Online Advising Support and Interactive Study System

User Manual
GE Online Registration Student Manual

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OASISS and You

The Online Advising Support and Interactive Study System aims to:

• Improve support for students by proactively addressing students’ personal needs and individualised services such as counseling, academic and career advice and online registration for GE/DGS/FY electives;

• Provide a platform for student consultation with lecturers who may be at a different campus at any given time;

• Provide a synchronous learning platform for language support and enhancement, i.e. English and Putonghua clinics, across campuses;

• Help instructors and student affair officers communicate with students effectively even though they are situated in different campuses; and

• Foster a campus culture of support, thus building a sharing and caring educational environment.

One of the many useful functions provided by OASISS is online registration of General Education Courses. This manual shows you how to register for General Education courses online.

Register for a General Education Course

Objectives

After reading this section of the manual, you will be able to:

a. Login to OASISS.

b. Create Student Profile for First-time Student User.

c. Edit Student Profile.

d. Register for a General Education course.

Prerequisites

• You are currently enrolled in CIHE and CBCC are able to login to the CIHE domain.

• Your computer is connected to the Internet.
Procedures

Step 1: Login to OASISS

Launch your web browser and visit http://oasiss.cihe.edu.hk

You will be directed to the OASISS homepage. Enter your username and password under the Student/Staff Login column. Then click [Login]. (A in Figure 1)

Note: Your login name and password are the same as your login to the CIHE domain.

If you login successfully, you will be directed to the OASISS Front-end Page. (Figure 2) You are able to choose any OASISS function from the Main Menu Toolbar. If you are a first-time student user, please refer to Step 2 to create your personal Student Profile. Once this has been achieved you will be given access to all OASISS functions.
Step 2: Create Student Profile

If you are a first-time OASISS user, you will be automatically directed to the Student Information Form. (Figure 3) Fill in all the information required for the Student Information Form, then click [Submit] to confirm and save that information. If you want to edit the form, click [Reset] (B in Figure 3).

Figure 3 Student Information Form

Note: When you have submitted the Student Information Form, a confirmation email will be sent to your nominated email address. (Figure 4)
Obtain the activation code from the confirmation email sent to your nominated email address. (C in Figure 4)

![Figure 4 Validation Code](image)

Enter the 8-digit activation code in the textbox and then click [Validate] next to the textbox. (D in Figure 5)

![Figure 5 Request for Validation Code for First-time OASISS Student Users](image)

You will be directed to the Front-end Page of OASISS. (Figure 6) You are now ready to use OASISS. You may choose any of the functions from the Main Menu Toolbar.
Step 3: Edit Your Student Profile

You are able to edit the information you have provided to OASISS at anytime. This section will guide you through the editing process.

Login to OASISS. (See Step 1 of this manual)

Click [Profile] on the Main Menu Toolbar to view your Student Profile. (Figure 7)

You will be directed to the Student Profile page as shown in Figure 8.
Click **Edit** on the top right corner of the Student Profile page. (E in Figure 8)

You will then be directed to the Student Information Form. (Figure 9) Edit any information on the Student Information Form. (F in Figure 9)

Click **Submit** to confirm the updated information. (G in Figure 9)

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**Step 4: Register for a General Education Course**

Click **Course Selection** on the Main Menu Toolbar. (Figure 10)
You will be shown the page in Figure 11. A brief description of General Education courses will be provided. You should read these brief descriptions.

To proceed with GE course selection and registration, click under the General Education section. ( in Figure 11)

Select a course and click to register for that course. ( in Figure 12)

Note: Vacancies in courses are shown next to the button.
The course you have added will then be shown under My Registered Courses. (Figure 13)

If you wish to drop a registered course listed under My Registered Courses, click next to the registered course. (J in Figure 14)
**Figure 14** DROP Button

**Figure 15** Course Removed from My Registered Courses

*Note:* The course you dropped will be removed from the list under My Registered Courses. (Figure 15)

This is the end of the GE Registration Student Manual. Feel free to send us your comments regarding this manual or OASISS.

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Step 5: Check Your Course Registration Status

In order to view your course registration status,

click [Profile] on the Main Menu Toolbar

Then select appropriate buttons under MY RECORD to check the registration status.
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