

Registering CC assembly through CUHK RAS system

Page 2 – Step 1-3: How to log into CUHK RAS

Page 3-4 – Step 4-11: How to register assembly sessions

Page 5 – Step 12: How to cancel a registration (add/ drop)

Page 6 – Appendix: Meaning of each button on RAS

Step 1-3: How to log into CUHK RAS

1. Go to www.cuhk.edu.hk/ras
2. Login with the “CUHK email and OnePass password”
3. Confirm the DUO two-factor authentication by your phone
(Details: <https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>)

The image displays two screenshots of the CUHK RAS login interface. The top screenshot shows the initial login page with the following elements:


- Top navigation bar with icons for cloud, pencil, email, cloud, calendar, and a search icon.
- Header: "Welcome to CUHK" with a background image of a building and trees.
- Right sidebar: "CUHK LOGIN" for MyCUHK, Microsoft 365, Library Search, etc. It lists login options for Students, Staff, and Alumni, and provides fields for "Login ID" and "OnePass Password".
- Below the login fields are links for "Login Help", "Change Password / Forgot Password", "Forgot Alumni ID / Password", "Contact ITSC", and "Maintenance Schedule".
- Logos for CADS and itsc (Information Technology Services Centre) are visible at the bottom.

The bottom screenshot shows the DUO two-factor authentication step:

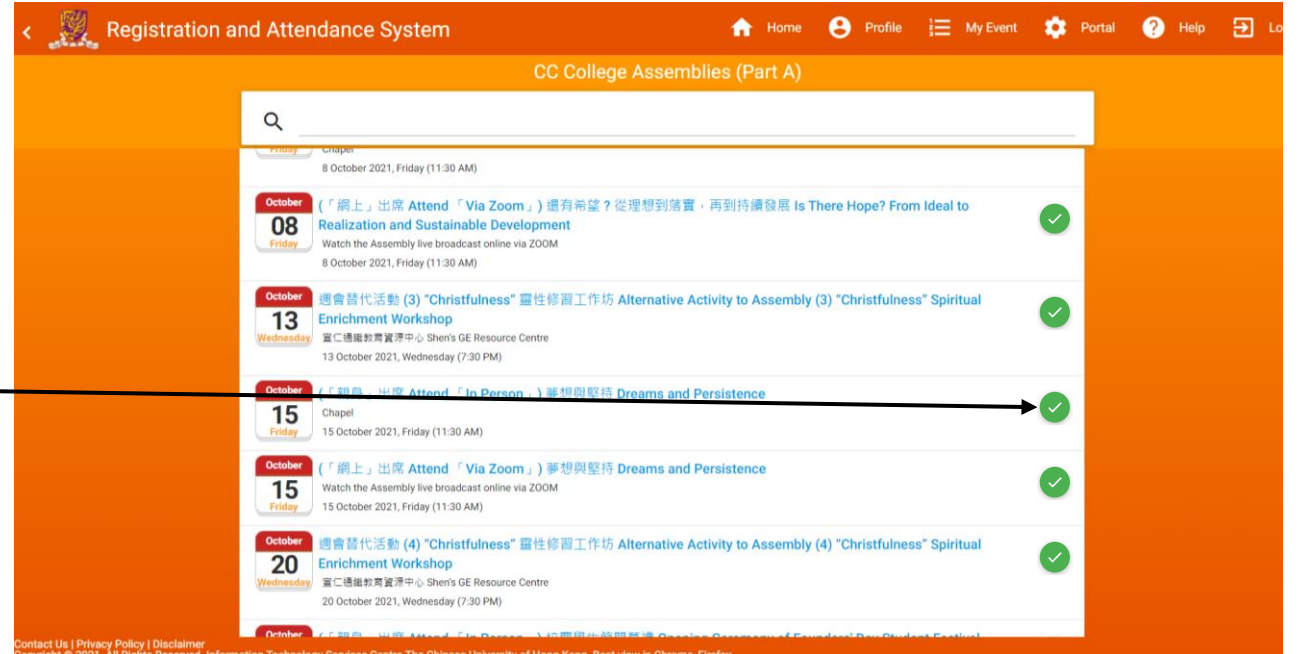
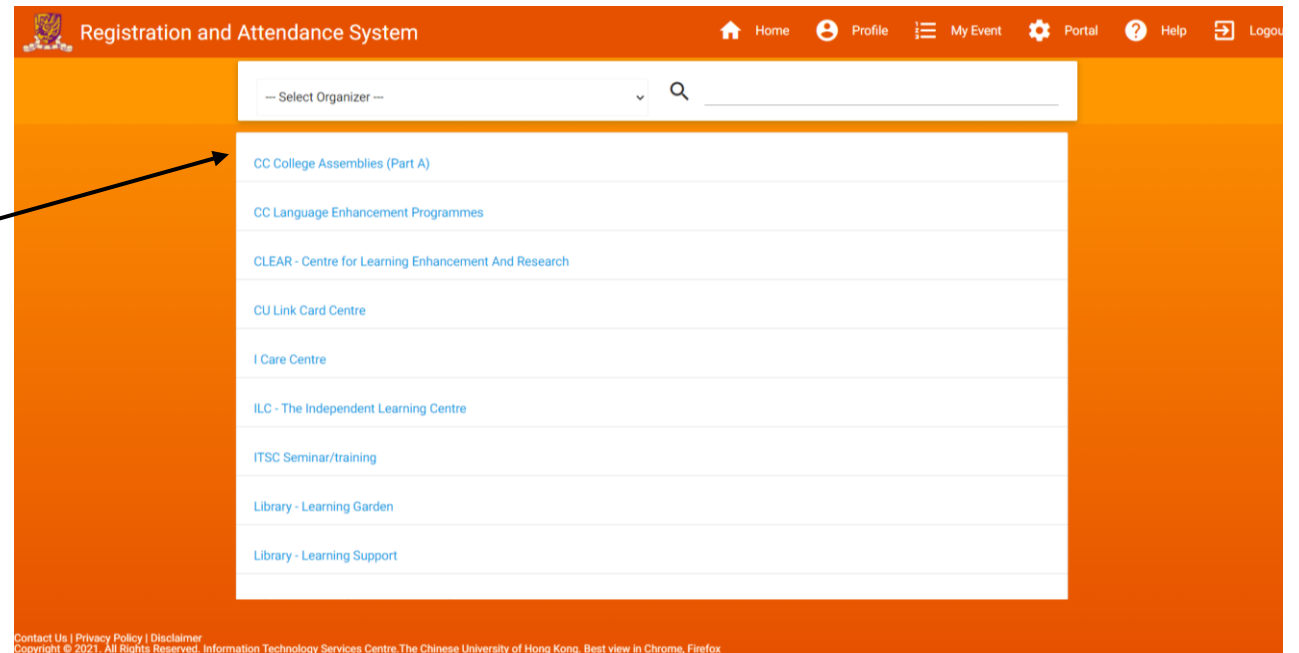
- It features the same header and navigation as the top screenshot.
- The right sidebar now shows a "Settings" button and two main buttons: "Send Me a Push" and "Enter a Passcode".
- There is a checkbox for "Remember me for 12 hours".
- The itsc logo is also present at the bottom.

