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)

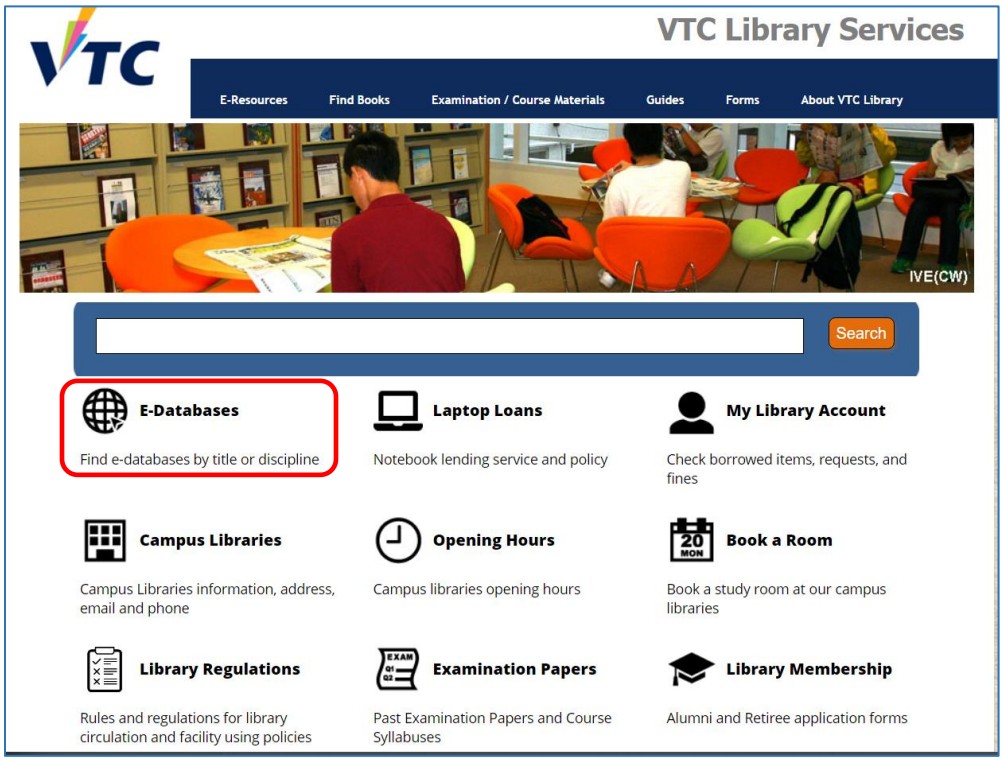
What you need to do

- 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 Accuris Customer Academy for a short tutorial video
- For Assistance contact Accuris Customer Care Support@accuris.co

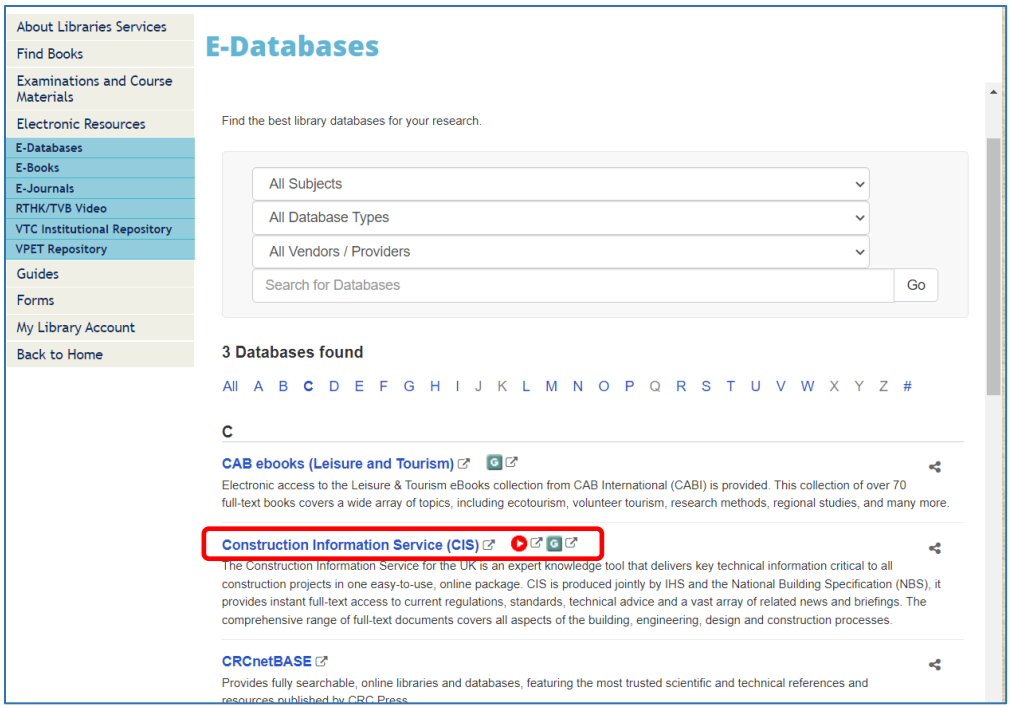
Please note, you will need to create a new account. Here is a preview of the new login process.

