

Quick Guide to IT Services



**Any IT enquires, please call
3411 3300**

8/F Rm 810 Free Use Lab



Computer Facilities

Equipped with over 30 sets of **computers**, **iMac** and **printer**.

-  Keep venue clean and tidy
-  Eat & Drink
-  Reserve computing places with personal belongings
-  Avoid last-minute printing before class

Multi-Factor Authentication

A. I am new to HKBU and want to register my
First MFA.



Can I follow the guidelines to do myself outside
campus/at home?

YES!

Multi-Factor Authentication

B. I have a **New Smartphone**; but MFA not able to use now.

Do it
anywhere,
anytime OK

My old phone
in hands now?

Step 1

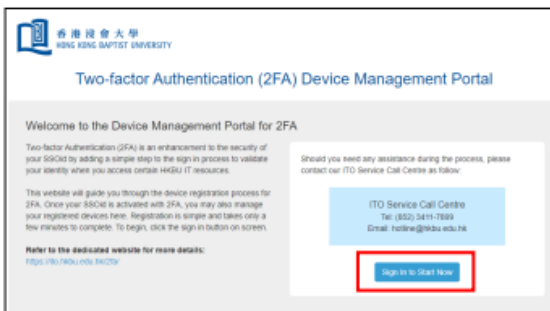


Step 2

Step 1



Tips: only **ONE** device of your choice can receive Duo Push at a time.

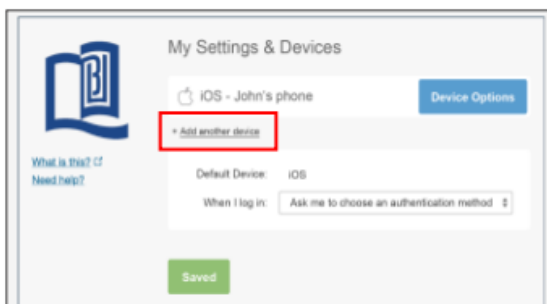


1 Go to Device Management Portal (<https://iss.hkbu.edu.hk/buam/DuoReg>) and click 'Sign In to Start Now'.

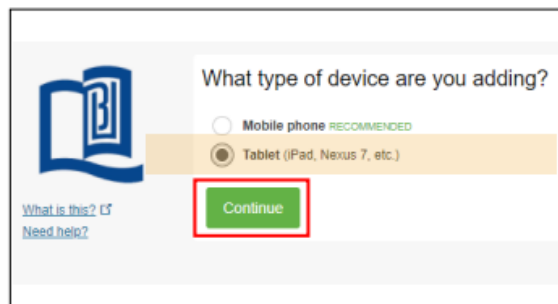


2 Enter your 'HKBU Email Address' and password (on NEXT page). If you're using non-HKBU networks, you need to answer Security Question after that.

Tips: 'Email Address' is the full HKBU email address instead of SSoid.



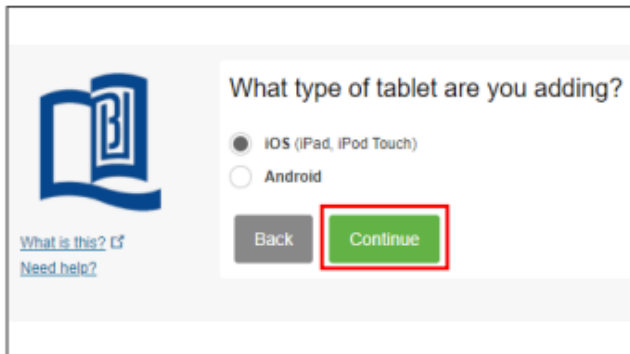
3 Upon successful verification, you will see a list of registered devices under 'My Settings & Devices'. Click '+ Add another device' link.



