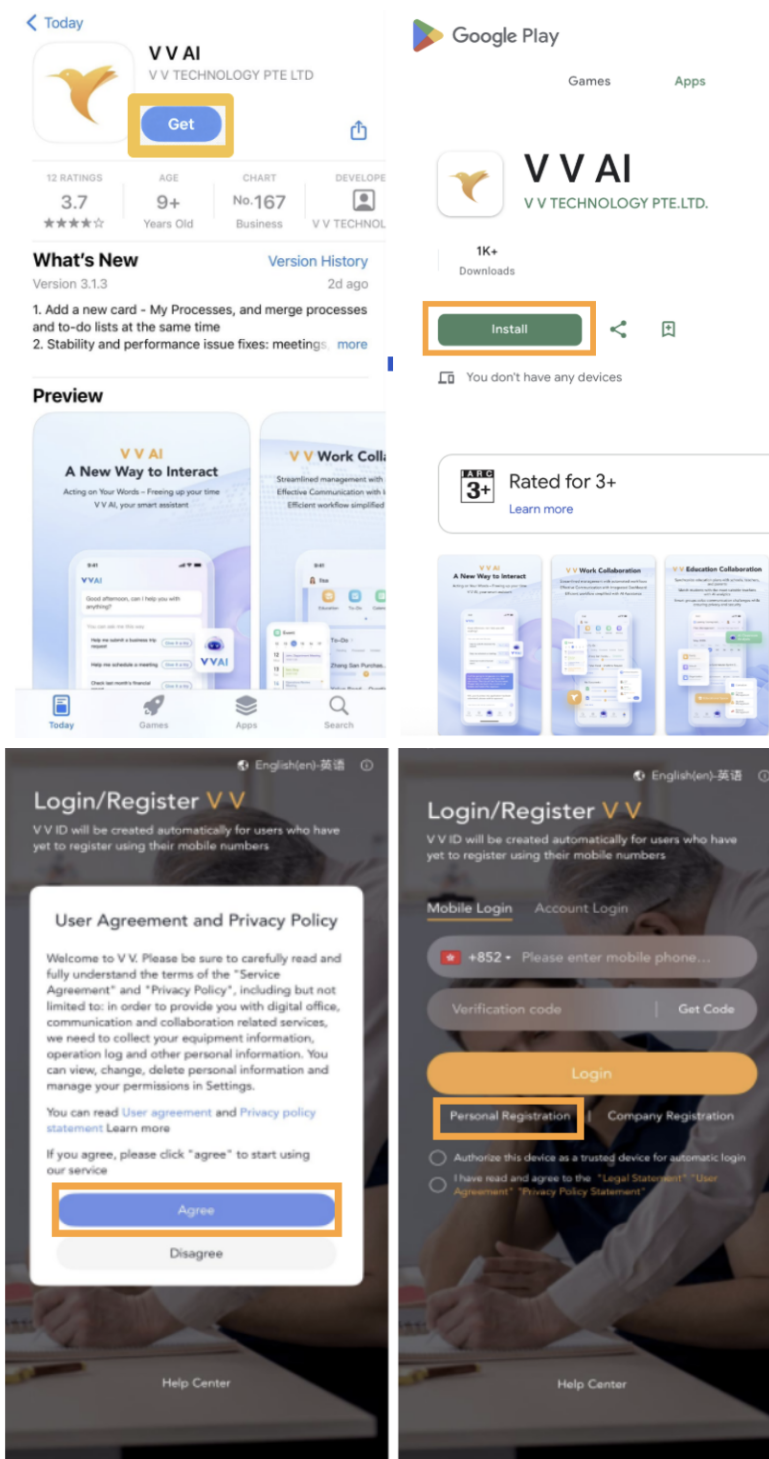


Student registration

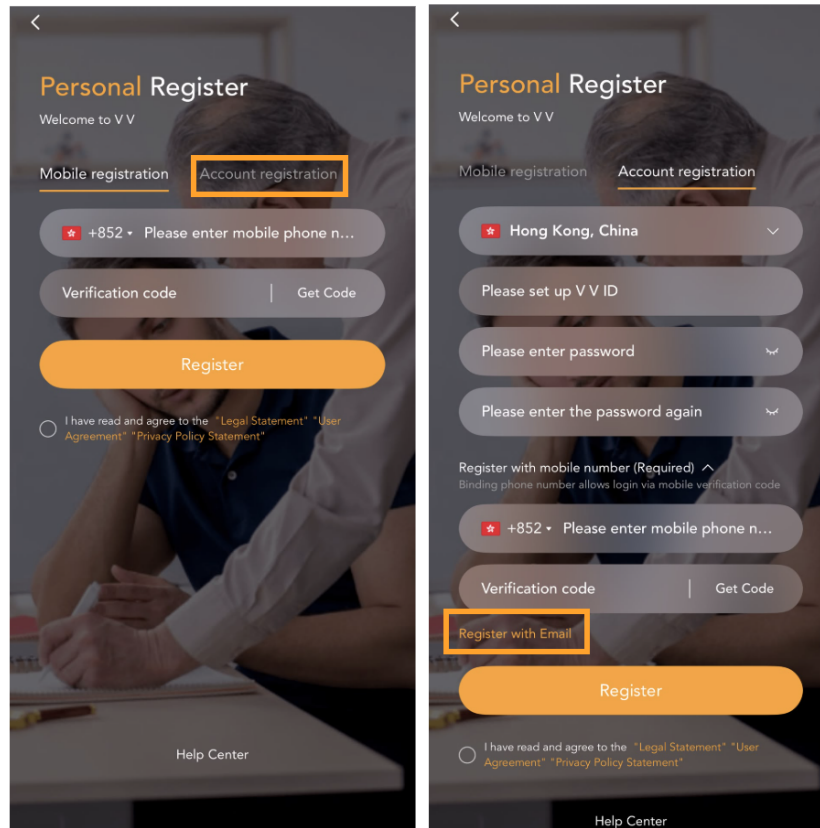
1. Download the App - V V AI

- Open App Store (iOS) or Google Play Store (Android) then search for V V AI
- Download and install the official app > Agree to the User Agreement and Private Policy
- Open the app and click “Personal Registration” on the login page



2. Account Setup

- Click “Account Registration”, then click “Register with Email” at the bottom left
- Create your V V account by the same email you submitted through Google form
- Start the registration process as below