Arrows from the text on the left point to these specific steps in the screenshots.

Step 4-11: How to register assembly sessions

4. Choose “CC College Assemblies (Part A / Part B)”
5. Then choose 2 assemblies in Part A and 2 assemblies in Part B from the list
(*Students have to join
 - ❖ 2 Part A assembly **AND**
 - ❖ 2 Part B assembly [total: 4 assemblies] every term))
6. Select “” to confirm the registration

Registration quota of each part:
Before the 3rd assembly: 2
After the 3rd assembly: 4



7. Alternative Activities to Assembly 週會替代活動 (AAA):

The College accepts the completion of at most ONE recognized “AAA” each term as equivalent to an attendance record of College Assemblies, either in the Part A or the Part B of the same term.

8. After selection, check and confirm your registration details

9. Select “I am not a robot”

10. Select “Confirm”

11. Result page is shown


The screenshot shows a registration process with the following elements:

- Event Selection:** A list of four alternative activities for October 2021. Each entry includes the date, day, event name, and location. Arrows from step 7 point to the first and third items.
- Registration Form:** A form titled "Register Following Event(s):" with fields for "Event Name" and "Event Date". Below this is a "Personal Information" section with an "Email" field and a consent statement: "I understand and agree my personal information will be used for the above purpose(s)". A reCAPTCHA checkbox labeled "I'm not a robot" is present, with an arrow from step 9 pointing to it. A "CONFIRM" button is circled in black, with an arrow from step 10 pointing to it. A "BACK" button is also visible.
- Registration Result:** A table showing the outcome of the registration.

Event Name	Registration Result
assembly	Registration successful.

4 OK

Step 12: How to cancel a registration (add/ drop)

12. Click “” if you want to cancel the registration for a particular event

If you have further questions, please contact us at:

ccassembly@cuhk.edu.hk |

Ms. Law: 3943 1090 OR Ms. Tsang: 3943 4144



The screenshot displays a list of events in a calendar view. The events are:

- September 29 (Wednesday):** 24 September 2021, Friday (11:30 AM) - 週會替代活動 (1) "Christfulness" 靈性修習工作坊 Alternative Activity to Assembly (1) "Christfulness" Spiritual Enrichment Workshop. Location: 宣仁通識教育資源中心 Shen's GE Resource Centre. Status: < Full >
- October 06 (Wednesday):** 週會替代活動 (2) "Christfulness" 靈性修習工作坊 Alternative Activity to Assembly (2) "Christfulness" Spiritual Enrichment Workshop. Location: 宣仁通識教育資源中心 Shen's GE Resource Centre. Status: ✓
- October 08 (Friday):** (「親身」出席 Attend 「In Person」) 還有希望? 從理想到落實, 再到持續發展 Is There Hope? From Ideal to Realization and Sustainable Development. Location: Chapel. Status:  (highlighted with a black arrow)
- October 08 (Friday):** (「網上」出席 Attend 「Via Zoom」) 還有希望? 從理想到落實, 再到持續發展 Is There Hope? From Ideal to Realization and Sustainable Development. Location: Watch the Assembly live broadcast online via ZOOM. Status: ✓

Appendix: Meanings of each button on RAS



For the meanings of other buttons, please refer to the guideline on RAS

Registration	
	You CAN register this event. [≠ You have registered]
	You HAVE registered this event. Click the button to cancel the registration.
Attendance [Please check it at Assembly Attendance System : https://www.web.ccc.cuhk.edu.hk/assembly-attendance-system/ instead on RAS]	
	You have attended the event.
	You are absent from the event.