

Getting Started For Terminal Operations

LOGON AND LOGOFF CCASS

INTRODUCTION:

This section mainly explains the procedures for connecting to and disconnecting from CCASS (i.e. **logon** and **logoff** CCASS).

1. Logon CCASS:

This function enables the users to connect the PC terminal to CCASS during service hours in order to access any CCASS functions. Refer to Smartcard Request Form for CCASS/CCMS User (as stated under "[Forms for HKSCC Participants](#)") on CCASS servicing schedule.

2. Logoff CCASS:

This function is used to disconnect from CCASS once the servicing time of CCASS is over for the day. Users are also expected to disconnect the terminals from CCASS if they will not use CCASS functions for a certain period of time, say, 15 minutes. This prevents any CCASS functions from being accessed by unauthorised persons.

This section is divided into several parts:

- A. Logon to CCASS:
- B. Logoff from CCASS
- C. Inactivity Timeout

Section 3.4

Logon And Logoff CCASS

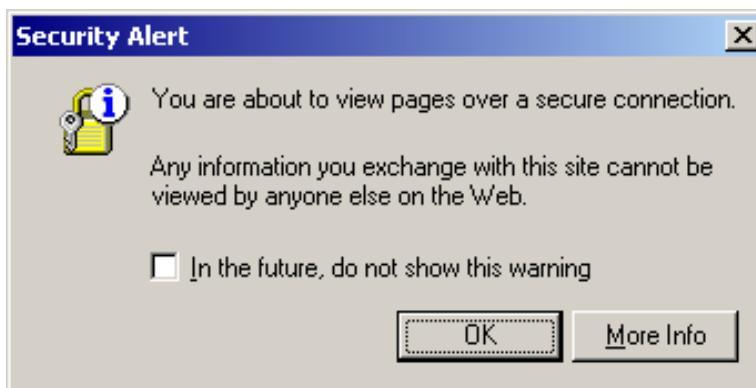
A. LOGON CCASS

Before starting the logon process, please make sure that a **smartcard** (provided by HKSCC) is ready. Without a smartcard, the PC terminal cannot be used to communicate with HKSCC's host system.

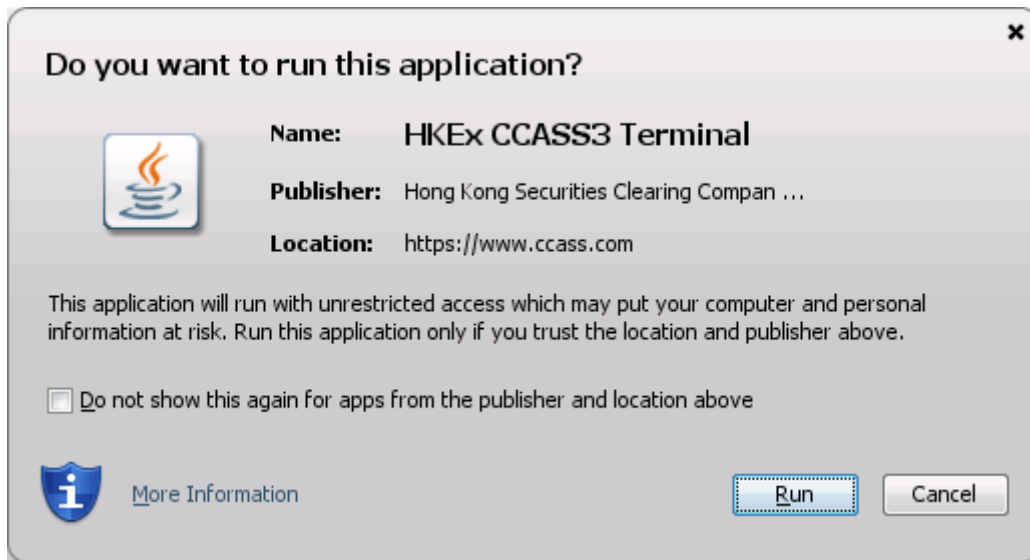
- the smartcard is unique to the user.
- the user can use any of the participant's CCASS terminals to access CCASS with the smartcard.
- after successful logon, the smartcard can be removed from smartcard reader for security purpose.

OPERATION STEPS:

1. Switch on the PC (including the monitor, the modem and the printer).
2. Launch Internet Explorer.
3. Insert your smartcard into the smartcard reader.
4. Type the CCASS/3 URL ***https://www.ccass.com*** into the box next to the address field.
5. Click 'OK' when you see the following pop-up Security Alert window.