4 Select 'Tablet' (even if you're using a smartphone) and click 'Continue'.

Multi-Factor Authentication

Step 3

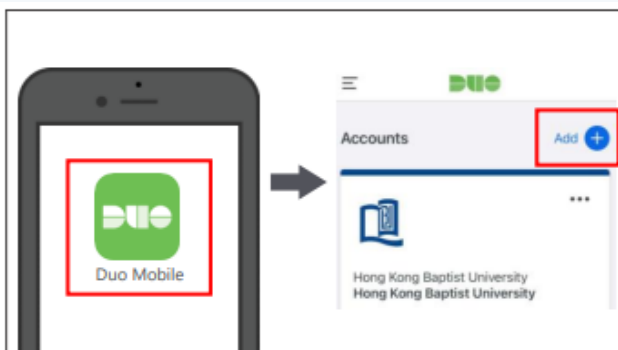


5 Select OS type of your smartphone and click 'Continue'.

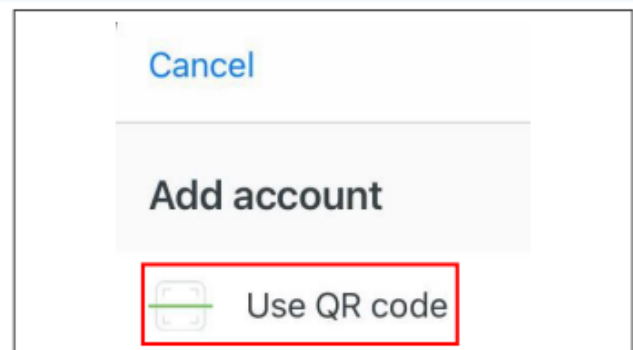
Tips: Select iOS on the Apple device or Android on another supported device.



6 A Duo Mobile activation QR code will display on your PC's screen after click 'I have Duo Mobile installed'.



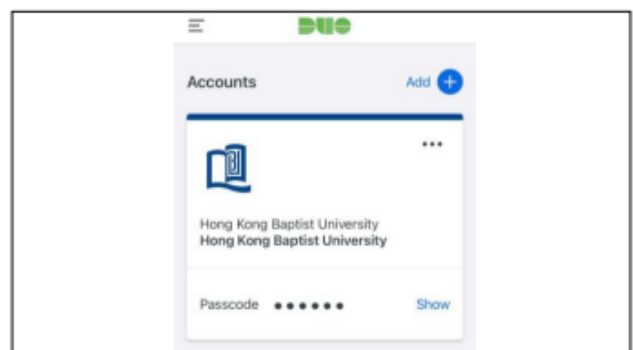
7 Click the Duo Mobile app on your smartphone. Click 'Add +' to add a new account.



8 Click 'Use QR code' button.



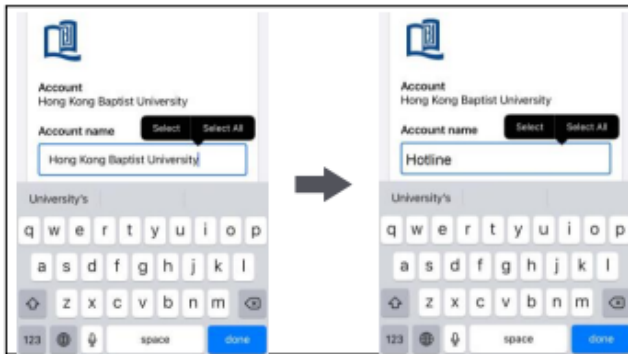
9 Scan the QR code on your PC's screen using your smartphone.



10 The new account will add to the app.
Tips: Keep it on your smartphone for future logins.

Multi-Factor Authentication

Step 4



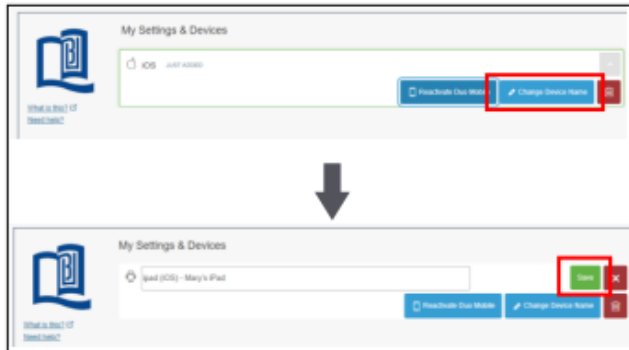
The screenshot shows the Duo Mobile app interface. At the top, it says 'Account Hong Kong Baptist University'. Below that, there's a field for 'Account name' with a dropdown menu. The current selection is 'Hong Kong Baptist University'. An arrow points to the right, where the same screen is shown but with 'Hotline' selected in the dropdown menu. A keyboard is visible at the bottom of both screens.

