

City University of Hong Kong

Information for Visiting Students Enrolled under the Collaboration Scheme between City University of Hong Kong and Hong Kong Baptist University (Semester B 2022/23)

1. **Student Number**

The student number assigned to you is the number by which you will be identified throughout your studies at CityU.

2. **Pre-enrolment and Electronic ID**

Pre-enrolment is an online process through which a new student will confirm his/her personal contact information to the University and to activate his/her provided electronic ID (EID).

You can use your EID to log into the CityU Portal, the gateway that allows you access to all kinds of information related to your studies and your life at CityU. To login CityU Portal, go to the CityU homepage and then click “Portal” under “Quick Links” at the top of the screen. In order to activate your EID, you must perform the online pre-enrolment process, which is accessible by going to <http://go.cityu.hk/acteid>. Follow the steps to activate your EID, assign a password for your account, accept the declaration and update your personal data for communication. There is no need for you to upload a photo.

If you have forgotten your password, you have to attend the Service Counter inside the Computing Services Centre (Level 4, Li Dak Sum Yip Yio Chin Academic Building) in person to have it reset.

3. **Students with Special Educational Needs (SEN)**

Students who have special educational needs are advised to let the University have a better understanding of what help you may need so that we can provide appropriate assistance to facilitate your learning here. Please submit on-line declarations via AIMS >> Student Admin >> Student Information >> Students with Special Educational Needs. The timeline for the Semester B 2022/23 declaration exercise for new students admitted in 2022/23 is by the end of Week 2 (21 January 2023).