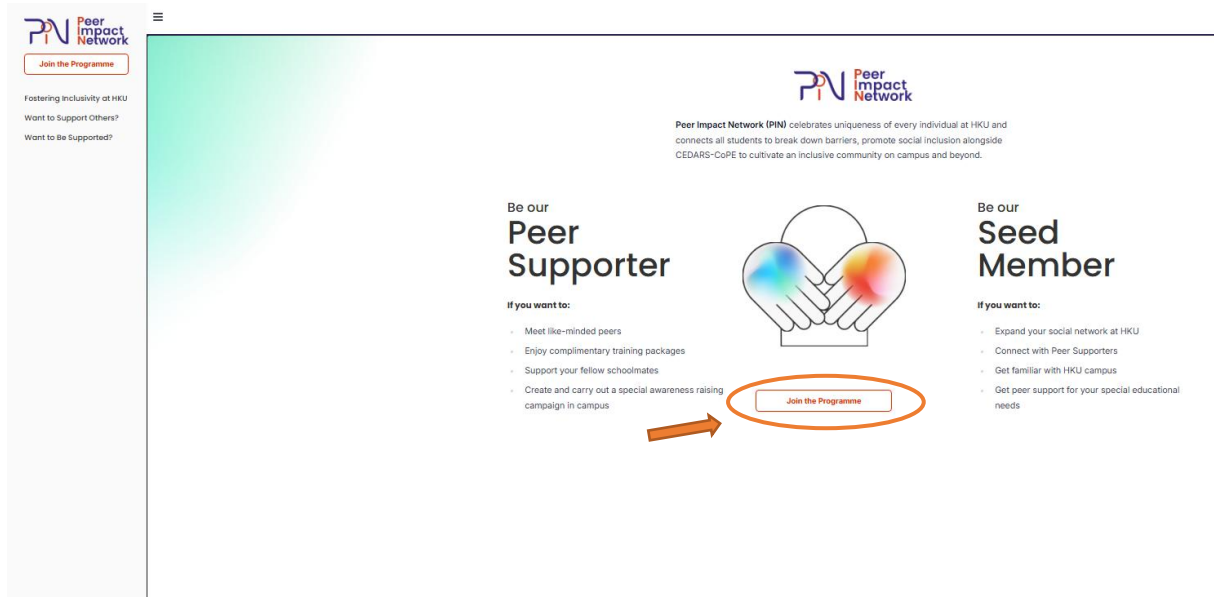


## How to register to be a PIN Peer Supporter & Peer Tutor

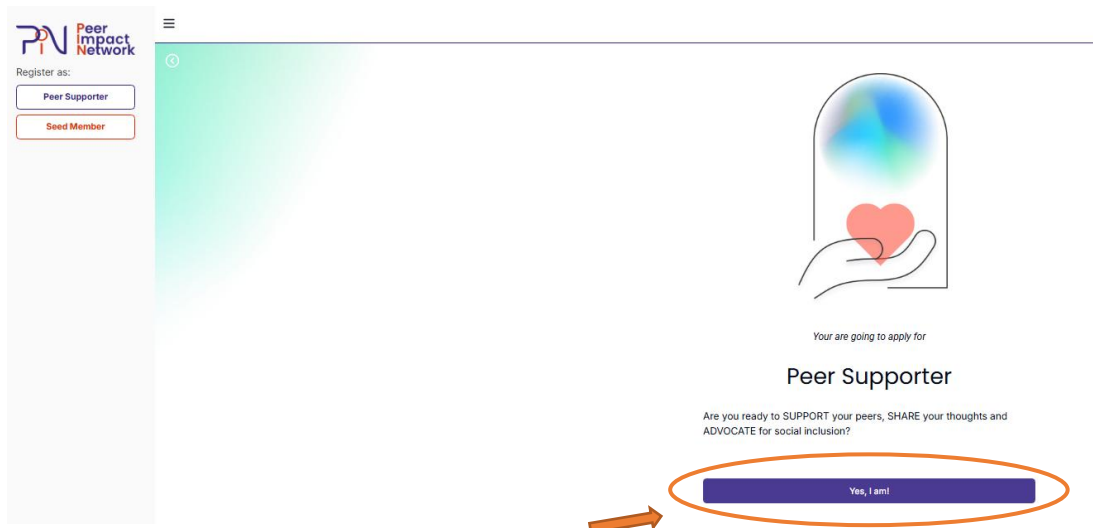
1. Visit the Student Portal on <https://pin.cedars.hku.hk/student>. Click the “Join the Programme” button. Login with your HKU Student Account via HKU Portal.



