

IT Starter Kit for VL



Information Technology Unit

Content

- CPCE Portal
- Staff Email service
- Moodle System
- Class Register System
- How to config Wi-Fi
- CAPMS
- ITU helpdesk

CPCE Portal

- Link to frequent use systems
- <https://portal.cpce-polyu.edu.hk>

ifs.cpce-polyu.edu.hk/adfs/ls/?SAMLRequest=jZJdT4MwFib%2FCun9aMs%2BbQYJbh

Sign In

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香港理工大學

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專業及持續教育學院

CPCE Single Sign On

User name:

Password:

Sign In

[Forgot Password](#)

FOR STUDENT: Please use your email password (NOT PIN) to login.

Login Name : AD account

AD Password

CPCE Portal

To protect your personal data, please logoff after you use the public PC

CPCE Portal



Office 365 OWA
[Office 365 OWA User Guide]
[Outlook Configuration Guide]
[Outlook AutoArchive Guide]
[Email Policy]



Change Password
[Edit My Display Name]
[Security Question Setup]
[User Guide]



Room Booking System
[Download User Guide]



Moodle E-learning System
[Login as Guest Student]
[Moodle User Guide]
[What can Moodle do?]



Originality Checking Software
[VeriGuide and Turnitin User Guides]
[Use Turnitin on Moodle]
[Go to VeriGuide Website]



Poll Everywhere
[Installation and User Guides]
[Induction Video for First-time-Use Students]



Microsoft Office SharePoint
[User Guide for Uploading File]
[Useful Help and Tips]



Wireless LAN
[Configuration Guide (Staff)]

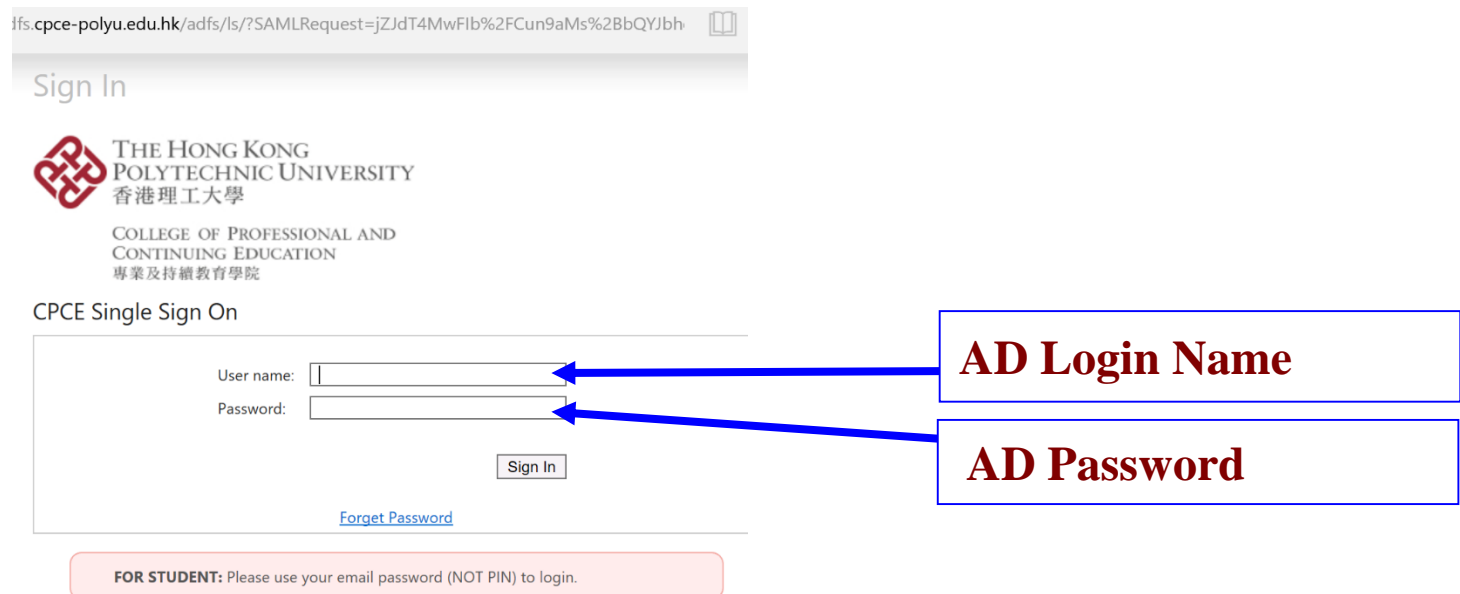


IT Training Registration

Special reminder :
User are required to
change the CPCE
AD password
annually

Email Service - Webmail


- <https://email.cpce-polyu.edu.hk>



The screenshot shows the login page for CPCE Single Sign On. The browser address bar displays the URL: `ifs.cpce-polyu.edu.hk/adfs/ls/?SAMLRequest=jZJdT4MwFlb%2FCun9aMs%2BbQYJbh`. The page title is "Sign In". The logo of The Hong Kong Polytechnic University is displayed, along with the text "THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學" and "COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION 專業及持續教育學院". Below this, the text "CPCE Single Sign On" is shown. The login form contains two input fields: "User name:" and "Password:". A "Sign In" button is located below the password field. A "Forget Password" link is positioned below the "Sign In" button. At the bottom, a pink box contains the text: "FOR STUDENT: Please use your email password (NOT PIN) to login." Two blue arrows point from the "User name:" field to a box labeled "AD Login Name" and from the "Password:" field to a box labeled "AD Password".

ifs.cpce-polyu.edu.hk/adfs/ls/?SAMLRequest=jZJdT4MwFlb%2FCun9aMs%2BbQYJbh

Sign In

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CPCE Single Sign On

User name:

Password:

Sign In

[Forget Password](#)

AD Login Name

AD Password

FOR STUDENT: Please use your email password (NOT PIN) to login.

