Online New Student Registration

Step 4 – Collect Your Computing Accounts Information (CAI)

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

4.2 Click ‘Start’

4.3 Enter the text shown on screen

4.4 Click ‘Next’

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

4.6 Click ‘Next’
Instruction - Please fill in the following information to identify yourself.

1. Your application number

4.7 Input your application number

2. For local student, please enter the first 4 digits of your HKID card number

or

For non-local student, please enter the last 4 characters of your passport number

4.8 Input the last 4 characters of your passport number (Use the last 4 characters of the identification number you used to create your online application form.)

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

4.9 Select your date of birth by using the calendar icon

4.10 Click ‘Next’

Instruction - Please enter the 6 digit V-code.

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

4.12 Click ‘Next’

Instruction - Please save or print your Computing Accounts Information below.

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

5.1 Go to 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.