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

Then click on E-Databases

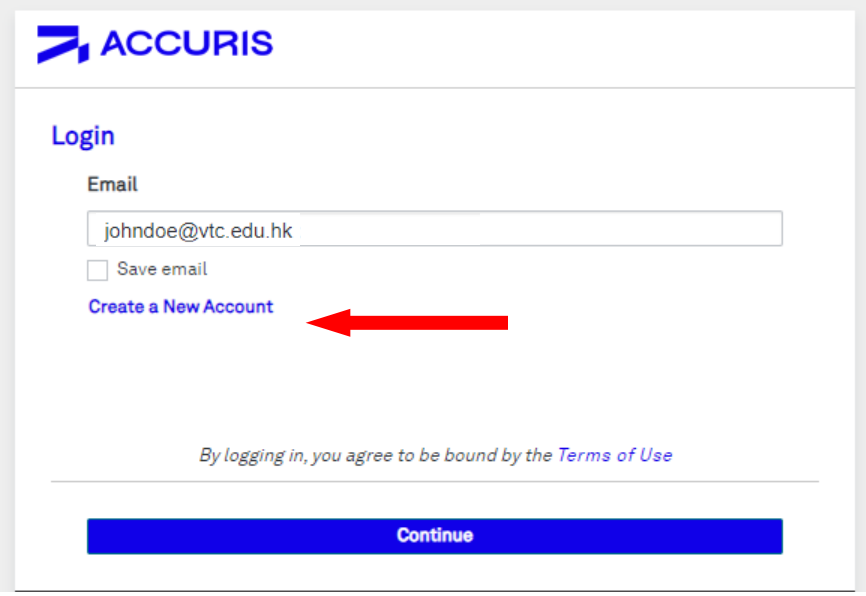


Select the link for Construction Information Service (CIS)