11 Provide a new name for the new account and click done to confirm the changes on the Duo Mobile app.



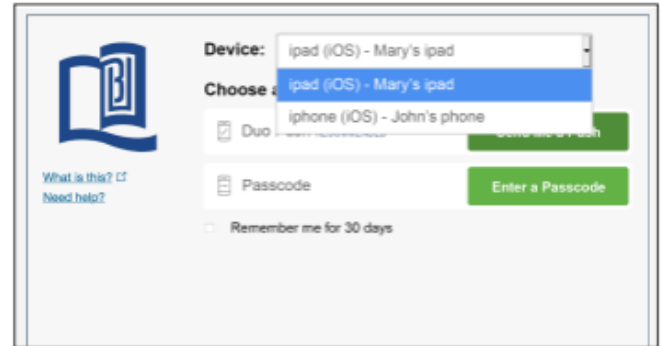
The screenshot shows the 'Activate Duo Mobile' screen. It features a QR code with 'SAMPLE' written across it. To the right of the QR code, there are three numbered instructions: 1. Open Duo Mobile. 2. Tap the "+" button. 3. Scan this barcode. Below the instructions is a link: 'Email me an activation link instead.' At the bottom, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red box.

12 Once the QR code is accepted, the 'Continue' button will be enabled and click it to continue on the browser.



The screenshot shows the 'My Settings & Devices' screen. At the top, it says 'My Settings & Devices'. Below that, there's a section for 'iOS' with a dropdown menu. The current selection is 'ipad (iOS) - Mary's ipad'. A red box highlights the 'Change Device Name' button. An arrow points down to the next screen, which shows the same screen but with 'ipad (iOS) - Mary's iPad' selected in the dropdown menu. A red box highlights the 'Save' button.

13 Provide a new name (e.g. Mary Mobile or SSOid) for the registered device and click 'Save' button to confirm the changes and complete the process.



The screenshot shows the device selection screen. It features a dropdown menu for 'Device:' with the current selection 'ipad (iOS) - Mary's ipad'. Below that, there's a section for 'Choose a device:' with a dropdown menu. The current selection is 'ipad (iOS) - Mary's ipad'. Below that, there's a section for 'Duo' with a dropdown menu. The current selection is 'Duo'. Below that, there's a section for 'Passcode' with a dropdown menu. The current selection is 'Passcode'. Below that, there's a section for 'Remember me for 30 days' with a checkbox. The 'Enter a Passcode' button is highlighted with a green box.

 **Tips:** Once you have registered additional devices, you will be able to select a preferred device for receiving Duo Push in the future.

Wi-Fi setup & Hotspot areas

	Network Name:	BU-Advanced or BU-Standard
	Security Type:	WPA2-Enterprise
	Authent. & Encrypt. :	AES & PEAP-MSCHAPV2

Kiosk PC Areas



Lobby
2/F
12/F
13/F
14/F

Octopus Printing (3/F Lobby)



Follow-U Quota Printing Service

"Follow-U Print" quota printing service is available at:

- 4/F Library
- 2/F Lobby, 8/F & 10/F Lobbies & 12-14/F Kiosk PC Areas
- Multi-media PC Labs (Rm 710, 711, 810, 811, 910, 911 & 1010)



PowerPoint: 6-in-1 Green-printing

1

File Home Insert Design Transitions

2

Print

3

6 Slides Horizontal
Handouts (6 slides per page)

4

6 Slides Horizontal

Steps for 6-in-1 PowerPoint Printing

After sending out your print-job,

Select "File" > "Print" > Slides: Handouts > "6 Slides Horizontal"

Printer

scesm1303
Ready

Settings

Print All Slides
Print entire presentation

Slides:

Print Layout

Full Page Notes Pages

1 Slide 2 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

Sample Handouts:

