Online Visitor Registration

1. Visit MOS Portal (https://mos-portal.cityu-sro.hk/).
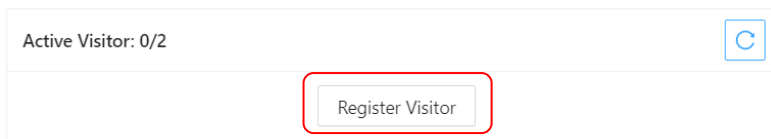
2. Select "Visitor Registration" in the Services section.
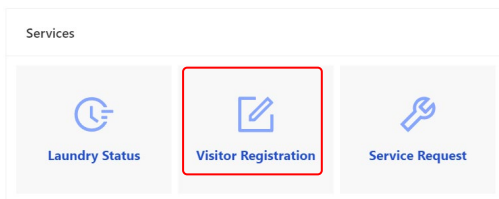
3. Read the regulations carefully and click "Accept and Continue".
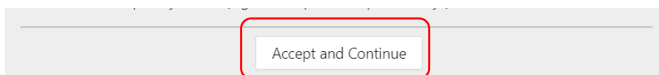
4. Click "Register Visitor".

5. Input visitor's EID and Student/Staff No. Click "Send Email".

6. Visitor will receive an email with a One Time Passcode (OTP). Visitor should read the regulations carefully and send the OTP to the host resident.

7. The host resident should submit the OTP to complete the registration.

8. A one-time access will be granted to the visitor for beeping-in/out at the lobby access system.

9. The host resident can click the reload button to refresh the in/out time of the visitor.