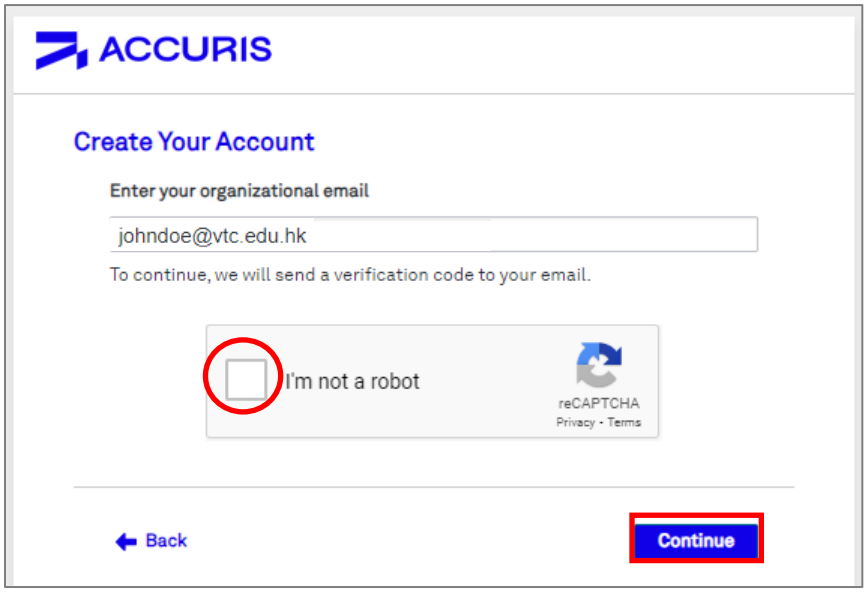


Step 2: Login to VTC portal by your CNA email address and password

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

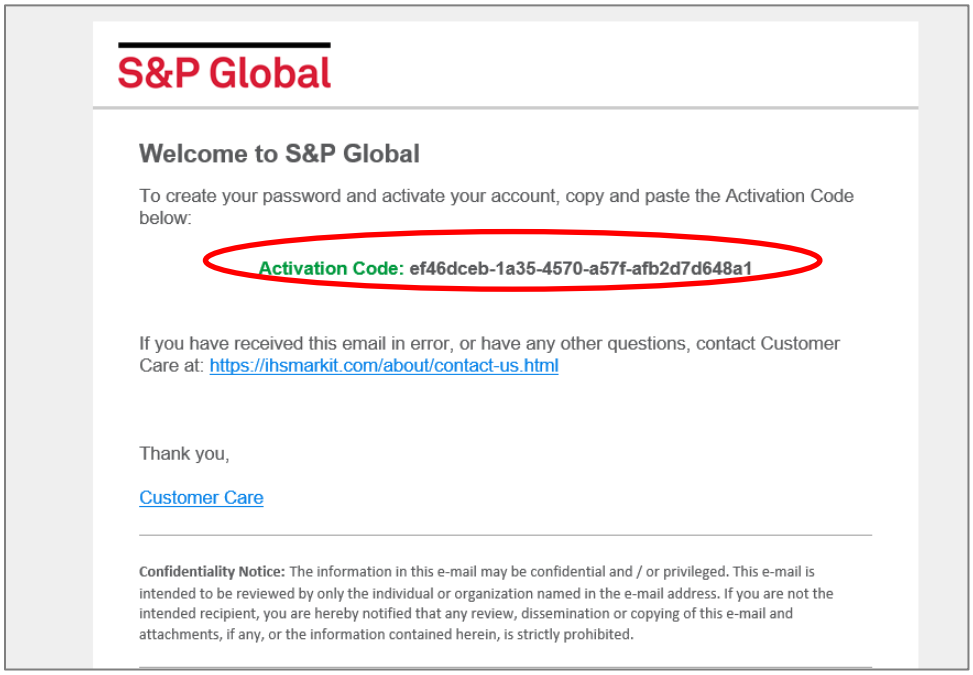


Step 4: Enter your VTC email address, check “I’m not a robot” and click **Continue**

