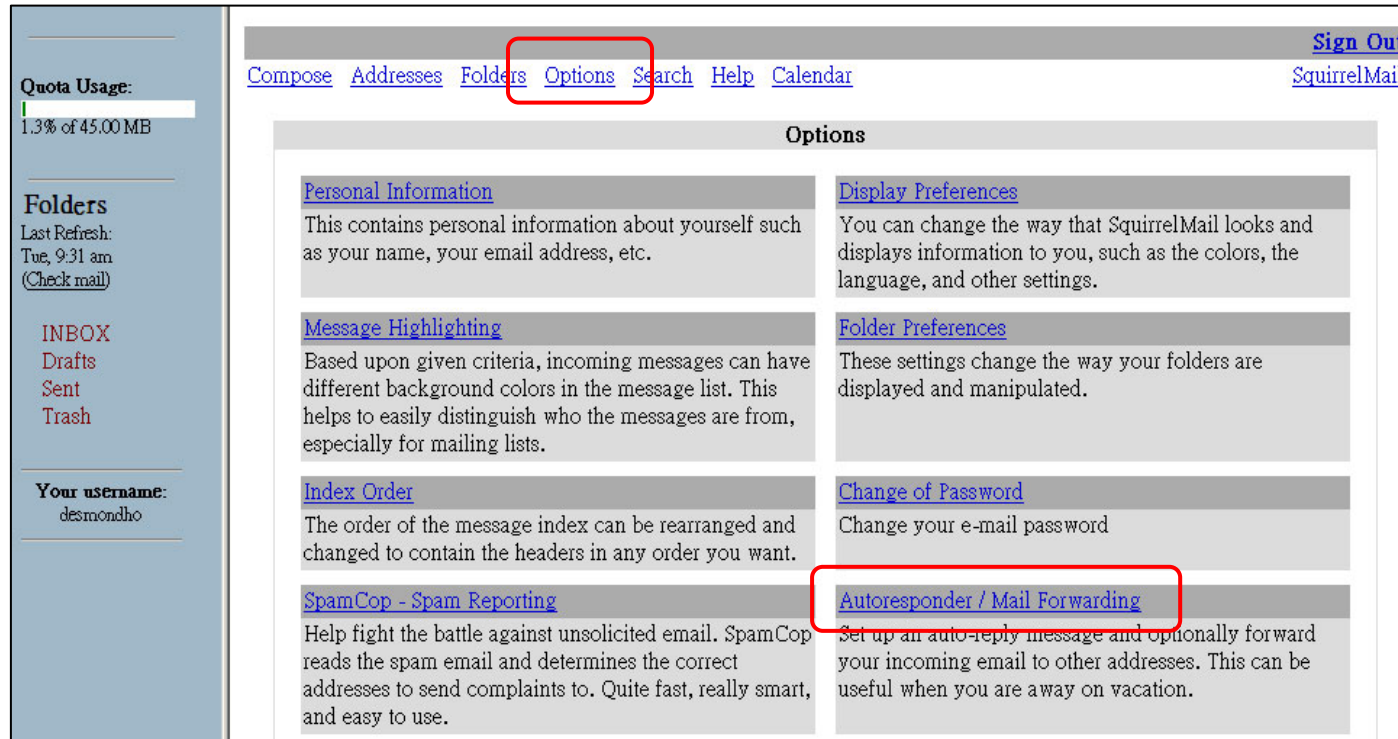
New password:

Confirm the new password:



Set up Email Auto-forwarding 1

- After login to your WebMail, click **Options** and then **Autoresponder / Mail Forwarding**.