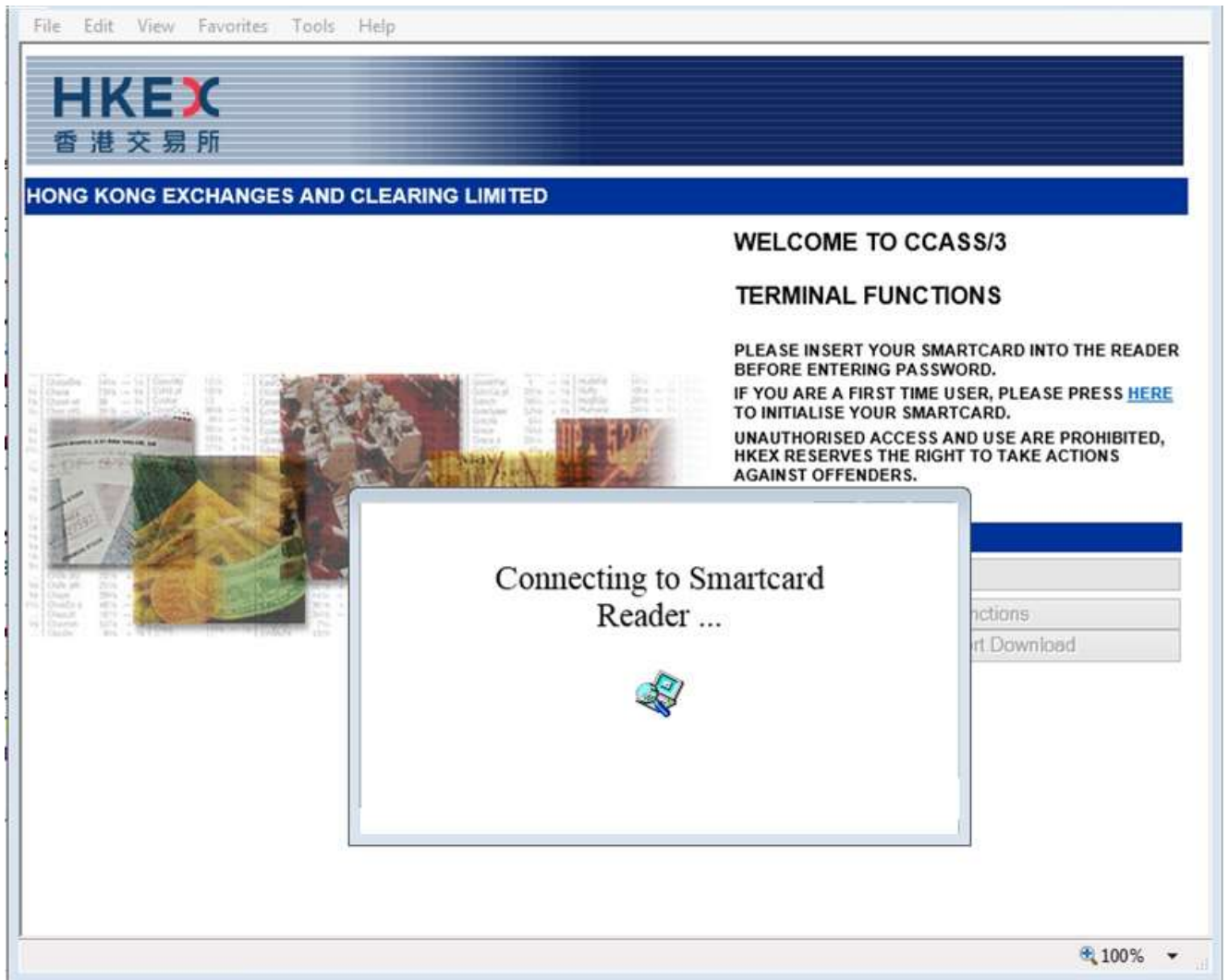


6. Select checkbox 'Do not show this again for apps from the publisher and location above' then click 'Run' so that the message box will NOT appear during your next logon session.