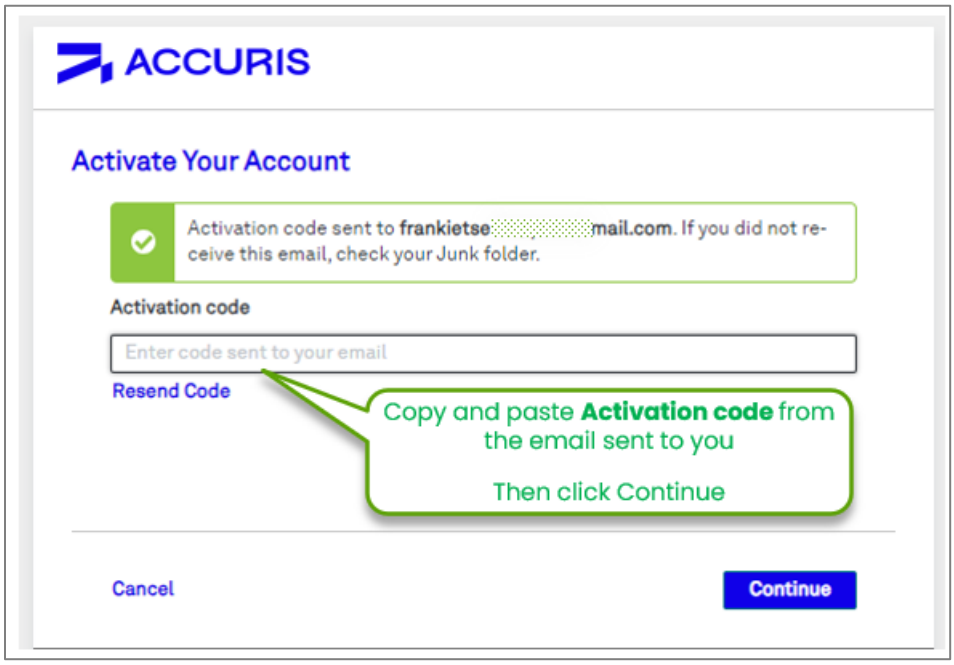


Step 5: An email will be sent to the address provided with an **Activation Code**. If the code doesn’t arrive, the user can click **Resend Code**. If you don’t receive the Activation Code, it might be for the following reasons:

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

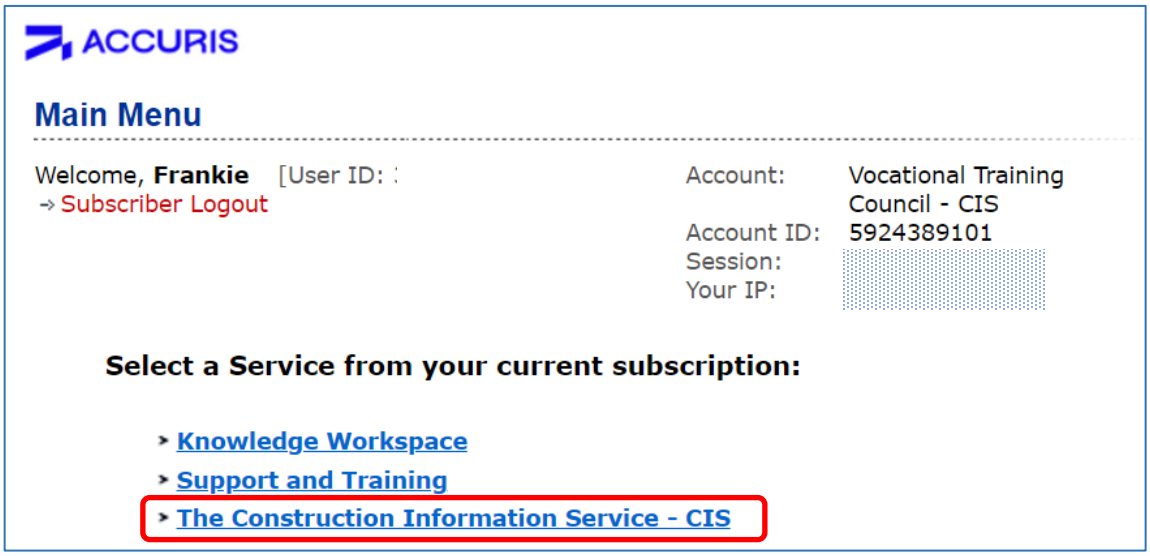


Step 6: **Copy and paste** this code to Activate Your Account.



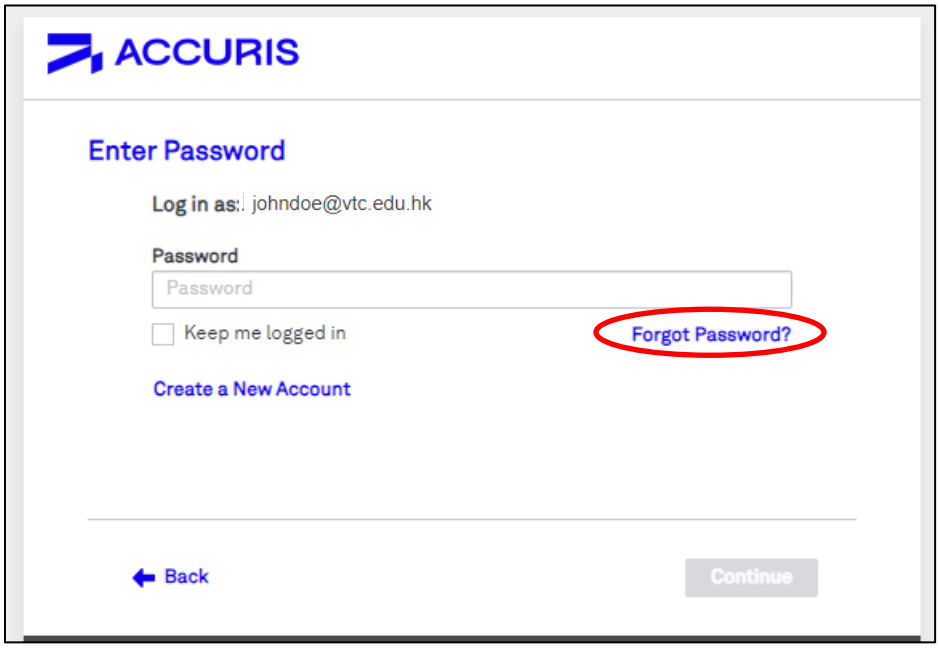
Follow the steps to **Create Your Profile** and set your **Password**.

