Step 4 – Collect Your Computing Accounts Information (CAI)

4.1 Go to http://cai.itsc.cuhk.edu.hk/

4.2 Click ‘Start’

4.3 Click the checkbox after reading the Privacy Policy Statement (PPS)

4.4 Enter the text shown on screen

4.5 Click ‘Next’
1. Your application number

2. Please input your Email Address OR Mobile Phone Number which received V-Code.

3. Date of birth in yyyy/mm/dd format (For example, enter 1986/01/05 for 5 Jan 1986)

4. Select the programme you will be admitted to:
   - Undergraduate
   - Postgraduate (Except PGDE)
   - Postgraduate Diploma in Education (PGDE)
   - International Asian Studies Programme (Undergraduate/Postgraduate)
   - International Summer School Programme

5. Input your 6 digits V-code (Refer to the email captioned ‘The v-code for verification in Student Computing Accounts Collection System’)

6. Select ‘International Asian Studies Programme (Undergraduate/Postgraduate)’

7. Click ‘Next’

8. Input your application number

9. Input your email address which received the v-code

10. Select your date of birth by using the calendar icon

11. Click ‘Next’

12. Input your 6 digits V-code

13. Click ‘Next’

14. Print/Save your CAI slip
Step 5 – Complete Online Student Record Form (MUST do it after Step 4)

5.1 Go to [http://portal.cuhk.edu.hk](http://portal.cuhk.edu.hk)

5.2 Click ‘OnePass’

5.3 Input your student ID (10 digits without ‘s’): Refer to your CAI slip

5.4 Input your CUHK OnePass password which is case-sensitive: Refer to Section C ‘Computing Accounts Details’ of your CAI slip

5.5 Click ‘Login’

5.6 Select ‘CUSIS and MyStudy’
Points to note

- “National ID” shown in the system is not applicable to you.

- Before you complete the online registration, you can delete your uploaded photo by clicking the delete button in the ‘upload document’ page, and upload a new photo again. However, you will not be allowed to change the uploaded photo after submitting the online student record form.

- After inputting all the personal data and uploading the required documents, remember to click the ‘submit’ button in the ‘declaration’ page to confirm your registration.

- Once you submit the online student record form, you will not be able to open it again. However, you can still update your address, email address, phone number, emergency contact and internet address in CUSIS.

5.7 Click ‘Registration’ to complete the online student record form.