5/11/2016

FRONT PAGE Page 1

Page 2 Page 3

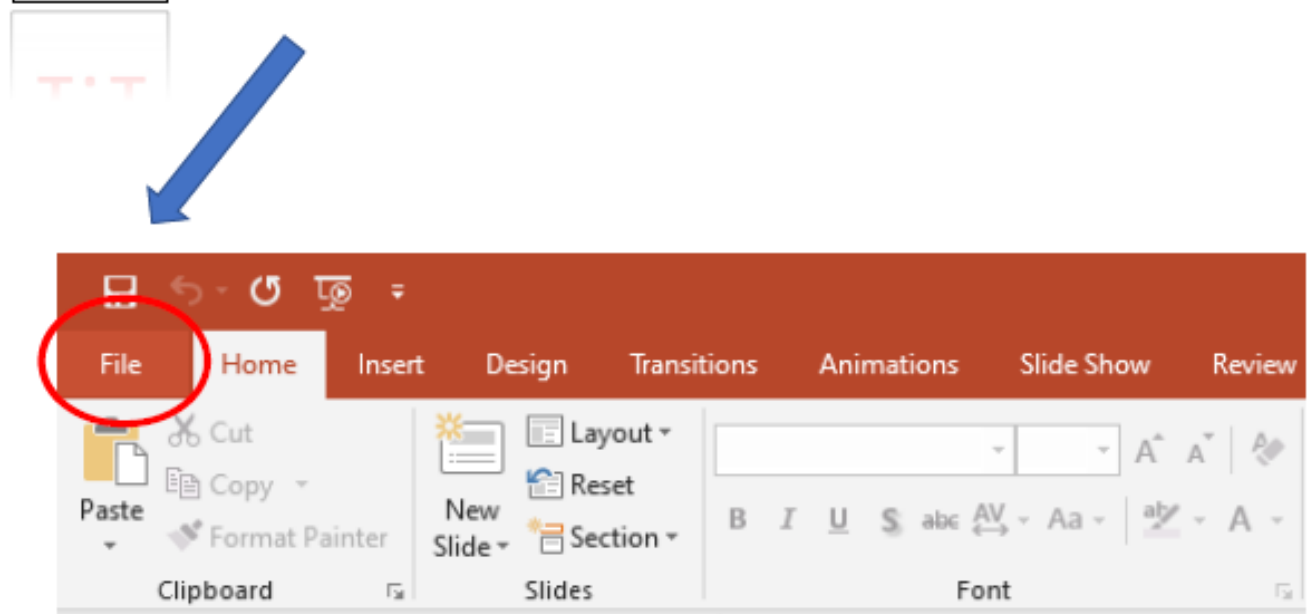
Page 4 Page 5

1

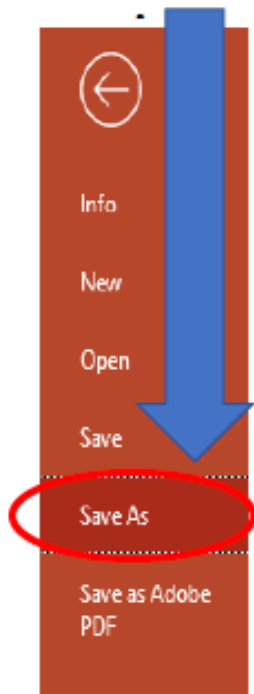
Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