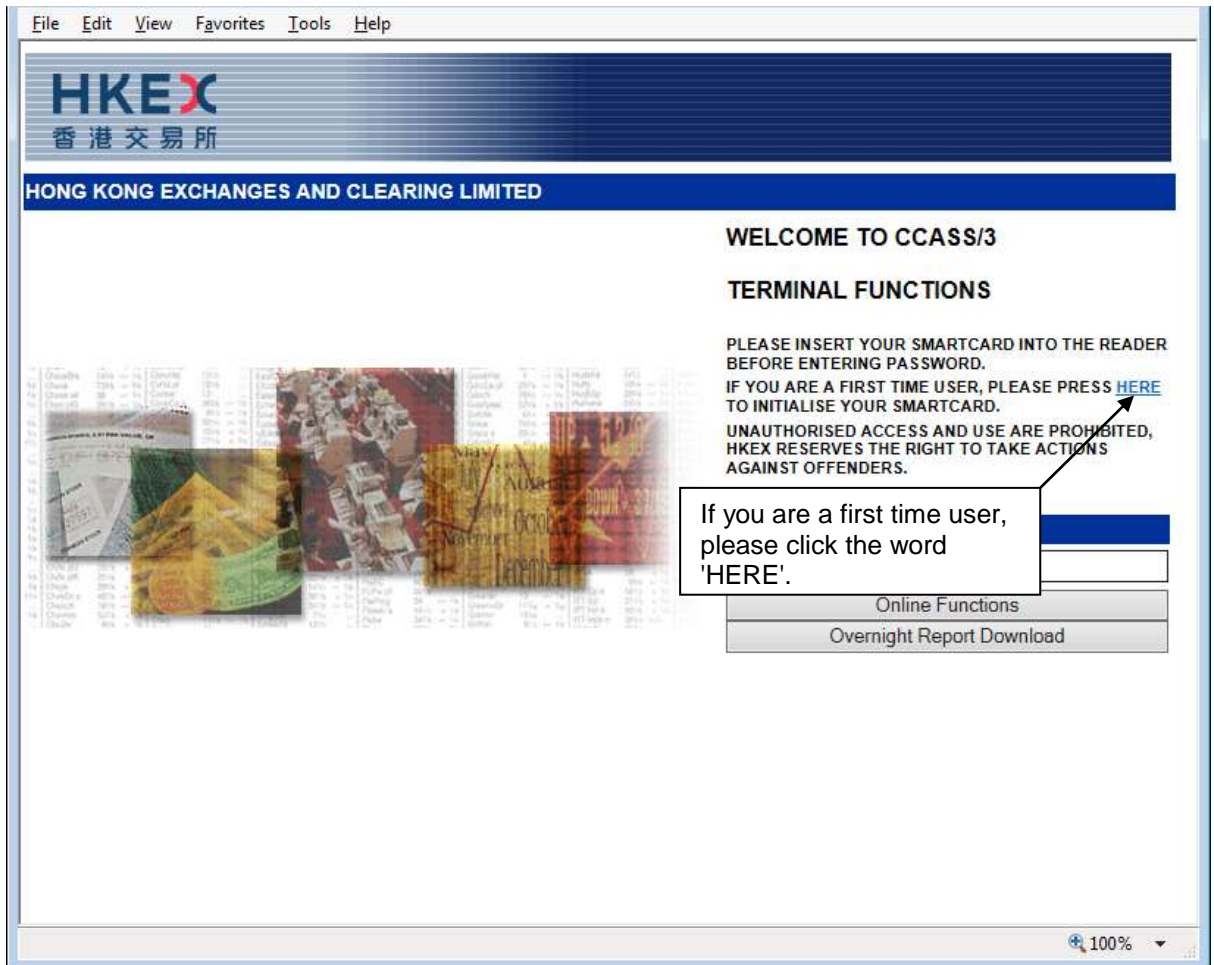


The following screen will be displayed while CCASS is connecting to the smartcard reader. Please wait until the next screen appears.