Email Service Reminder

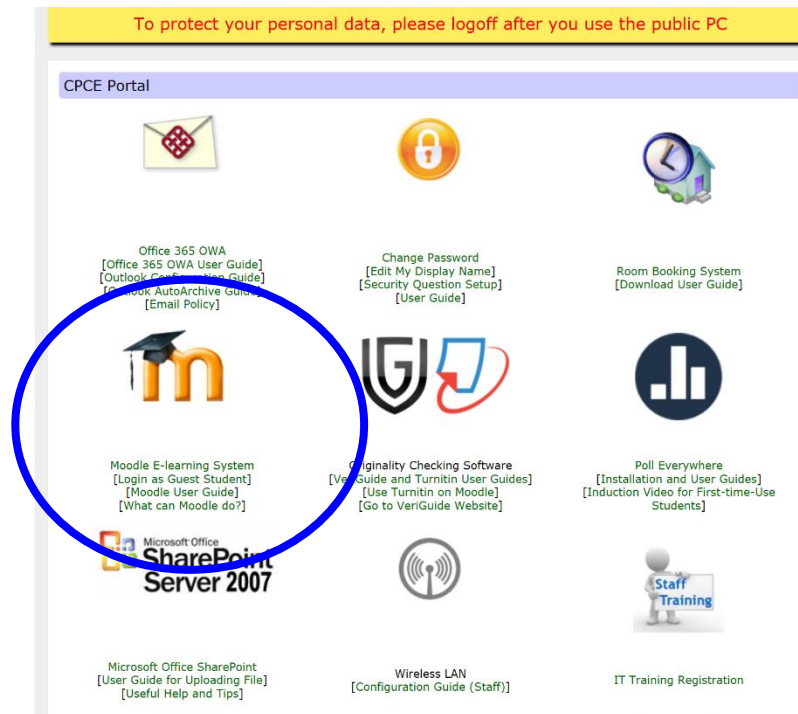
- User shall follow the CPCE email policy
- User shall use the CPCE email service in a decent way
- Sensitive information shall be encrypted by the encryption tool e.g. VeraCrypt before sending it out
- User shall backup and archive the email regularly

Email Service

- Mailbox size : 100GB
- Maximum Attachment Size : 25MB
- For sharing of large file, please use onedrive
- User guide is available in CPCE Portal
 - <https://portal.cpce-polyu.edu.hk>

Moodle - E-learning System

- <https://moodle.cpce-polyu.edu.hk>
- Or Access through CPCE Portal



Class register system

- Student class registration information
 - <https://www.cpce-polyu.edu.hk/speed/its/classregister>

Class Register System

HONG KONG COMMUNITY COLLEGE
香港專上學院

School of Professional Education and Executive Development
專業教育學院 SPEED

LOGIN

NetID :

NetPassword :

Login Clear

SCREEN SETTING

Recommended browser :
Internet Explorer version 5.0 or above.

Recommended display resolution :
1024 x 768

NetID & NetPassword: NetID is the user's personal identification. The NetID owner is responsible for maintaining and safeguarding the confidentiality of the NetID, and is responsible for all activities that occur under the NetID account, and hence any consequence that may result from its use.

The NetID owner should not disclose or share the account with another person. User should regularly change his/her password and immediately report to the ITS Help Centre if the NetID or NetPassword is known or suspected to have been compromised in any way.

Class Register System - Version 1.0 Copyright (C) 2004 The Hong Kong Polytechnic University. All Rights Reserved

Onedrive - online storage

- <https://email.cpce-polyu.edu.hk>
- 5TB Storage
- Account and content will be removed on departure

How to config Wi-Fi

- User guide available at CPCE Portal



Wireless LAN
[Configuration Guide (Staff)]

SSID: CPCE_Staff

**CPCE username
Portal Password**



[eduroam User Guide]

SSID: eduroam

***username@cpce.hk*
Portal Password**

CPCE CAPMS

- For Student Assessment Result Entry
- <https://capms.cpce-polyu.edu.hk>

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College Academic Performance
Management System

Login

Username

Password

CPCE username
Portal Password

Good Practices to Prevent Data Leakage

- Avoid storing sensitive data over internet or Public Online Storage Space
- Avoid using the file sharing or peer to peer software
- Encrypt your files e.g. VeraCrypt
- Avoid sending sensitive data over internet e-mail
- Virus scan files from external source
- Ensure physical security of your computer
- Do not leave printed documents unattended

ITU Helpdesk contact

- Telephone
 - x0818 (Hung Hom Bay)
 - x0819 (West Kowloon)
- Email
 - pfitoper@cpce-polyu.edu.hk