User Manual

“College Life and You” Courses Online Registration

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網上輔導支援及互動學習系統
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OASISS and You

The Online Advising Support and Interactive Study System will:

• Improve student support by proactively addressing student’s personal needs through individualised services such as counseling, and academic and career advice;

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

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

• Help instructors and student affair officers communicate with students effectively even through they are scattered among 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 College Life and You Courses. This manual shows you how to register College Life and You Courses online.

Register for College Life and You Courses

Objectives

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

a. Login to OASISS.

b. Create a Student Profile if you are a First-time Student User.

c. Edit your Student Profile.

d. Register for College Life and You Courses.

Prerequisites

• Your computer is connected to the Internet.

• You are currently enrolled in CIHE/CBCC and are able to login to the CIHE domain.
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 have made a successful login, you will be directed to the OASISS Front-end Page. (Figure 2) You can choose any OASISS function from the Main Menu Toolbar. If you are first-time student user, please refer to Step 2 for creating your personal Student Profile before accessing OASISS. Otherwise continue to Step 4 for College Life and You course registration.
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 by the Student Information Form, then click [Submit] to confirm and save your information. If you want to undo the form, click [Reset]. (B in Figure 3)

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. (C in Figure 4)

![Validation Code](image)

Figure 4 Validation Code

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

![Request for Validation Code](image)

Figure 5 Request for Validation Code for First-time OASISS Student Users

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

You can edit the information you have provided to OASISS at anytime. This section will guide you to edit the information you have provided in your Student Profile.

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.
Step 4: Register for College Life and You Courses

Login to OASISS (See Step 1 of this manual)

On the Front-end Page, click on the Main Menu Toolbar. (Figure 10)
You will be shown the page in Figure 11. A brief description of College Life and You Courses will be provided. Read the brief descriptions.

To proceed with your College Life and You selection and registration, click under the College Life and You section. (        in Figure 11)

Select the required courses listed by modules. Click ADD to register for a course. ( in Figure 12)

Note: The course vacancies are shown next to the button.
The course you added will then be shown under My Registered Courses. (Figure 13)
Figure 14  DROP Button Next to the My Registered Courses

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 College Life and You Courses Online 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 click on [MY SAO Activities Course] under MY RECORD
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Online Advising Support and Interactive Study System

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