1.1 Select 'File' on the above tabs of the main window.

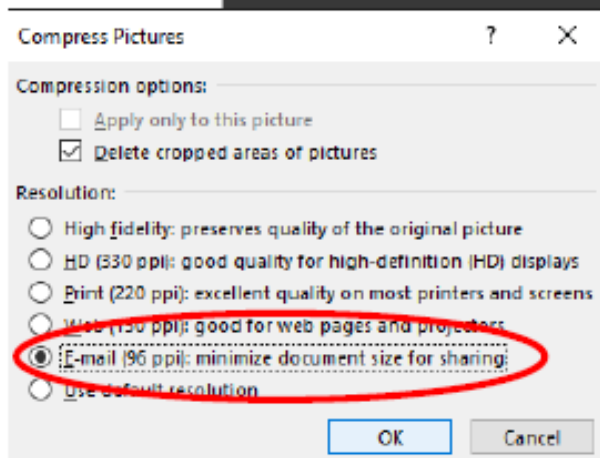
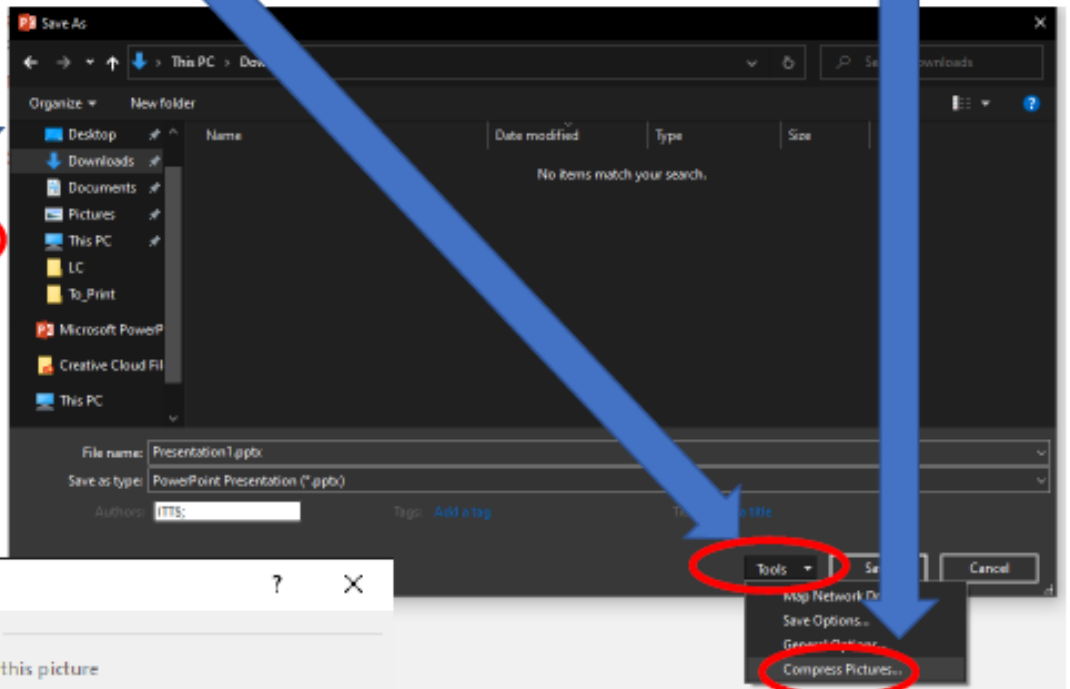


1.2 Choose “Save As” for



1.3 Select “Tools”

1.4 Select “Compress Picture”



1.6 Click “Email (96 ppi)” to Compress Pictures to enhance Printing Speed of PowerPoint Lecture Notes.

How to check Print Quota

A. Using HKBU Smart Card



1 Tap your 'HKBU Smart Card'.

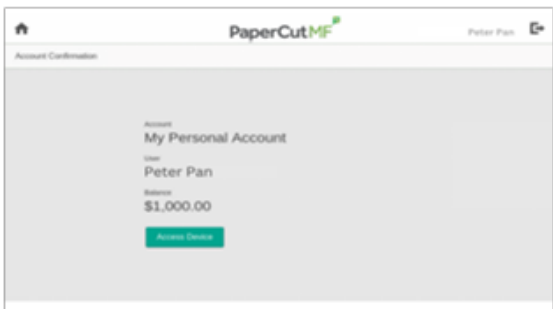


2 To check your printing account balance, select 'Access Device'.

B. Using HKBU Account (SSOid)



1 Enter your 'HKBU Account' with your 'SSOid' and 'password', and then click 'Log in'.



3 You can see your printing account balance.

Note: You can top-up printing credit via Top-up Kiosk at WLB303 or 3/F SMC.