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Logon And Logoff CCASS

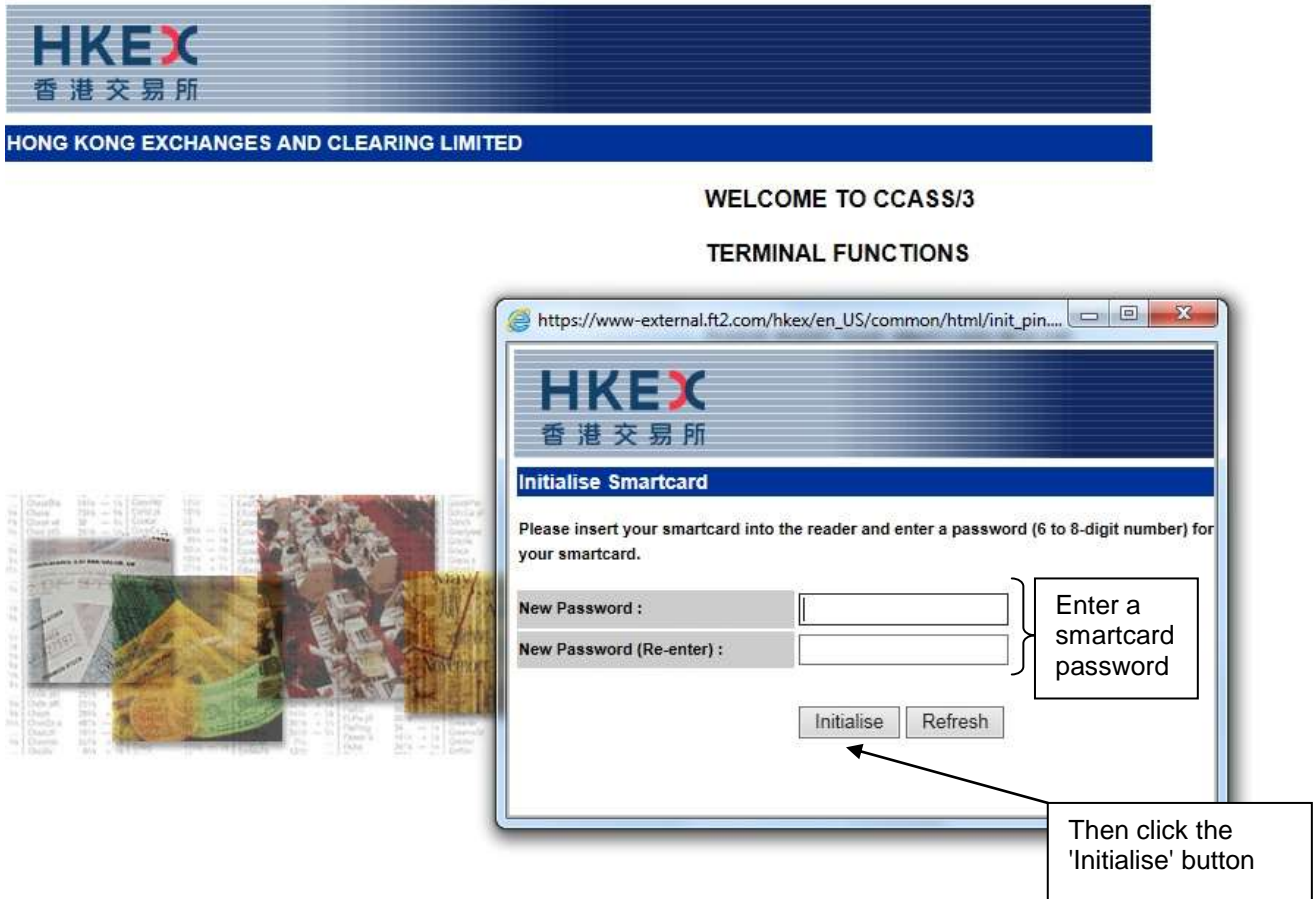


7. If you log on CCASS for the first time, please initialise the smartcard as follows:
 - a) Click the word 'HERE' in the following logon screen.

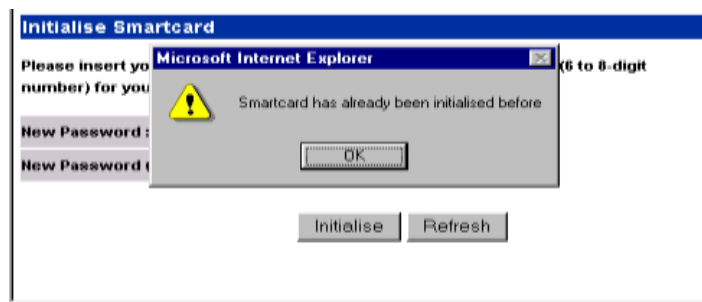


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- b) Enter a smartcard password (6-8 digits) twice in the following screen and click the 'Initialise' button.