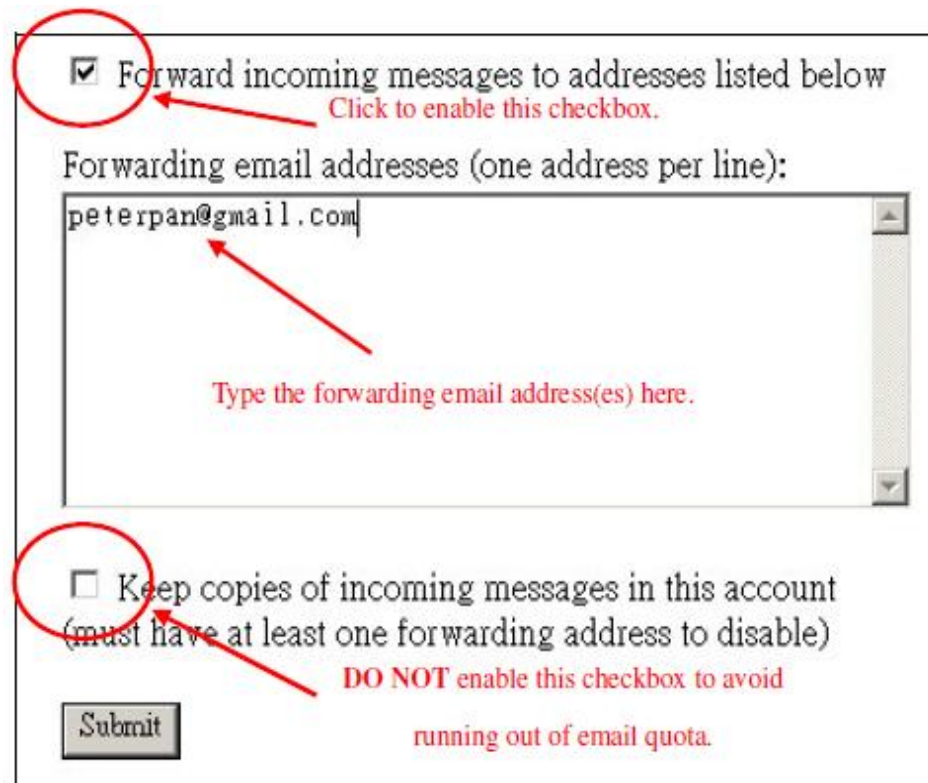


The screenshot displays a WebMail interface. On the left sidebar, there is a 'Quota Usage' section showing 1.3% of 45.00 MB, a 'Folders' section with 'Last Refresh: Tue, 9:31 am (Check mail)' and a list of folders (INBOX, Drafts, Sent, Trash), and a 'Your username: desmondho' section. The main content area has a navigation bar with links: Compose, Addresses, Folders, Options, Search, Help, and Calendar. The 'Options' link is highlighted with a red box. Below the navigation bar, the 'Options' menu is displayed with several sub-options: Personal Information, Display Preferences, Message Highlighting, Folder Preferences, Index Order, Change of Password, SpamCop - Spam Reporting, and Autoresponder / Mail Forwarding. The 'Autoresponder / Mail Forwarding' option is highlighted with a red box.



Set up Email Auto-forwarding 2

- Follow the below configurations and click the Submit button to enable email auto-forwarding.



Forward incoming messages to addresses listed below
Click to enable this checkbox.

Forwarding email addresses (one address per line):

peterpan@gmail.com

Type the forwarding email address(es) here.

Keep copies of incoming messages in this account
(must have at least one forwarding address to disable)
DO NOT enable this checkbox to avoid
running out of email quota.

Submit

Change password for Network Login Account

- Login to any desktop computer at the learning centre.
- If it is the 1st login, you are forced to change your password
- Press CTRL + ATL + DELETE keys altogether on the keyboard.
- Click the Change Password (變更密碼) button.
- Enter your Old Password and New Password (twice) and click OK.
- Your password is changed



Using Web Inquiry Account

- Login with your SCS email/password at the following link:

<http://www.scs.cuhk.edu.hk/scs/students/login?disp=en>



The screenshot shows the Student Login page. At the top left is the CUHK SCS logo and the text '香港中文大學專業進修學院' (The Chinese University of Hong Kong School of Continuing & Professional Studies). A navigation menu on the left lists: Login as: Guest, Login, Personal Information, HD Programme Results, Other, Programme/Course, Results, Class Schedule, Payment Schedule, Contact Us, and Forms for proof of result. The main content area features a 'Student Login' form with fields for 'Registration No.' and 'Password (case sensitive)', and 'Submit' and 'Reset' buttons. A 'Forgot password' link is located below the form. The page also includes a 'Print' button and a '中文' (Chinese) link in the top right corner.