Launch your **product** from the **Main Menu**.



Forgot Password

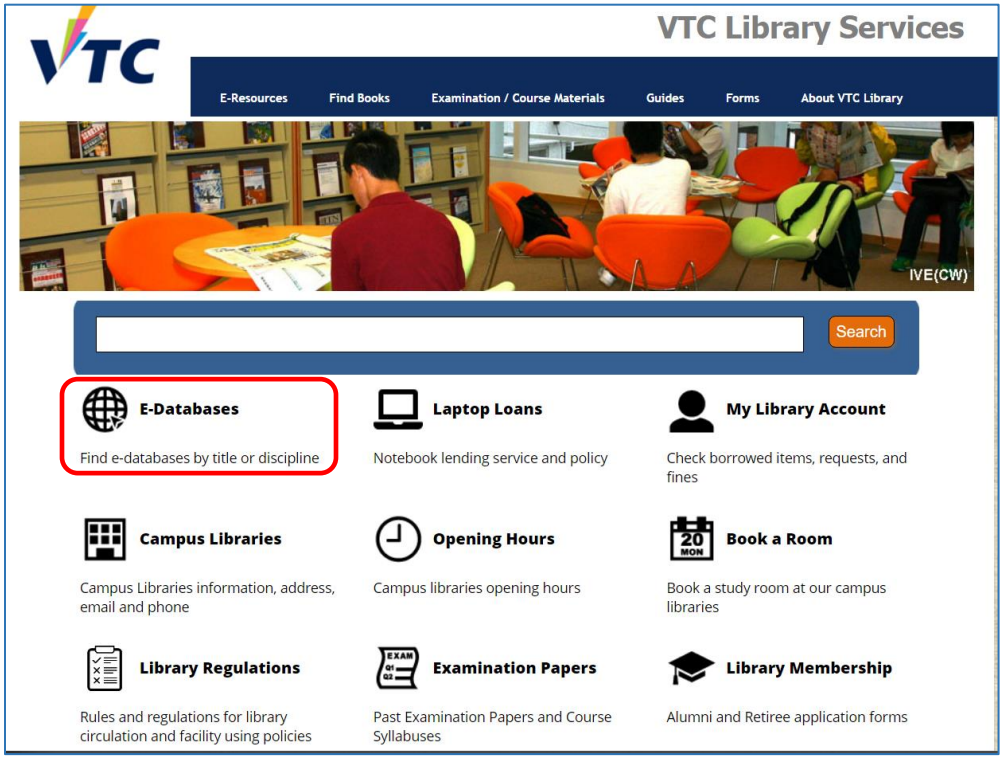
- Step 1: Enter your email address on the login screen. The Forgot Password workflow is only available on the Password entry screen.
- Step 2: Select Forgot Password.
- Step 3: Select Send Code and an email will be sent with directions to reset your password.
- Step 4: Copy and paste the Verification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