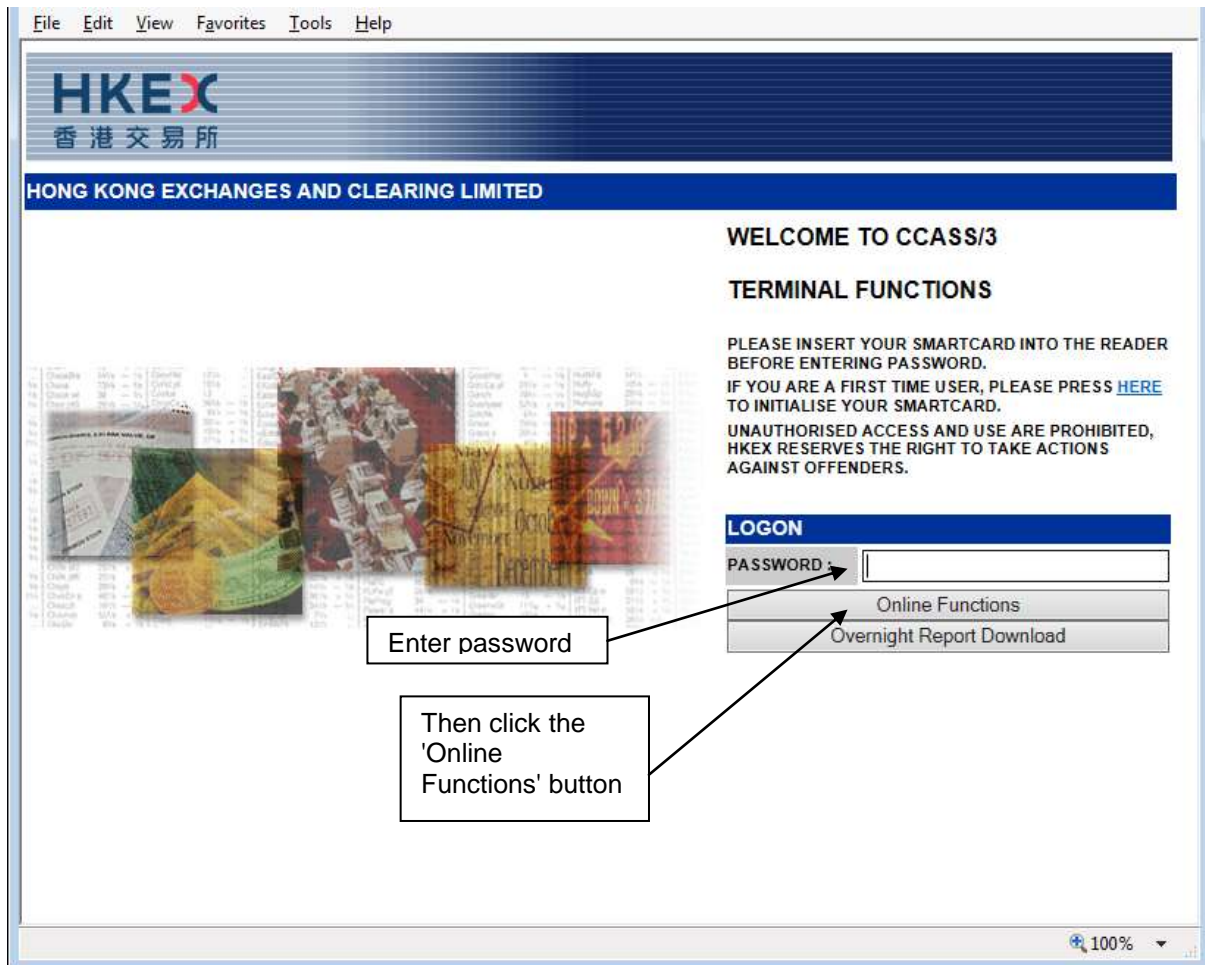


- c) The following screen will be displayed when the initialisation process has completed.



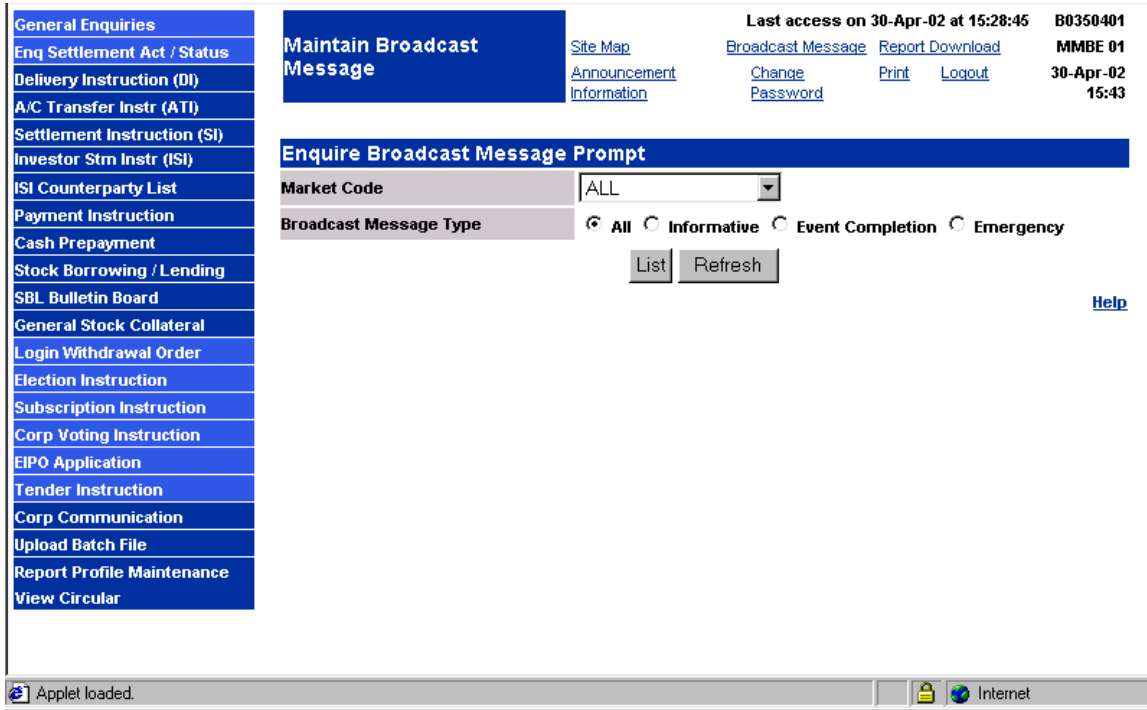
- 8. Enter your smartcard password.

