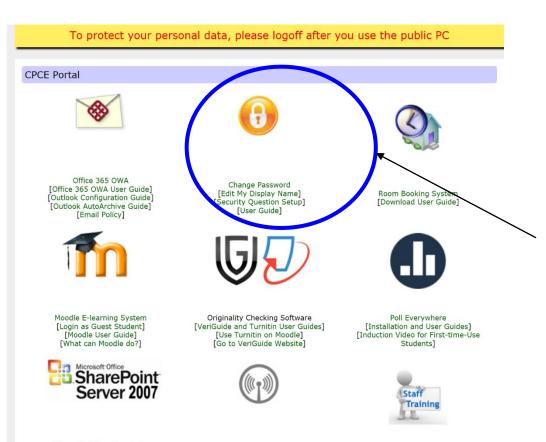# IT Starter Kit for VL

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

Login Name : AD account

AD Password

CPCE Portal

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

Email Service – Webmail

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

AD Login Name

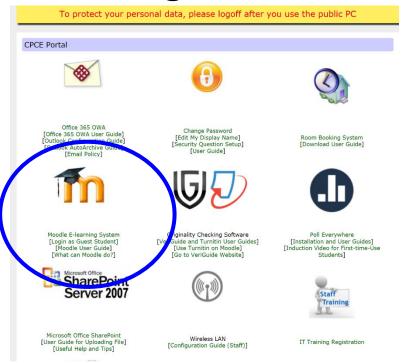AD Password

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

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

[eduroam User Guide]

SSID: eduroam

username@cpce.hk
Portal Password

CPCE CAPMS

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

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