

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 A 2023/24)

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)**

The University is committed to providing an equal educational opportunity for all students including those with Special Educational Needs (SEN). You may complete the online declaration with supporting documents no later than the end of Week 2 of the first Semester/Term (**16 September 2023 for Semester A 2023/24**) of your admission so that suitable accommodations can be provided to facilitate your learning at the University.

Steps for Declaration:

1. Log onto AIMS from CityU homepage.

2. Click "Student Record" menu.

3. Select “Special Educational Needs Declaration” from "My Applications"