Account registration Process

Step 1: **a** = Create a V V ID, e.g. **s1hcharliec** (without space)

Please follow the above format

Step 2: **b** = Create your own password

Step 3: **c** = Re-enter the same password in **b** to confirm

Step 4: Enter your email submitted through Google form

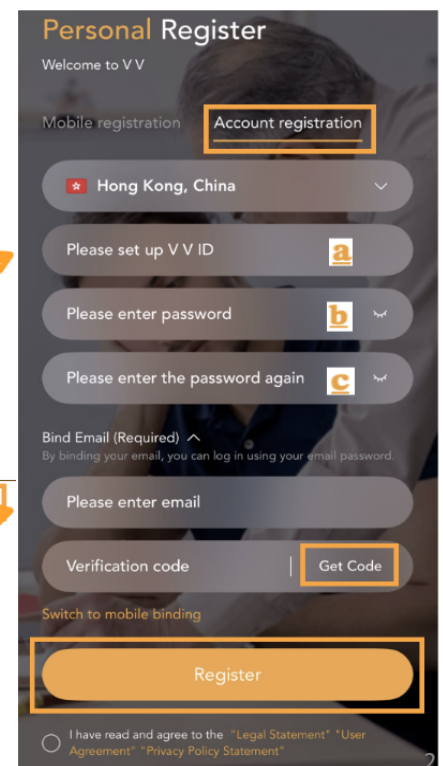
Step 5: Click “**Get Code**” > a verification code will be sent to your email

Step 6: Enter the received verification code

Step 7: Click “**Register**” to complete

MUST be the same as submitted, e.g. s1hcharliec

MUST be the same email submitted through Google form.