9. Click 'Online Functions' button to access CCASS/3.



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10. The broadcast message prompt screen will be displayed when you log on to CCASS successfully.

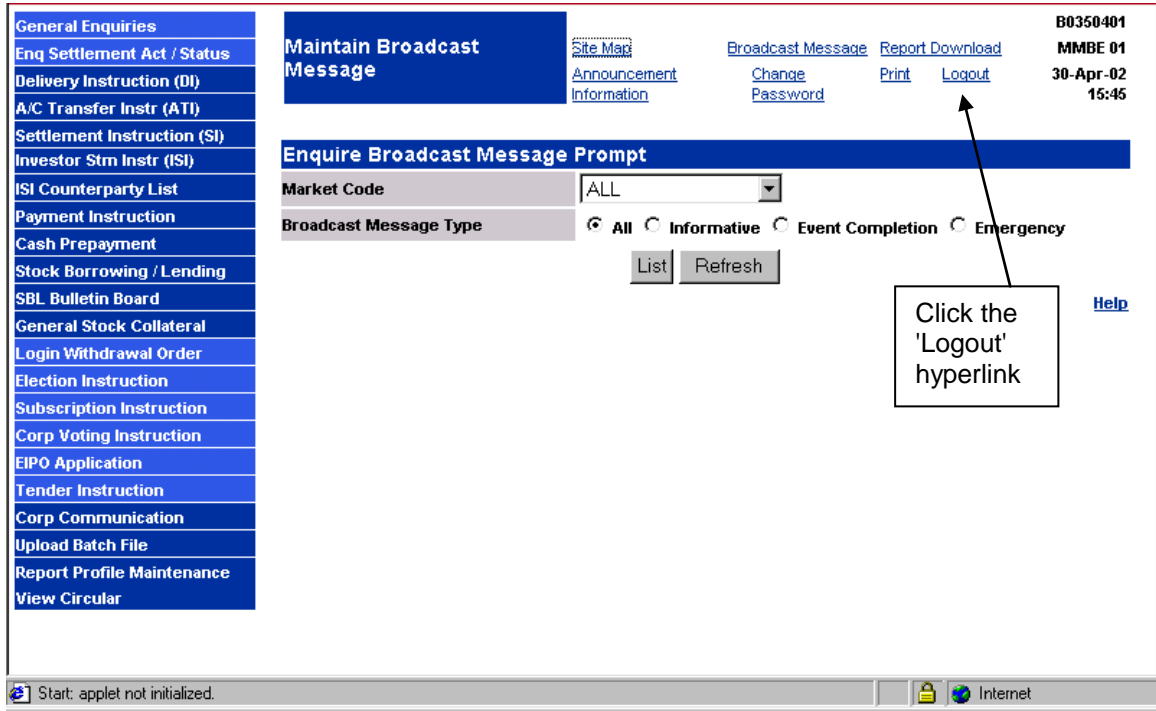


<END OF LOGON CCASS>

B. LOGOFF CCASS

OPERATION STEPS:

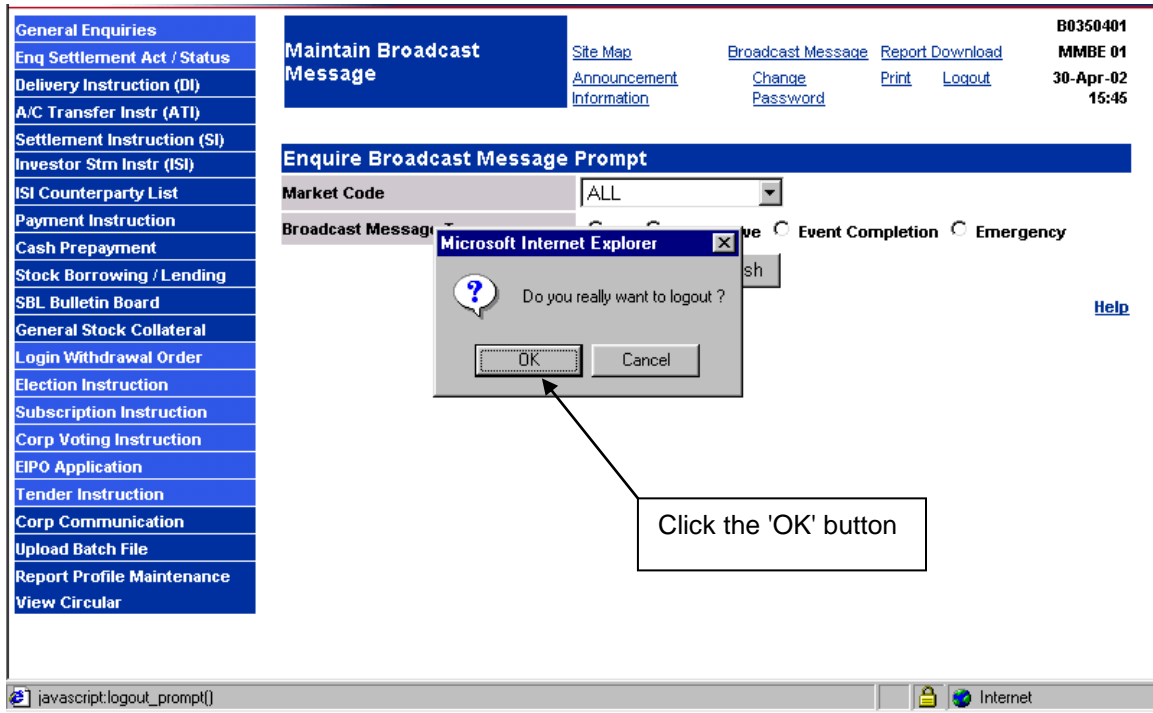
1. At any CCASS function screen, click the 'Logout' hyperlink on the Quick Link Paths at the Title Frame.



