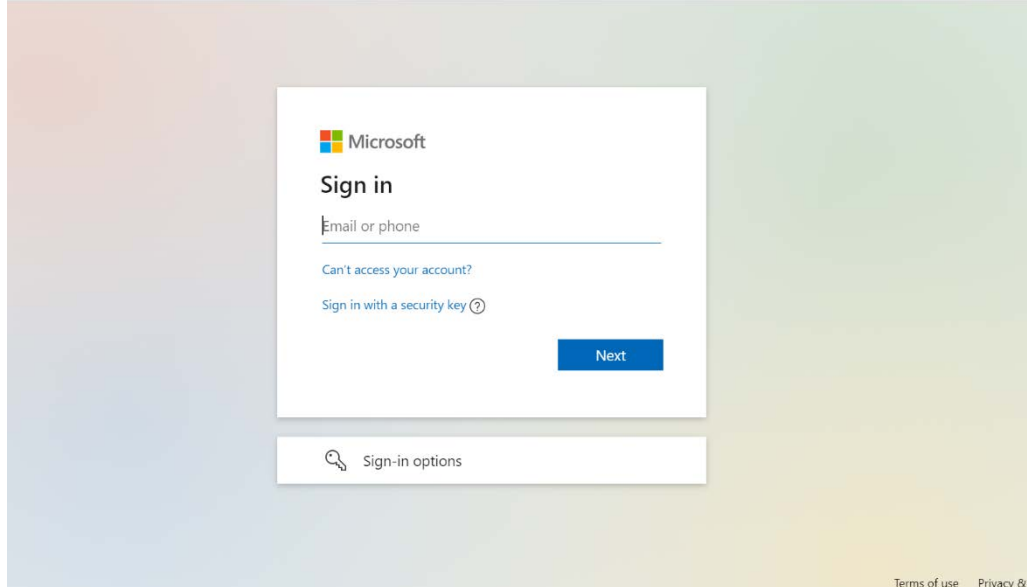


Notes to confirm the attendance in New Student Orientation 2021

THEi students should confirm their attendance in the New Student Orientation 2021.

1. Please go to <https://forms.office.com/r/vmVXwzHwZb>, and use your Student Email to sign in (e.g. **21XXXXXXX@stu.vtc.edu.hk**). You will be redirected to the VTC login page.



2. Login with your Student Email (e.g. 21XXXXXXX@stu.thei.edu.hk) and Password again.



3. You will then see the form with the title “New Student Orientation 2021”.

4. After inputting personal particulars, click the box to confirm your attendance to the “**Welcoming Session and Experiential Activities**” as well as “**Other Orientation Activities about Academic Support Services**”.

5. Click the "Submit" button for submission.

The screenshot shows a Microsoft Forms submission page. At the top, there is a teal header with the text "2021 New Student Orientation" and "2021 新生迎新日". Below the header, the main content area is white and contains the following text:

Other Orientation Activities about Academic Support Services (Chai Wan campus)

I. Start to build your THEi network with SDO by Student Development Office

Date: 26 August 2021 (Thu)
Time: 12:30 – 2:00pm
Venue: Multi-purpose Room N034, Chai Wan campus

II. Introduction to Learning, Education and IT Support by the Learning Commons & Digital Innovation

Date: 26 August 2021 (Thu)
Time: 2:30 – 5:00pm
Venue: PC Lab 306, Chai Wan campus

Below the text, there is a light blue box with the number "6" in a teal square, followed by the text "I confirm my attendance in the [calendar icon]".


There are three checkboxes with red circles around them:

- Start to build your THEi network with SDO on 26 August (Thu)
- Introduction to Learning, Education and IT Support on 26 August (Thu)
- Send me an email receipt of my responses

At the bottom, there are two buttons: "Back" (grey) and "Submit" (teal). The "Submit" button is circled in red, and a red arrow points to it from the right.

6. You will receive an automatic email in your THEi email to confirm your activity enrollment.

The screenshot shows a Microsoft Forms confirmation page. At the top, there is a teal header with the text "2021 New Student Orientation" and "2021 新生迎新日". Below the header, the main content area is white and contains the following text:

 **Thanks!**

Your response was submitted.

At the bottom, there is a link: [Create my own form](#)

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