3. Accept the invitation

→ Set your nickname, e.g. S1H Charlie C.

Setting Virtual Information

[← Return](#)



Avatar & Nickname *

Nicknames are mainly used for non-work scenarios or to protect user privacy

Please set a nickname

Please enter 1-40 characters

Set Bio Profile

Complete

MUST use the same nickname as submitted e.g. S1H Charlie C.



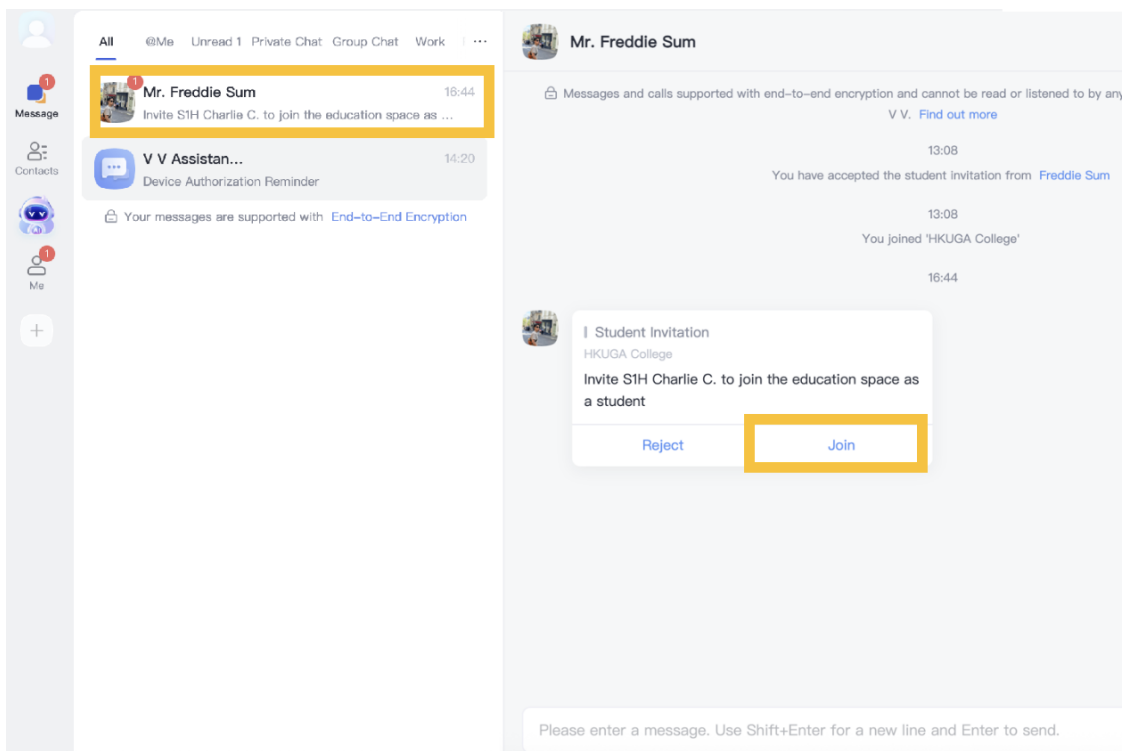