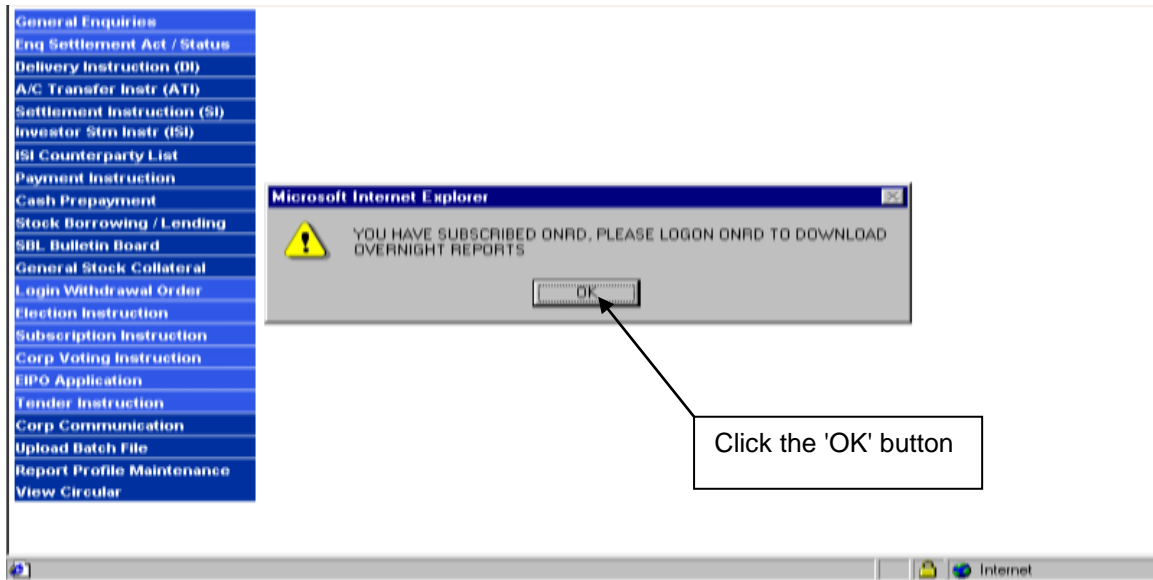
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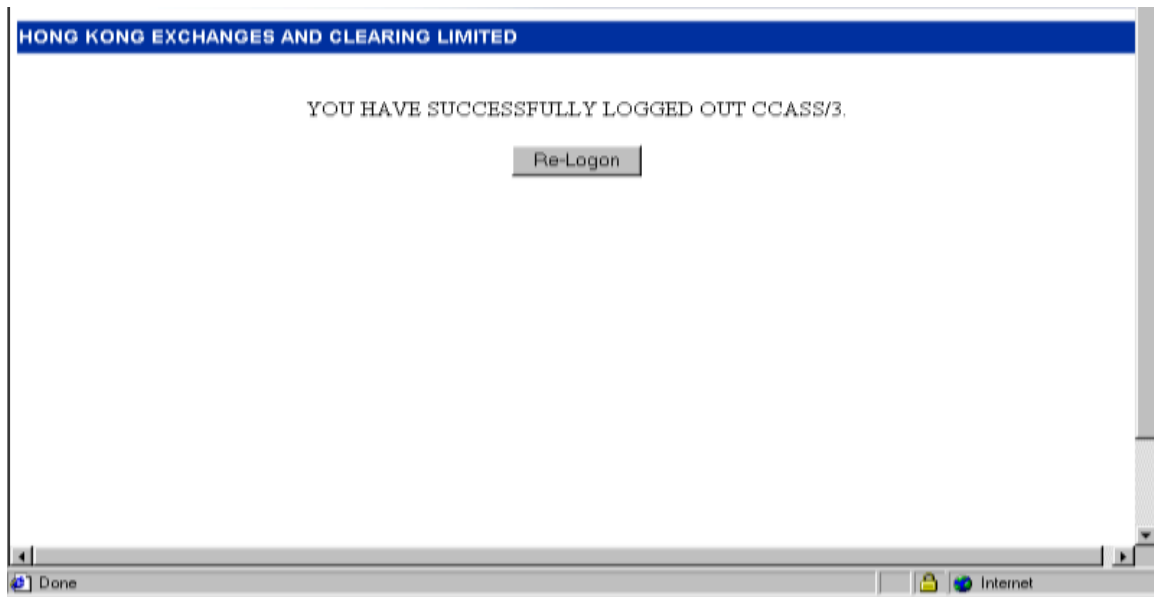
2. Click the 'OK' button in the following prompt.



