

New Student Account Activation and Orientation Workshop for 2020-21

A) New Student Login Account Activation

(for access to PC in computer laboratory, self-access room and Library, Wi-Fi service)

- Press CTRL + ATL + DELETE keys simultaneously in any Campus's desktop computers (e.g. PC in self-access computer room or e-Learning center)
- Login with username: "s" + "Student ID" (e.g. s2002999)
- Default password for student registered with:
 - HKID: (e.g. HKID Y123456(7), DOB 3 August 2001)
Password = [HKID (first 5 alphanumeric characters) + day in Date of Birth (2) + #],
i.e. Y123403#
 - Passport with alphanumeric number: (e.g. HA12345, DOB 3 August 2001)
Password = [Passport no (first 5 alphanumeric characters) + day in Date of Birth (2) + #],
i.e. HA12303#
 - Others (e.g. with student ID 2002999, DOB 3 August 2001)
Password = S+ [first 4 numbers of Student ID + day in Date of Birth (2) + #],
i.e. S200203#
- Students should change their passwords after first logon (by pressing CTRL + ATL + DELETE keys simultaneously).

B) New Student Email Service Activation (in Microsoft Office 365 with 50GB storage space)

- Login page: www.office.com
- Sign in using email address:
 - CIHE student: [s + Student ID]@mail.cihe.edu.hk (e.g. s2002999@mail.cihe.edu.hk)
 - CBCC student: [s + Student ID]@mail.cbcc.edu.hk (e.g. s20039999@mail.cbcc.edu.hk)
- Default password will be the same as the above for Student Login Account.
- Students should change their passwords after first logon.
(Click on Account Name icon at top right corner in Office 365 home page → My Account → Manage security & privacy → Password)

C) Student Portal (<http://studentportal.cihe.edu.hk>)



Setup on-campus Wi-Fi Service for mobile device and portable computer

- Use email address to logon to Office 365 (www.office.com)
- Go into SharePoint--> Student Portal --> ITSC website--> IT Services--> Wi-Fi Service and follow the instructions
- Student Portal (<http://studentportal.cihe.edu.hk>)

D) Enroll ITSC Online Orientation Workshop 2020-21



- (21/9-9/10, Monday to Friday from 12:30 to 13:00, except public holiday)
- Use email address to logon to Office 365 (www.office.com)
- Go into SharePoint--> Student Portal --> Event Calendar --> ITSC Online Orientation Workshop 2020-21 to register