✓

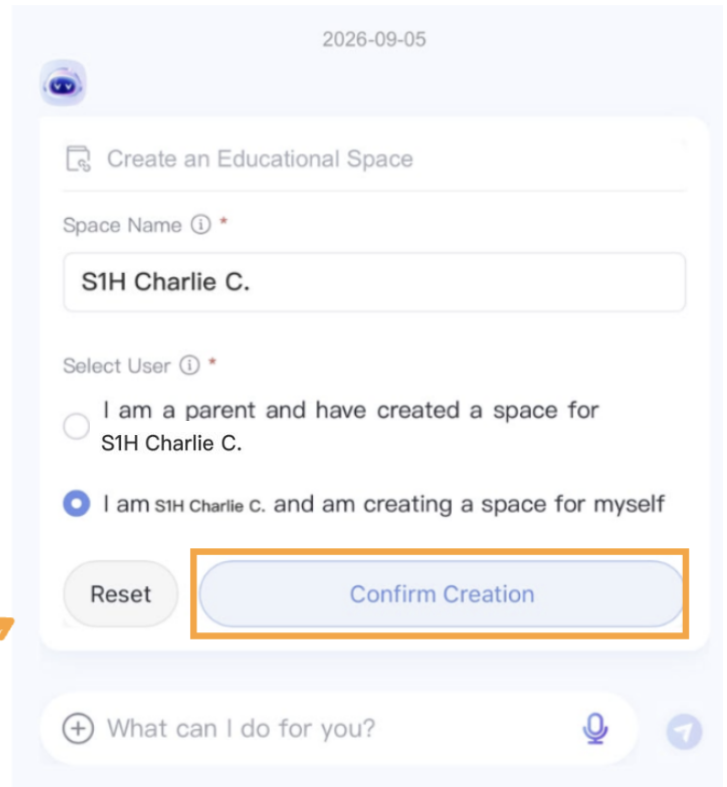
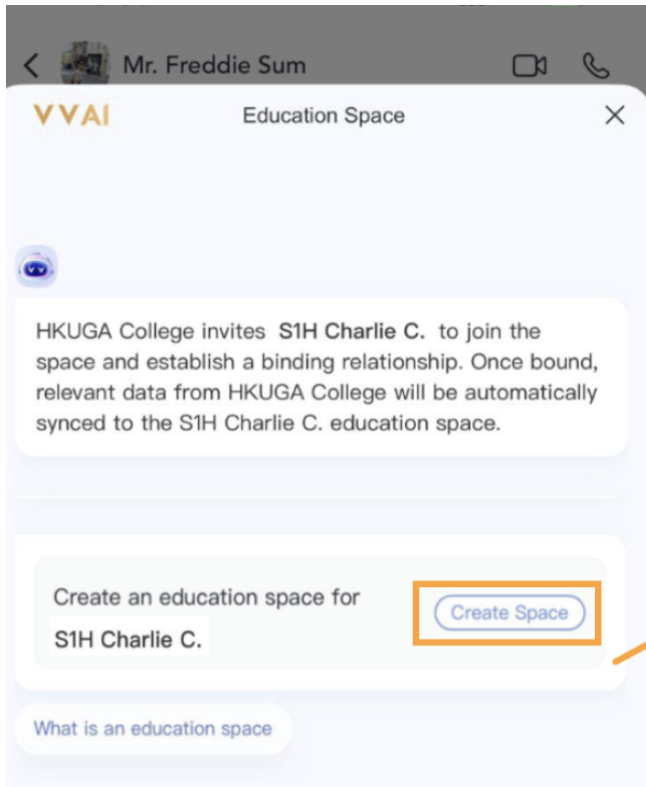
Registration Complete

Enter V V AI

4. Join & Create your Education Space

- Click the message from Mr. Sum (Freddie Sum) and click Join to accept the invitation to HKUGA College.
- Set your space name, e.g. S1H Charlie C.
- Click "I am S1H Charlie C. and am creating a space for myself"
- Confirm creation