How to add Print Quota

A. Using HKBU Mobile App (Highly recommend)

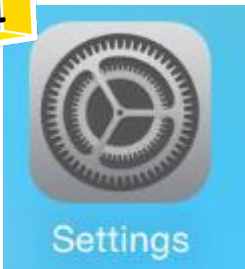


or

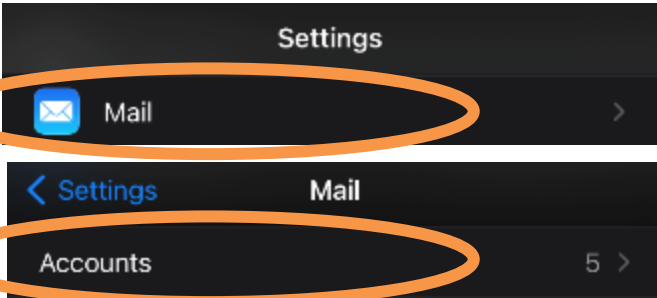


Student E-mail Setup on iPhone

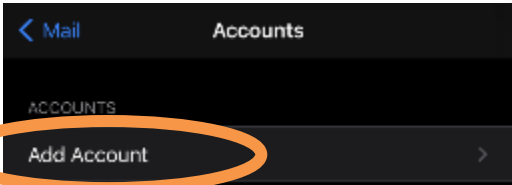
Step 1



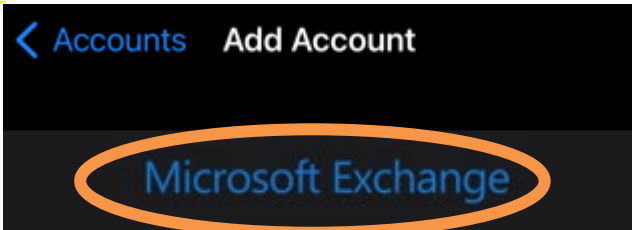
Step 2



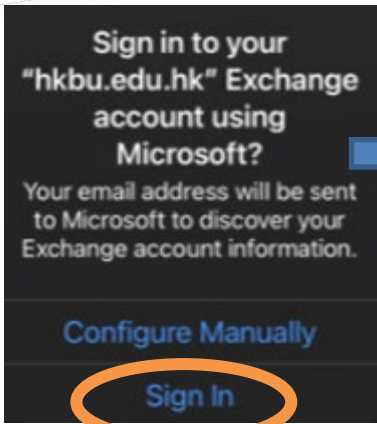
Step 3



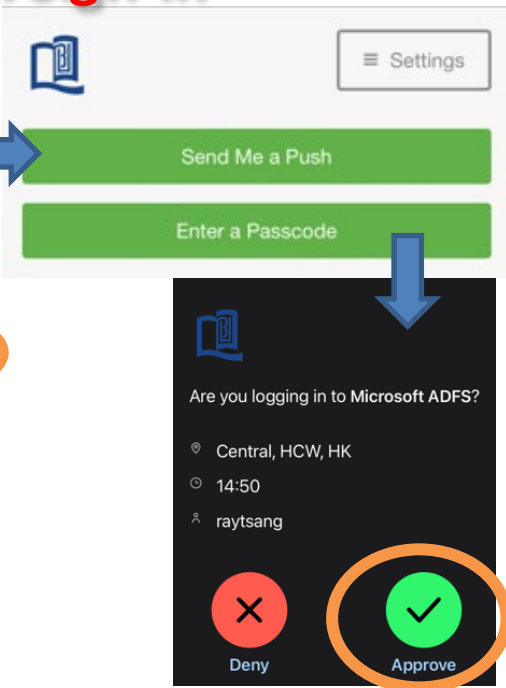
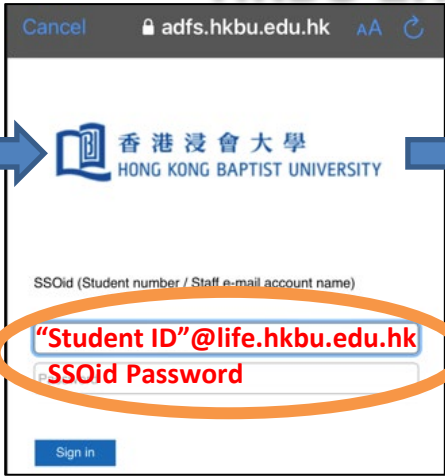
Step 4