2. Click the “Join” button to register as Peer Supporter.



3. Click the “Yes, I am!” button to proceed.



4. Review your CSIS information as shown on the screen, then click “Next” to confirm.

The screenshot shows the 'Peer Supporter Application' form. On the left, there is a sidebar with the 'Peer Impact Network' logo and two buttons: 'Peer Supporter' and 'Seed Member'. The main form contains the following fields:

- Student Number: 925000003
- Full Name: TESTING-TEST xcope
- Email: xcope@cedars.hku.hk
- Contact Number: +852 24444444
- Gender: F
- Faculty: Dentistry
- Programme: Master of Dental Surgery in Oral and Maxillofacial Surgery
- Current Year of Study: 3
- Study Level: TPG
- Local / Non-local: Local
- Are you an Exchange / Visiting Student?: No

An orange arrow points to the 'Next' button at the bottom right of the form.

5. Answer the question, choose the appropriate option, and click “Next” to continue.

The screenshot shows the 'Peer Supporter Application' form with the following content:

- Header: Peer Supporter Application
- Text: Fill in the following information to apply as a Peer Supporter
- Question: Why do you want to join PIN as a supporter?  
(e.g. I want to become a Peer Language Tutor)
- Radio buttons: Are you a European Union resident?  
 Yes  No
- Text: Data Privacy Policy  
CEDARS-CuPE strictly complies with the University's Privacy Policy. Personal data collected will only be used for purposes directly related to your participation in Peer Impact Network and will not be shared with any third party without your consent. To read our full set of privacy policy, please visit [www.cedars.hku.hk/privacy](http://www.cedars.hku.hk/privacy)

An orange arrow points to the 'Next' button at the bottom right of the form.

6. You will see the page below after your application has been submitted. You will receive a notification after your application has been reviewed by the CEDARS admin.

The screenshot shows a confirmation message:

- Text: **DONE!** Thank you for joining PIN!
- Text: Your application is now being reviewed and you will receive the result via email shortly.
- Button: OK

7. After approval, log onto the PIN system. Select the services you prefer to provide. You may select more than one option. Then, select your matching preference and tick the checkbox to accept the terms. Click “**Next**” to continue.

Please select your service preference below.

**Peer Buddy**  
You will provide companionship and support to a Seed Member.

**Networking Activities / Group Experiences**  
You will be paired with other Peer Supporters and Seed Members to build meaningful connections.

**Peer Tutor – Survival Cantonese**  
You will provide Cantonese conversational practice sessions to Tutees.

**Peer Tutor – Peer English Tutoring**  
You will provide English conversational practice sessions to Tutees.

**Campus Tour**  
You will serve as a tour guide to help Seed Member(s) become familiar with the campus.

**Note-taker (SEN)**  
You will support note-taking service for student(s) with SEN.

If you want to become a **Peer Tutor**, you need to attend an interview. Click “**Next**”, then go to the left sidebar and choose “Language Tutoring” at the bottom. Click on “Register as a Tutor” to select your interview timeslot.

**Matching Preference with Seed Members**

No preference

Same gender only

I acknowledge that service opportunities are available upon request.

I understand that I would have to attend an interview and complete the steps described above if I have opted for “Peer Tutor” options.


**Next**

**Confirm Service Preference**

You will not be able to change your service preference after submitting.

8. Set up your profile by filling all the required fields below. You may also select your own avatar to be shown in the system. Once done, click the “Next” button to continue.

Complete your profile now!