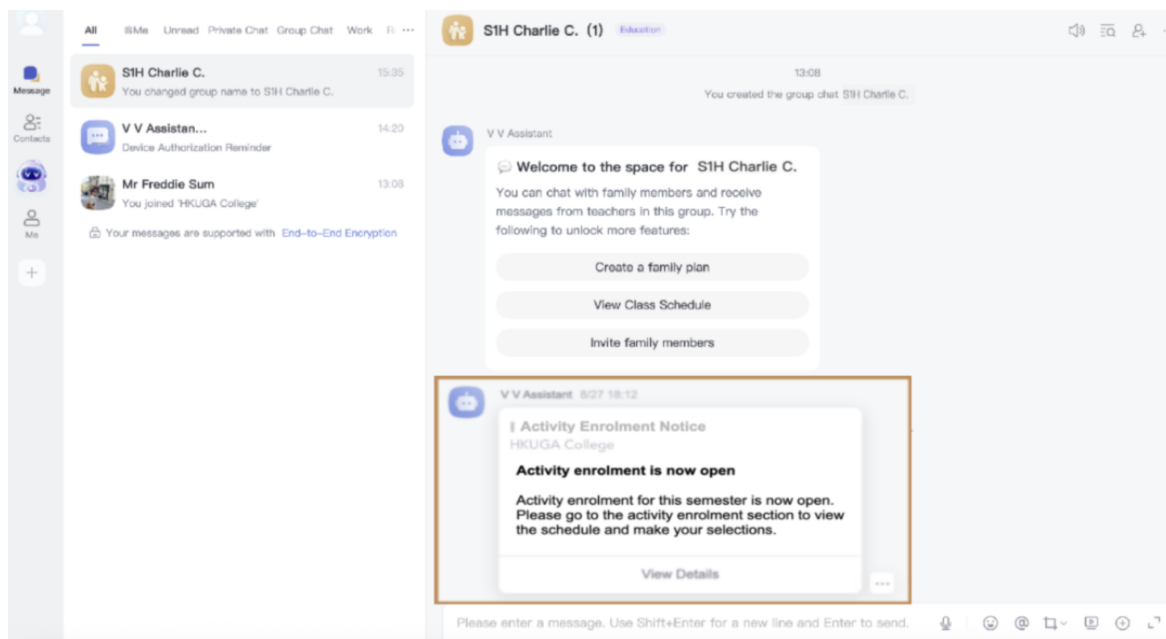


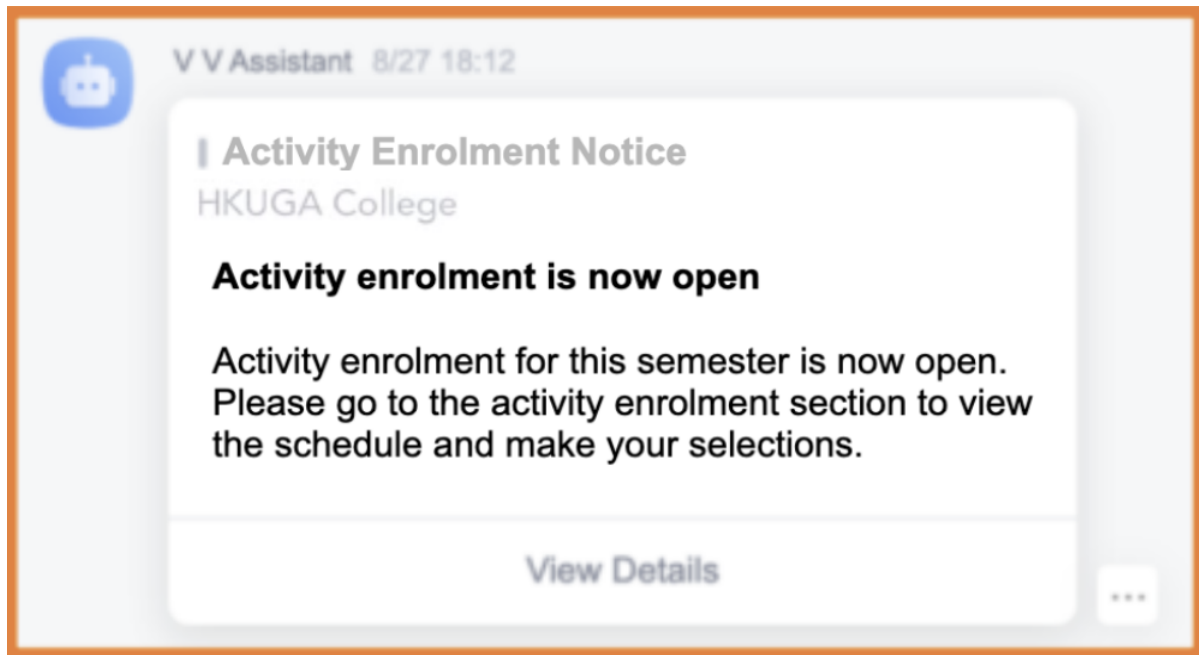
Friendly reminder:

