New User Registration process

What you need to know

- New user will need to complete a one-time validation
 - Step 1: Access CIS Link through VTC Library > E-Database
 - Step 2: Login to VTC portal with your CNA email and password.
 - Step 3: Click "Create a New Account" to proceed a one-time user registration with Accuris
 - Step 4: Register with your VTC email address. You will need to create a new account
 - Step 5: Select I am not a Robot an email will be sent to the address provided with an Activation Code.
 - Step 6: Copy and paste the code to Activate Your Account and create a password (then launch product)

What you need to do

- Carefully review the steps outlined below
- Follow the instructions when you receive the email
- To reduce the number of times you need to enter your credentials, select the options to Save your email and to Keep you logged in
- For more information, please visit or share our <u>Accuris Customer Academy</u> for a <u>short tutorial video</u>
- For Assistance contact Accuris Customer Care <u>Support@accuris.co</u>

Please note, you will need to create a new account. Here is a preview of the new login process.

Step 1: Go to VTC Library webpage: <u>https://library.vtc.edu.hk/web/</u> Then click on E-Databases



Select the link for Construction Information Service (CIS)

About Libraries Services	T Detailer and		
Find Books	E-Datapases		
Examinations and Course Materials			
Electronic Resources	Find the best library databases for your research.		
E-Databases			
E-Books			
E-Journals	All Subjects		
RTHK/TVB Video	All Database Types		
VTC Institutional Repository			
VPET Repository	All Vendors / Providers		
Guides	Search for Databases		
Forms			
	AIIA BCDEFGHIJKLMNOPQRSTUVWXYZ# C		
	CAB ebooks (Leisure and Tourism) C C C C C C C C C C C C C C C C C C C		
	Construction Information Service (CIS) C C C C C C C C C C C C C C C C C C C		
	CRCnetBASE C ² Provides fully searchable, online libraries and databases, featuring the most trusted scientific and technical references and resources published by CRC Press		



Step 2: Login to VTC portal by your CNA email address and password

Step 3: Click Create a New Account to register a new user account

gin	
Email	
johndoe@vtc.edu.hk	
Save email	
Create a New Account	
By logging i	in, you agree to be bound by the Terms of Use

Step 4: Enter your VTC email address, check "I'm not a robot" and click Continue

7.4	ACCURIS	
Cre	eate Your Account	
	Enter your organizational email	
	johndoe@vtc.edu.hk	
	To continue, we will send a verification code to yo	reCAPTCHA Privacy - Terms
	← Back	Continue

Step 5: An email will be sent to the address provided with an **Activation Code**. If the code doesn't arrive, the user can click **Resend Code**. If you don't receive the Activation Code, it might be for the following reasons:

- Check the spam or junk folders.
- Your email address could be incorrect.
- There was a problem with email delivery. (uncommon)

Welcom	ne to S&P Global
To create y below:	your password and activate your account, copy and paste the Activation Co
<	Activation Code: ef46dceb-1a35-4570-a57f-afb2d7d648a1
lf you have Care at: <u>ht</u>	erceived this email in error, or have any other questions, contact Customer tps://ihsmarkit.com/about/contact-us.html
Thank you	1
Customer (Care

ctivat	• Your Account
ø	Activation code sent to frankietse mail.com . If you did not re- ceive this email, check your Junk folder.
Activa	tion code
Ente	r code sent to your email
Resen	d Code Copy and paste Activation code from the email sent to you

Step 6: Copy and paste this code to Activate Your Account.

Follow the steps to **Create Your Profile** and set your **Password**.

Launch your product from the Main Menu.

Main Menu				
Welcome, Frankie [User ID: : → Subscriber Logout	Account: Account ID: Session: Your IP:	Vocational Training Council - CIS 5924389101		
Select a Service from your current subscription:				
 <u>Knowledge Workspace</u> <u>Support and Training</u> <u>The Construction Information Service</u> 	<u>e - CIS</u>			

Forgot Password

- Step 1: Enter your email address on the login screen. The Forgot Password workflow is only available on the Password entry screen.
- Step 2: Select Forgot Password.
- Step 3: Select Send Code and an email will be sent with directions to reset your password.
- Step 4: Copy and paste the Verification Code from the email.
- Step 5: Create a new password. You will be prompted to re-enter your password once it is successfully created.

Enter Password	
Log in as: johndoe@vtc.edu.hk	
Password Password Keep me logged in	Forgot Password?
Create a New Account	
🔶 Back	Continue

Access to CIS after User Registration

Step 1: Go to VTC Library webpage: https://library.vtc.edu.hk/web/

Then click on E-Databases



Select the link for Construction Information Service (CIS)

About Libraries Services	E-Datahasos	
Find Books	L-Databases	
Examinations and Course Materials		
Electronic Resources	Find the best library databases for your research.	
E-Databases		
E-Books		
E-Journals	All Subjects	
RTHK/TVB Video	All Database Types	
VTC Institutional Repository		
VPET Repository	All Vendors / Providers	
Guides	Search for Databases	
Forms	Scalul I of Databases	
My Library Account		
	2 Detabases found	
	C	
	CAB ebooks (Leisure and Tourism) C 🔤 C	~
	Electronic access to the Leisure & Tourism eBooks collection from CAB International (CABI) is provided. This collection of over 70	~
	full-text books covers a wide array of topics, including ecotourism, volunteer tourism, research methods, regional studies, and many m	ore.
	Construction Information Service (CIS) C OC	ج
	The Construction Information Service for the UK is an expert knowledge tool that delivers key technical information critical to all	
	construction projects in one easy-to-use, online package. CIS is produced jointly by IHS and the National Building Specification (NBS), provides instant full text access to current regulations, standards, technical advice and a vast array of related news and briefings. The	, it
	comprehensive range of full-text documents covers all aspects of the building, engineering, design and construction processes.	
	CRCnetBASE 17	~
	Provides fully searchable online libraries and databases, featuring the most trusted scientific and technical references and	~
	resources nublished by CRC Press	



Step 2: Login to VTC portal by your CNA email address and password

Step 3: Enter your University of Huddersfield email address and click Continue

Login	
Email	
johndoe@vtc.edu.hk	
Save email	
Create a New Account	
By logging in, you agree to be bound by the Terms of Use	
Continue	

Step 4: Enter the password you created during registration and click Continue.

Enter Password Log in as: johndoe@vtc.edu.hk Password	
Password Keep me logged in Create a New Account	Forgot Password?
- Back	Continue

Step 5: Click "The Construction Information Service – CIS" to access it.

Main Menu				
Welcome, Frankie [User ID: :	Account:	Vocational Training Council - CIS		
	Account ID: Session: Your IP:	5924389101		
Select a Service from your current subscription:				
Knowledge Workspace				
Support and Training				
The Construction Information Ser	<u>vice - CIS</u>			

For more information, please visit or share our <u>Learning Center</u> for a <u>short tutorial video</u>. If you have any questions or need help, please contact Accuris Customer Care <u>Support@accuris.co</u>