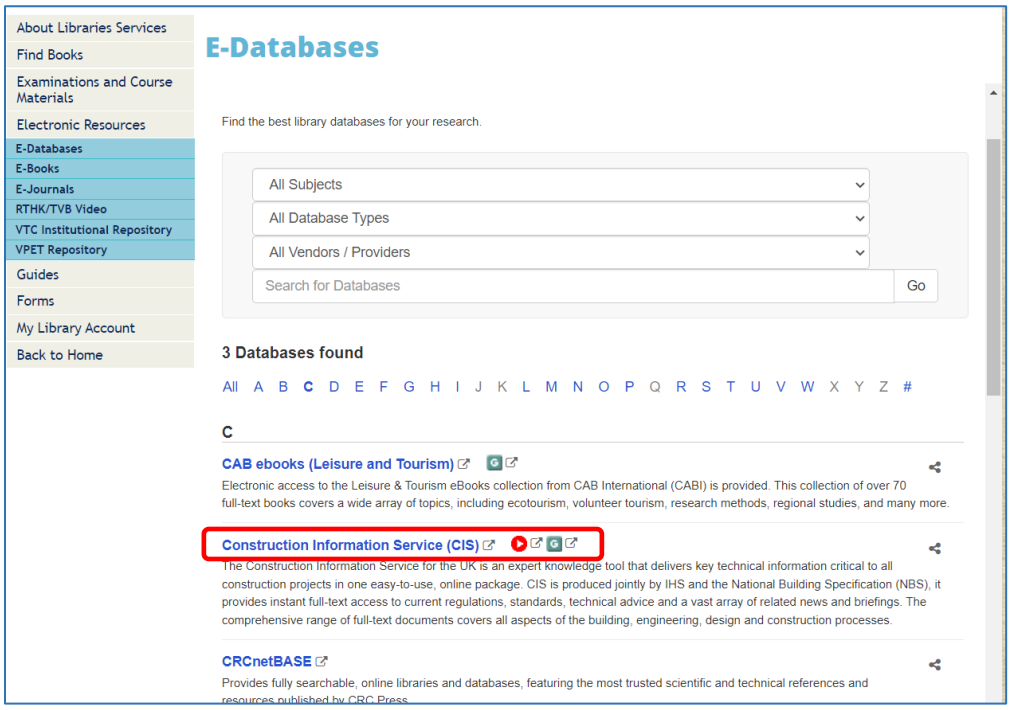
Access to CIS after User Registration

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

Then click on E-Databases

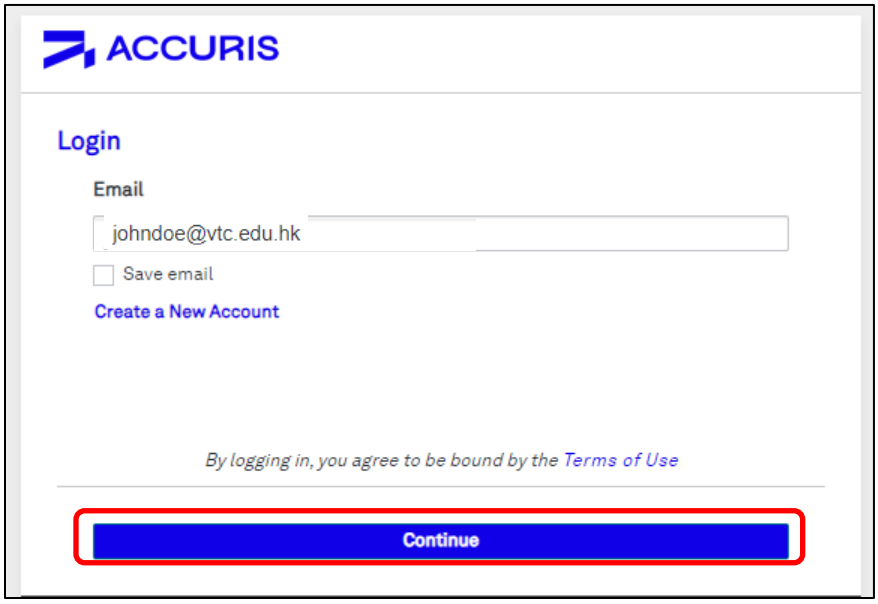


Select the link for Construction Information Service (CIS)