Avatar 

Nickname/Preferred name

Gender

About me (Tell us where your hometown is)

Hobbies



Things I want to achieve in Peer Impact Network

Hong Kong Phone Number

Email Address

**Next**

9. Choose your preferred contact method, then click “Next” to continue.

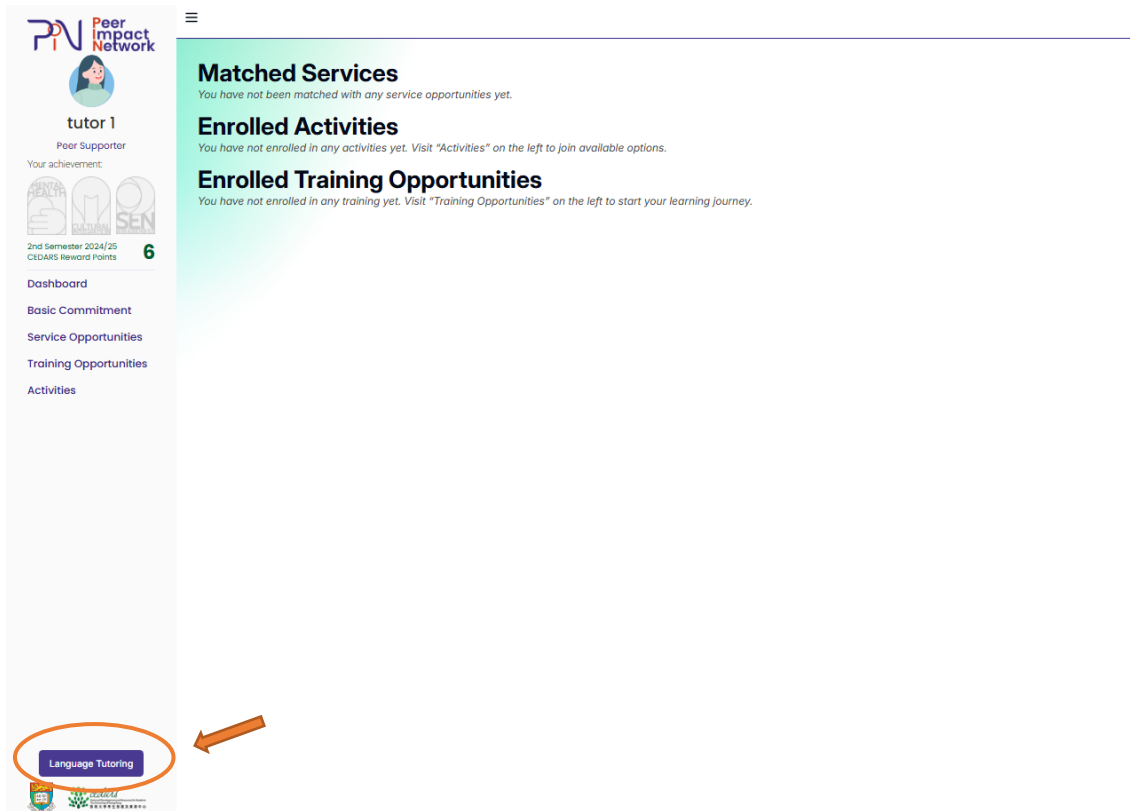
 

**How would you like to be contacted by other students in PIN?**

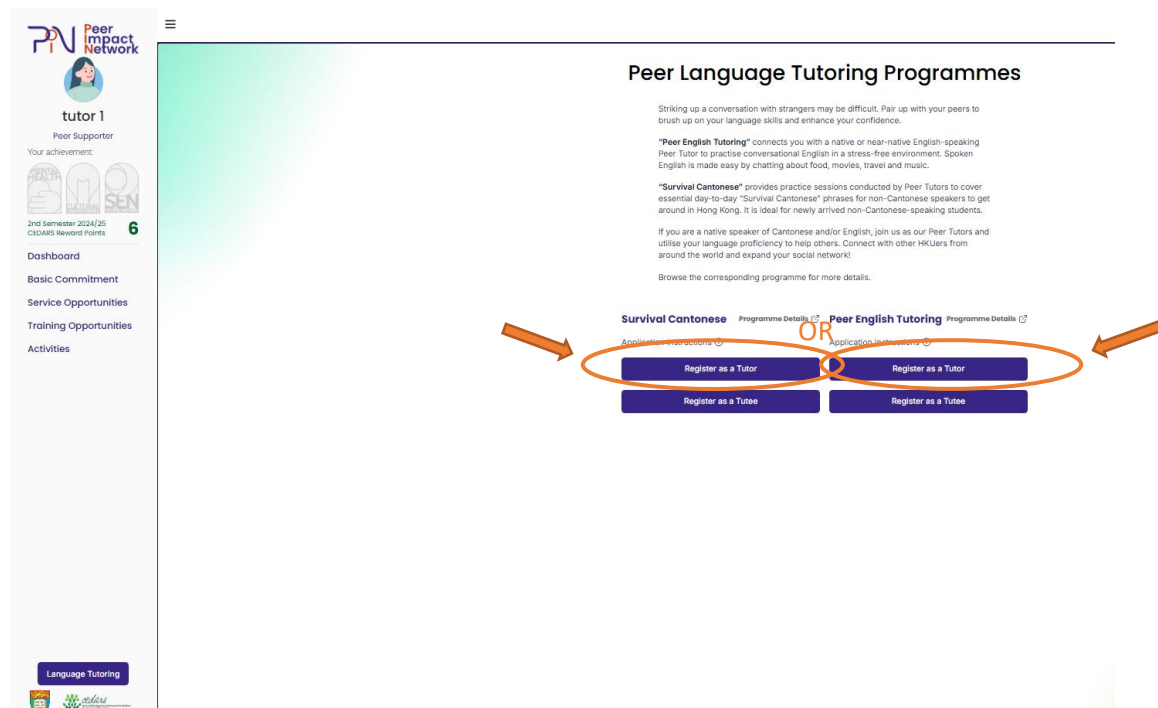
Email: tutor1@cedars.hku.hk  
Contact Number: +852 98765432