The ELA Enrolment window opens on 11/9 and closes on 16/9.

5. Activity Enrolment and records

- Get enrolment reminders via Message 'IM'
- Add filter: 2026/2027 Term 1
- Get started



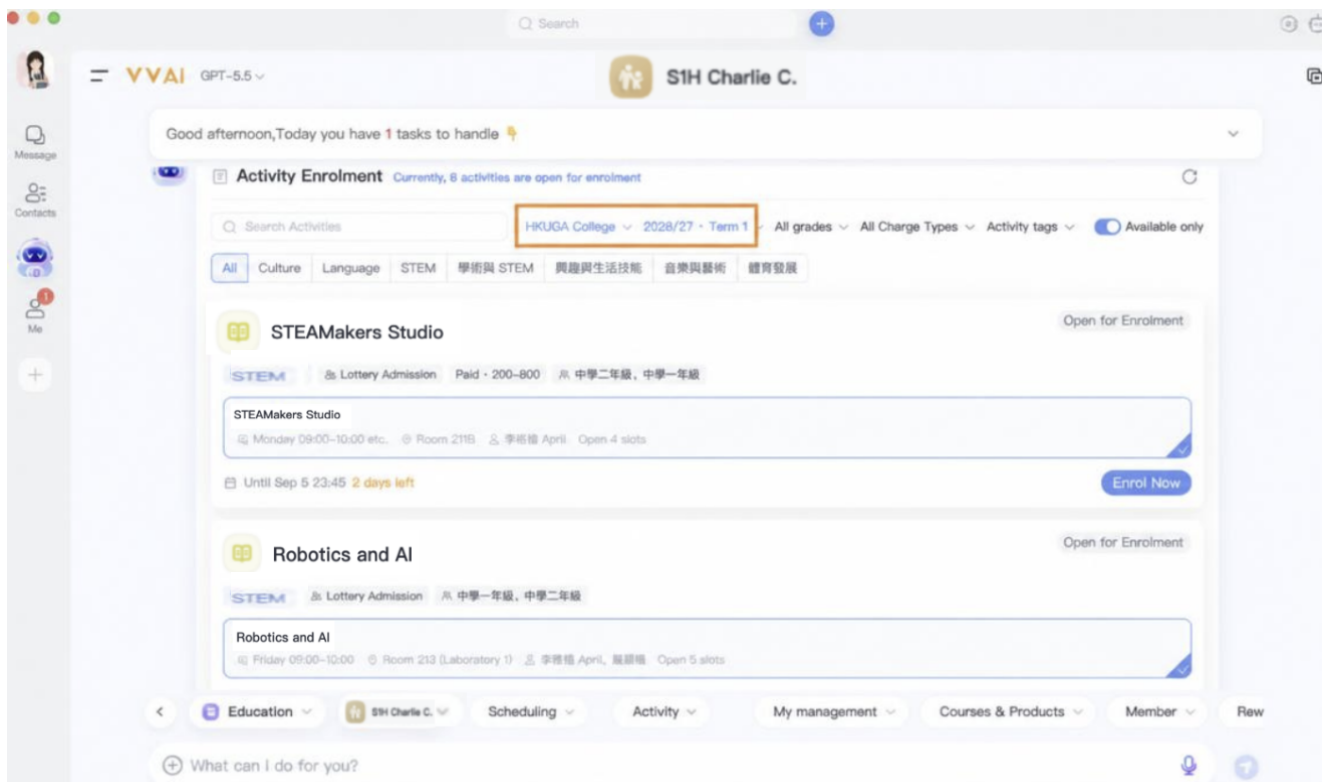


