

New Student Account Activation for 2024-25

A. New Student Computer Login Account Activation

(for access to PC in the computer laboratories, self-access room, Library, and Wi-Fi service)

- Press CTRL + ATL + DELETE keys simultaneously on any Campus's desktop computers (e.g., PC in the self-access computer room or e-Learning center)
 - Login with username: "**s**" + "**Student ID**" (e.g., **s2202999**)
 - The default password for the student registered with:
 - HKID: (e.g. HKID Y123456(7), DOB 3 August 2001)
Password = [**HKID (first 5 alphanumeric characters) + day in Date of Birth (2) + #**],
i.e., Y123403#
 - Passport with alphanumeric number: (e.g., HA12345, DOB 3 August 2001)
Password = [**Passport no (first 5 alphanumeric characters) + day in Date of Birth (2) + #**],
i.e., HA12303#
 - Others (e.g., with student ID 2202999, DOB 3 August 2001)
Password = "**S**" + [**first 4 numbers of Student ID + day in Date of Birth (2) + #**],
i.e., S220203#
- Please Note: Password is case sensitive.
- Students should change their passwords after the first logon (by pressing CTRL + ATL + DELETE keys simultaneously → Select "Change a password").

B. New Student Email Service Activation (in Microsoft Office 365 with 50GB storage space)

- Login page: <https://office.com>
- Sign in using the email address:
 - SFU student: [**s + Student ID**]@mail.sfu.edu.hk (e.g., **s2202999@mail.sfu.edu.hk**)
 - CBCC student: [**s + Student ID**]@mail.cbcc.edu.hk (e.g., **s22039999@mail.cbcc.edu.hk**)
- The default password will be the same as the above for Student Computer Login Account.
- Students should change their passwords after the first login.
(Click on the Account Name icon at the top right corner on the O365 portal page → My Account → Manage security & privacy → Password)

C. Student Portal (<https://studentportal.sfu.edu.hk>)



- Setup on-campus Wi-Fi Service for mobile devices and portable computer
- Use your email address to log in to O365 (<https://office.com>)
- Go into SharePoint--> Student Portal --> ITSC website--> IT Services--> Wi-Fi Service and follow the instructions