**Next**

10. You will then be taken to your personal dashboard, where you can begin enrolling in compulsory activities and training, as well as register for available services. Select “**Language Tutoring**” from the left menu to view and register for this service.



11. The page below will be displayed. Please read the information carefully. You may click the appropriate button “**Programme Details**” to view the details of each programme. Select the Tutor role corresponding to the programme you wish to apply for. For example, in this case, choose the Tutor role for the “Peer English Tutoring” programme.



12. As interview is required to obtain the “Tutor” role, a page listing available interview timeslots will be displayed. Select one available timeslot and click “Next” to proceed.

**Peer Impact Network**

tutor 1  
Peer Supporter  
Your achievement: 6  
2nd Semester 2024/25  
CSDAS Award Points

Dashboard  
Basic Commitment  
Service Opportunities  
Training Opportunities  
Activities

### Becoming a Peer English Tutoring Tutor

To become a tutor, an interview is required. Please select an available time slot below. If none of the listed time slots works for you, please email us at cedarspe@hku.hk.

**Interview Time-slot**

8 August, 2025 (Friday)

15:00  
15:15-15:30 fzf  
15:30-15:45 fzf  
15:45-16:00 fzf

11 August, 2025 (Monday)

15:00  
15:45-16:00 online

16:00  
16:00-16:15 online  
16:15-16:30 online

Next  
Back

13. Click the “Continue” button to confirm your action.

Are you sure to continue?

Cancel Continue

14. A page displaying your interview details will appear. Please ensure you join the interview at the scheduled time.

**Peer Impact Network**

tutor 1  
Peer Supporter  
Your achievement: 6  
2nd Semester 2024/25  
CSDAS Award Points

Dashboard  
Basic Commitment  
Service Opportunities  
Training Opportunities  
Activities

### Peer Language Tutoring Programmes

Striking up a conversation with strangers may be difficult. Pair up with your peers to brush up on your language skills and enhance your confidence.

**Peer English Tutoring** connects you with a native or near-native English-speaking Peer Tutor to practise conversational English in a stress-free environment. Spoken English is made easy by chatting about food, movies, travel and music.

**Survival Cantonese** provides practice sessions conducted by Peer Tutors to cover essential day-to-day “Survival Cantonese” phrases for non-Cantonese speakers to get around in Hong Kong. It is ideal for newly arrived non-Cantonese-speaking students.

If you are a native speaker of Cantonese and/or English, join us as our Peer Tutors and utilise your language proficiency to help others. Connect with other HKUers from around the world and expand your social network!

Browse the corresponding programme for more details.

**Survival Cantonese** Programme Details  
**Peer English Tutoring** Programme Details

Application Instructions  
Register as a Tutor  
Register as a Tutee

**Your Tutor Application is Pending**

Next step: Please make sure to join the interview.

Reschedule your interview timeslot

**Interview Timeslot:**  
Date: 11/08/2025 16:15  
Venue: Zoom Meeting ID: 123 456 000 / Password: 111 000

15. Once you have completed the interview, your status will be updated as shown below. Please ensure that you participate in the required briefing, which will be arranged during your interview session.