3. If you have subscribed overnight report distribution, the following screen will be displayed to remind you to logon ONRD to download the overnight reports. Click the 'OK' button to proceed.



4. The following screen will be displayed to inform you that logout is successful. If you have not subscribed ONRD, the screen will be displayed after step 2.



5. Click the 'Re-Logon' button in case you want to logon again. Otherwise, please close the browser .

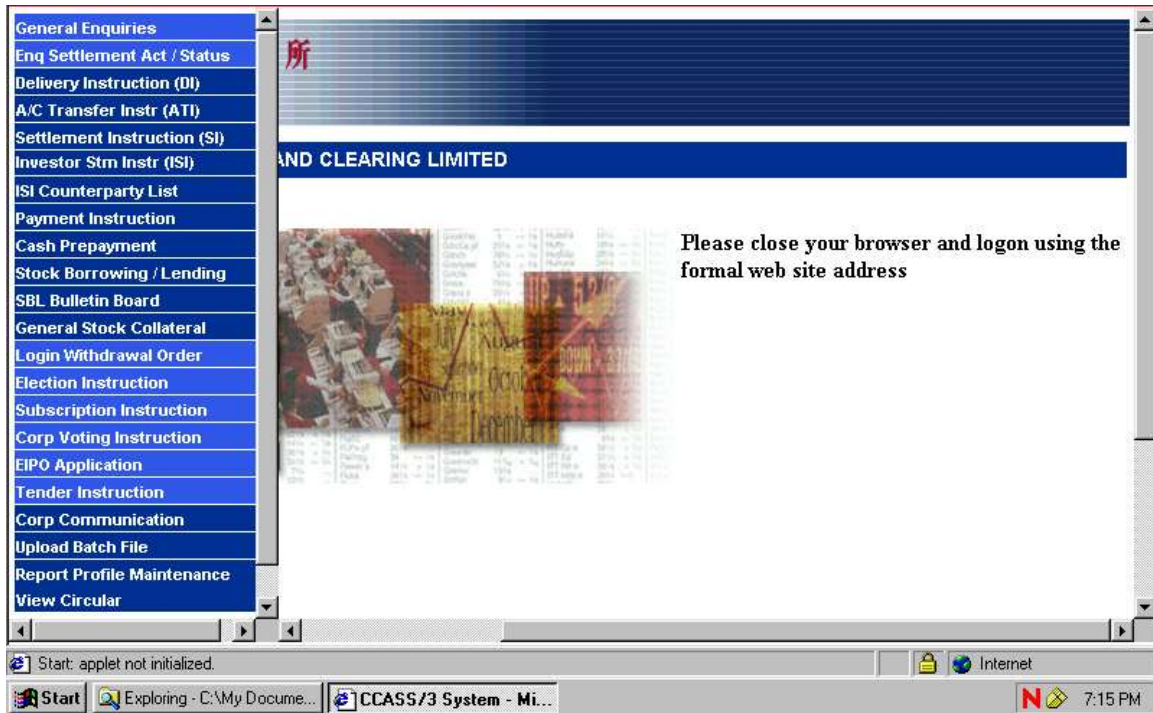
<END OF LOGOFF CCASS>

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C. Inactivity Timeout

For security purpose, CCASS is automatically logged off if a user's terminal has not been operated for about 15 minutes. This prevents any unauthorised persons from accessing CCASS. If the terminal is disconnected due to inactivity timeout (suggested by a message on the screen), close the browser and logon again.



<END OF INACTIVITY TIMEOUT >