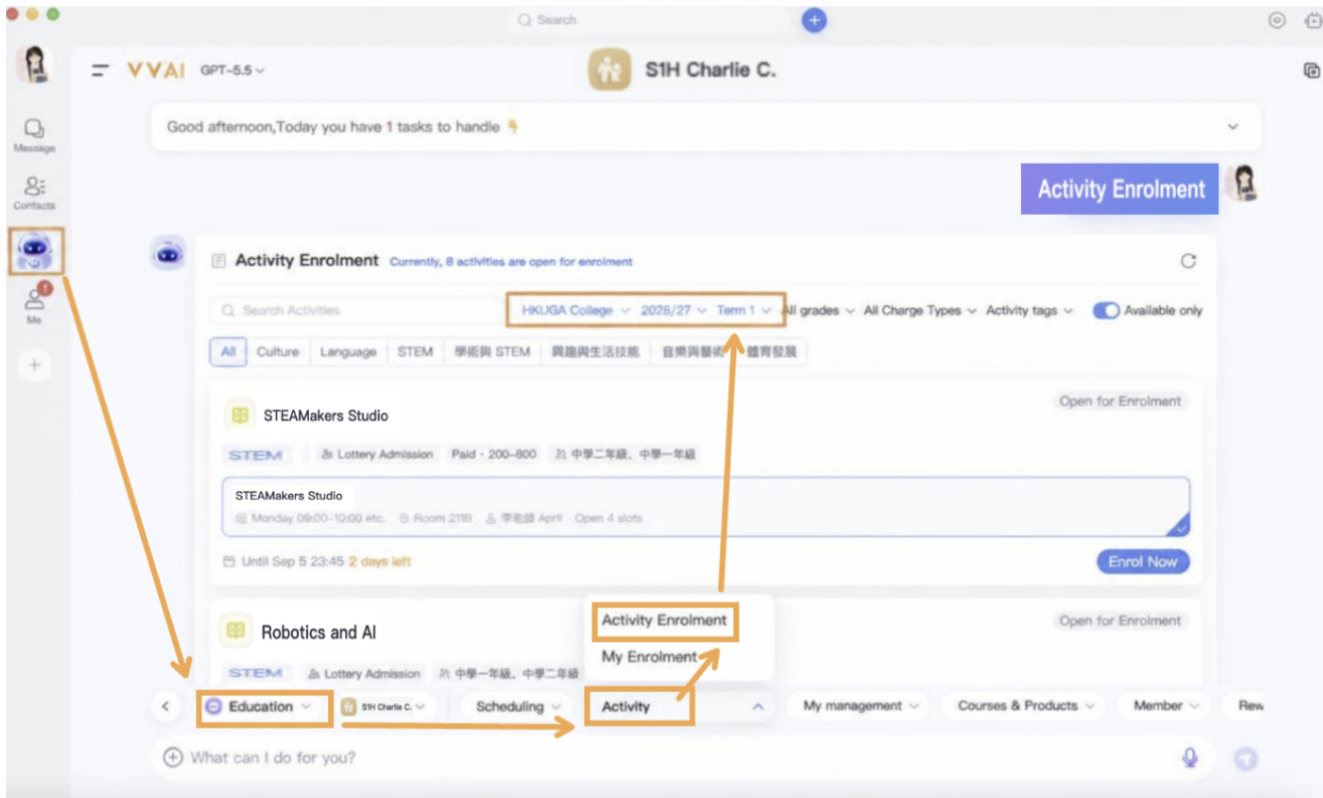
※ **OR** through V Bot -> Activity Enrolment

❖ Activity Enrolment

→ Add filter: 2026/2027 Term 1

→ Get started





❖ 2nd User Manual will go through the Activity Enrolment process and other ELA related functions.