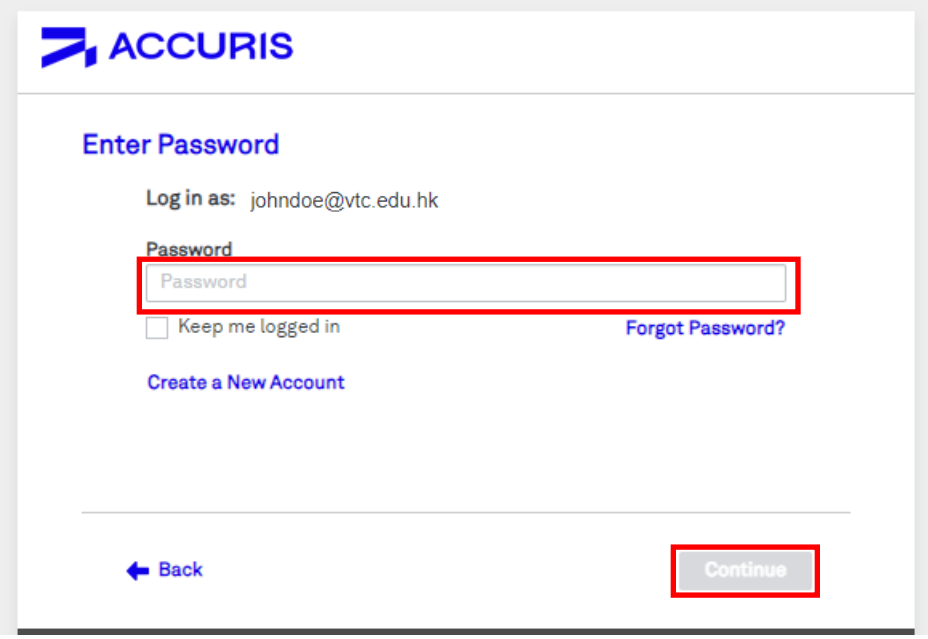


Step 2: Login to VTC portal by your CNA email address and password

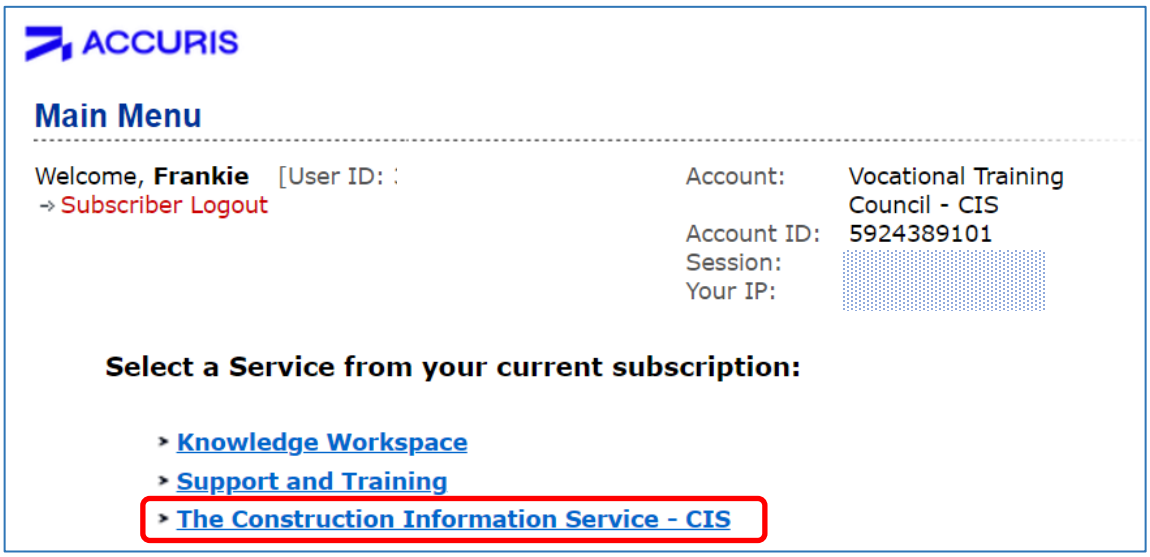
Step 3: Enter your University of Huddersfield email address and click **Continue**



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



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



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