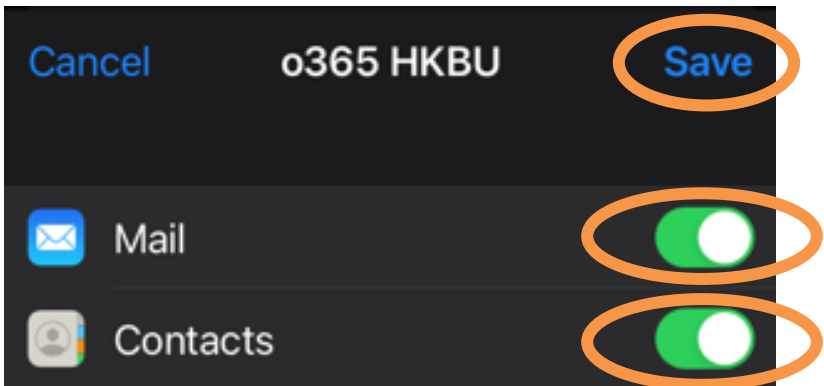
Step 5



HKBU 2FA Sign-in

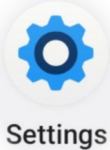


Step 6

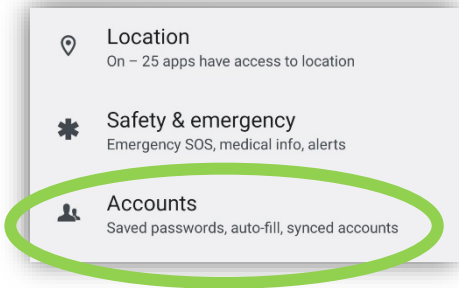


Student E-mail Setup on Android Phone

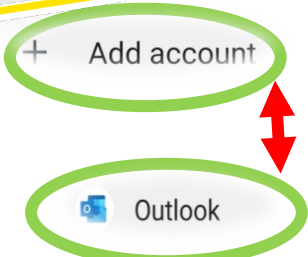
Step 1



Step 2



Step 3



Step 4



SSOid (Student number / Staff e-mail account name)

21*****@life.hkbu.edu.hk

密碼

登入

[Forgot Password](#)

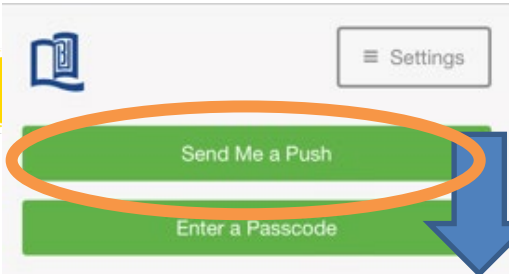
[Contact ITO](#)

[University Privacy Policy Statement](#)

“Student ID”@life.hkbu.edu.hk

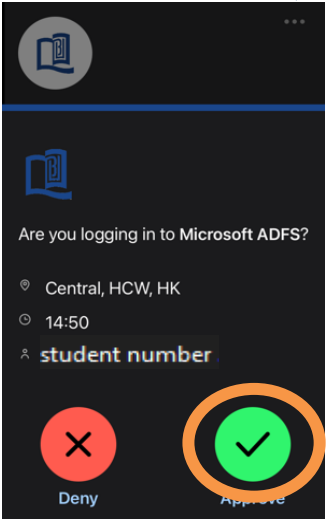


Step 5



SSOid: “Student ID”

Password: “Your SSOid password”



Summary of Important Regulations on Using IT Facilities and Services

Computer login account is for exclusive for own use only. It is prohibited from giving account information and password to others.

Users should **NOT**

- post or circulate any derogatory, defamatory, obscene, sexually harassing or other inappropriate media
- hack or attempt to hack computers
- perform suspected or actual illegal activity
- illegally upload, download or copy of the copyright protected material (such as music, videos and software)
- unauthorized copy of information
- play computer games in Free Use Lab, Computer Kiosks and Computer Labs

For more policies and guidelines, please visit HKBU ITO web page.

<http://ito.hkbu.edu.hk/index.php/services-2/wi-fi-network-access/#tab-2>