Using Computers in Computer Laboratories

- 2 types of computer labs:
 1. Teaching Lab: For scheduled class only.
 2. Free lab: You can use the computing resources at any free lab according to its opening hours. The opening time and exact locations of the free labs can be checked in the below website:

http://www.scs.cuhk.edu.hk/scs/hd/itservices/computing_facilities_EN.html



Printing Services

- HK\$60 print quota every academic year
- Can purchase extra printing credit by making deposit to their user accounts at the counter of each centre
- HK\$0.3 for black and white
- HK\$2.0 for colour (at TST & Central centers only)



Wi Fi Services

- Will be available in ALL learning centers (installation work is under way and official launch date will be announced in early Sept)
- The login account and password is the same as your network account

Center	Locations with WiFi Access
Mongkok Learning Centre	Lecture Theatres (Tower A & B) Sky Gardens (A19, B19) Study Room (A21) Common Room (B22) Computer Labs (A12, A14, B14) Conference Room (A23) Language Learning Enhancement Centre (A16)
Bank of America Tower	Lecture Theatre 112 Common areas (1/F & 2/F) Room 100
Oriental Centre	Rooms 1301 and 1302 13/F Resource Room
East Ocean Centre	Whole Area



University Library System of CUHK

- Each full-time student will receive a CUHK library card
- Each student has 5 volumes of borrowing privileges for 14 days
- Library online services can only be accessed via computers connected to CUHK network (computer at different learning centers)
- Separate Library tour(s) will be arranged later (please check with your programme)

Ref. Link:

http://www.scs.cuhk.edu.hk/scs/hd/itservices/library_services_EN.html



香港中文大學專業進修學院
SCHOOL OF CONTINUING & PROFESSIONAL STUDIES
THE CHINESE UNIVERSITY OF HONG KONG

IT Regulation & Policies

- Please go the following link of more details:
<http://www.scs.cuhk.edu.hk/scs/guidelines/doc/gl080?disp=en>



New Service: The SCS School Portal

- A common web-gateway for all school information and online services for all SCS members, i.e. full-time students, staff and instructors.
- A common place to bring all members together and consolidate resources in supporting teaching and learning.
- To be ready for production by late Sept. 09.



Getting Help 1

- Students can seek assistance at the enrollment counter of each learning centre and the counter staff will contact the IT support staff who will render support immediately. Below please find the locations, and opening hours of each centre.



Getting Help 2

Centre	Counter Location	IT Service Hours
Central (Bank of America Tower)	1/F, Bank of America Tower	Mon-Sat: 09:00-20:30 Sun: 09:00-17:00 Closed on Public Holidays (Lunch break on Sat & Sun: 13:00-14:00)
Tsim Sha Tsui (Oriental Centre & East Ocean Centre)	13/F, Oriental Centre	
Mong Kok (Mong Kok Learning Centre)	4/F, Block A, Mongkok Learning Centre	

* If you want to seek IT assistance beyond the opening hours of the enrollment counters (i.e. Sundays, after 6 pm on Saturdays, and after 8pm on weekdays), you can call the posted mobile number of the respective centre in case of emergency IT request.



Getting Help 3

- Students can also send questions on any IT-related problems/inquiry via email at support@scs.cuhk.edu.hk, we will check the email everyday and answer each question within 2 working days.



Further Information

- SCS Higher Diploma Programme – IT Services
http://www.scs.cuhk.edu.hk/scs/hd/HD_Std_EN.html
- This PowerPoint file can be downloaded at:
http://www.scs.cuhk.edu.hk/scs/hd/itservices/HD_Students_Briefing_2009_10.pdf



THANK YOU!!



香港中文大學專業進修學院
SCHOOL OF CONTINUING & PROFESSIONAL STUDIES
THE CHINESE UNIVERSITY OF HONG KONG