The screenshot shows the 'Peer Language Tutoring Programmes' page. On the left is a sidebar with the user's profile: 'tutor 1', Peer Supporter, and 6 CEDARS Reward Points. The main content area has a heading 'Peer Language Tutoring Programmes' and introductory text. Below this, there are two tabs: 'Survival Cantonese' and 'Peer English Tutoring'. Under 'Peer English Tutoring', the status is 'Your Tutor Application is Pending'. It lists the next step as 'Make sure you have joined the briefing' and provides details for an 'Interview Timeslot' (Date: 11/08/2025 16:15, Venue: Zoom Meeting ID: 123 456 000 / Password: 111 000) and a 'Briefing Session' (Date: 14/08/2025 15:00, Venue: Zoom Meeting ID: 941 5206 0655 / Password: 275248). The briefing session details are circled in orange.

16. After attending the briefing session, please await final approval from the CEDARS admin regarding your Tutor application. Once your application is approved, your status will be updated as below. Please proceed to submit your **tutoring preferences**.

The screenshot shows the 'Peer Language Tutoring Programmes' page after approval. The status is updated to 'Congratulations! You are now our Peer English Tutoring Tutor!'. The 'Next step' is 'Please commit your tutoring preferences', and a 'Submit Your Preferences Now' button is highlighted with an orange circle and an orange arrow pointing to it. The rest of the page layout, including the sidebar and introductory text, remains the same as in the previous screenshot.

17. Select your preferences from the available options. You may choose multiple selections. Once done, click the “Update” button to save your choices and proceed.

## What are Your Tutoring Preferences?

You can select multiple options.

### Available Days:

Weekdays  Weekends

### Preferred Times:

Morning  Afternoon  Evening

### Format:

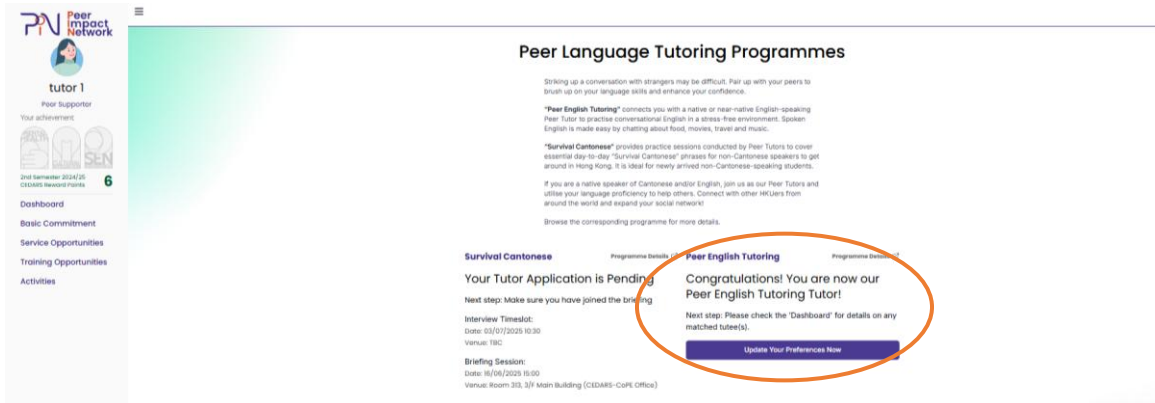
Face-to-face  Online

### Matching Preference:

No Preference  Same Gender



18. The system will reflect the updated status below. Please monitor your dashboard for matched tutees, and you may revise your preferences as needed to facilitate more accurate pairing.



The screenshot shows the 'Peer Language Tutoring Programmes' dashboard. On the left is a sidebar with navigation options: 'tutor | Peer Supporter', 'Your achievement', '2nd Semester 2024/25 CEDARS Award Points 6', 'Dashboard', 'Basic Commitment', 'Service Opportunities', 'Training Opportunities', and 'Activities'. The main content area has a header 'Peer Language Tutoring Programmes' and introductory text. Below this are three program cards: 'Survival Cantonese' (with status 'Your Tutor Application is Pending'), 'Peer English Tutoring' (with status 'Congratulations! You are now our Peer English Tutoring Tutor!' and a highlighted 'Update Your Preferences Now' button), and another 'Peer English Tutoring' card (with status 'Programme Details').

**Remark:** Details on how to schedule with your matched tutee will be provided during the briefing session.