



Stanley Ho
Community College



PO LEUNG KUK

香港大學專業進修學院 保良局何鴻燊社區書院

1

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

Campus Workstations – Location

2

Workstations are available in the following locations:

- 4/F : Library
- 5/F : Learning Commons
- 6/F : Open Access Lab (Room 601)
- 6/F – 15/F : Lift Lobby

Campus Workstations – Login

3

- Username: **Student ID Number**
- Default Password: **First 5 characters of your HKID Number**
(including alphabets and digits)

Example:

Username: 20091234 **Student ID Number**

Default Password: Y1234

Students holding other ID documents (e.g. Passport, Exit-Entry Permit for Travelling to and from Hong Kong and Macau 往來港澳通行證, etc.), please also input the first 5 characters of your ID Document Number as password.

First time users are required to change password immediately if your username and default password are correct.

Campus WiFi

4

Step 1: Click “FAQs” via HPSHCC college webpage at

<http://hkuspace-plk.hku.hk>

Step 2: Click “WiFi Services” under “FREQUENTLY ASKED QUESTIONS” for user guides



Learner Portal

Adverse Weather

FAQs

Job Vacancy

Contact Us

中文

Search and Share icons

Programmes

Applications & Admissions

College Life

News

Alumni

About Us

FAQs

HOME > FAQs >

FREQUENTLY ASKED QUESTIONS

FAQs

Frequently Asked Questions

WiFi Services

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) >

General Questions >

A Guide to New Students

5

Website: <http://hkuspace-plk.hku.hk/guide2023>

HOME > A GUIDE TO NEW STUDENTS

A Guide to New Students

Welcome to HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC)!

Before the start of the academic year, please read through the following information. It serves as a good start of your study journey at HPSHCC.

1. [Registration for New Students](#)
2. [Orientation and Programme Briefing Session \(Updated on 2 Sept 2022\)](#)
3. [Online Platforms: Teaching and Learning, Information, and Services](#)
4. [Student Timetable](#)
5. [Updates on Teaching Arrangement for Semester 1, 2022-23 \(Posted on 2 Sept 2022\)](#)
6. [Student Handbook / Services Forms](#)
7. [Assessment](#)
8. [Course Exemption / Credit Accumulation Transfer](#)
9. [Financial Assistance and Scholarships](#)

A Guide to New Students

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3. Online Platforms

Please download the user guide of each platform for details.

Students will receive their student number for accessing electronic platforms of the College via email in early September.

A video is available for the demonstration on accessing the electronic platforms. The major functions of the online platforms can also be found [here](#)

[Cantonese](#)

[English](#)

Regular checking of these e-platforms and your college email account is essential throughout your studies.

Learner Portal (LP) is a user-friendly “one-stop” online platform which provides College information, course documents, student handbook and forms. Please go through [this document](#) for details.

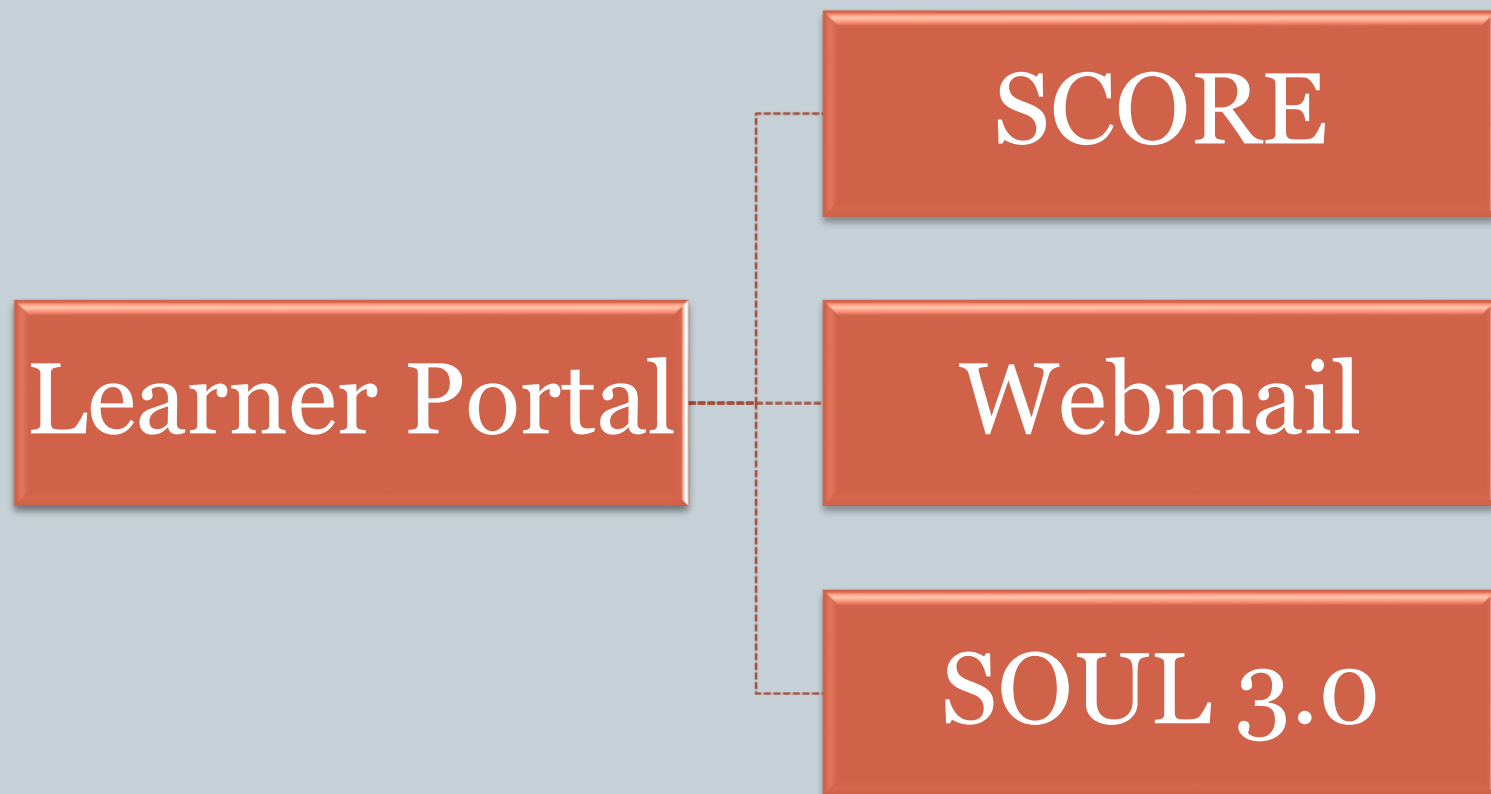
Through the Portal, you can also enter:

Student and Course Record System (SCORE) deals with students’ personal records and study information (e.g. view and amend personal particulars, access timetable and examination schedule, and check assessment results). Please click [here](#) to learn more about the SCORE system;

Webmail is found under the My Webmail section on the Learner Portal. Some important and individual-based information will be disseminated to students through this official email account (e.g. collection of transcript, result of application for course exemption/ taking extra courses, details on payment of IELTS course, etc.). Please click [here](#) to learn more about the Webmail;

HPSHCC eLearning Platforms – Overview

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Overview - eLearning Platforms in HPSHCC

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1. Learner Portal

- Gateway to other systems
- An e-notice board (College to Students)
- Please check everyday

2. SCORE

- Students and course record system
E.g. checking class schedule, exam results, unofficial transcript

3. Webmail

- Official email system
- Main channel for communications
- Please check at least once or twice a day

4. SOUL 3.0

- Classroom activities system
(Lecture notes downloading, assignment submission)
- Lecturer → Students

Part 1

Learner Portal

(LP)

Learner Portal – Overview

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- “One-stop” online information hubs
- College → Students
- Useful information and e-Services:
 - retrieve notices
 - student services forms
 - register for activities
- A gateway to other systems

(SOUL3.0, SCORE, Webmail)

Check Regularly

Learner Portal – Login

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- **Step 1:**

Click “Learner Portal” via HPSHCC college webpage at <http://hkuspace-plk.hku.hk>

The screenshot shows the homepage of Stanley Ho Community College. The header features the college's name in English and Chinese, along with the HKSAR Government logo. A navigation bar includes links for 'Learner Portal', 'Adverse Weather', 'FAQs', 'Job Vacancy', 'Contact Us', and language options. Below this, a secondary navigation bar lists 'Programmes', 'Applications & Admissions', 'College Life', 'News', 'Alumni', and 'About Us'. The main banner area has a yellow background with a large image of a smiling couple. Text on the banner includes 'HPSHCC 讓夢想再起飛' and 'BIGGER DREAM, BETTER U'. On the right, it says '港大保良何鴻樂社區書院' and 'AD | HD | DFS'. A prominent 'Register Now' button is at the bottom right.

Learner Portal – Login

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- Step 2: Click “Sign In My Portal”

Learner Portal



HKUSPACE Today

CareerSPACE

General
Information

Links and
Resources

Sign In *MyPortal*

School's News



Apr 25, 2023 - Jan 01, 2024

Google Drive read-only after 18 Jun 2023

Community College News



International College News



Jul 05, 2023 - Jul 31, 2023

IC - Online Information Seminars for AD/ HD/
HKDSE/IB Graduates (July 2023)

HPSHCC students should sign in Learner Portal to view HPSHCC notices and information

Jun 21, 2023 - Jul 31, 2023

International Degree Programmes for
AD/HD/HKDSE/IB graduates [Final Round
Application Deadline: 31/7]



Stanley Ho
Community College



香港大學專業進修學院保良局何鴻榮社區書院

Learner Portal – Login (via mobile)

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- **Step 1: Click “Learner Portal” via HPSHCC college webpage at [http://hkuspace-plk.hku.hku](http://hkuspace-plk.hku.hk)**

The image shows a screenshot of the Stanley Ho Community College website. The top navigation bar includes the college's name in English and Chinese, a search icon, and a hamburger menu icon (three horizontal lines) circled in red. A red arrow points to this menu icon. Below the navigation bar is a large banner for the 'HPSHCC 大夢想再起飛' (HPSHCC Big Dream, Better U) campaign, featuring two students and various icons. Below the banner is a section titled 'OUR PROGRAMMES' with four program tiles: 'Diploma in Foundation Studies (DFS) programme', 'AD Applied Social Sciences', 'HD Accounting', and 'HD Business Management'. To the right of the main content, a vertical sidebar menu is displayed with a blue background. The menu items are: 'Programmes', 'Applications & Admissions', 'College Life', 'News', 'Alumni', 'About Us', 'Learner Portal' (circled in red), 'Adverse weather', 'FAQs', 'Job Vacancy', and 'Contact Us'. A red arrow points from the main content area to this sidebar menu.

Learner Portal – Login (via mobile)

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- Step 2: Click “Sign In My Portal”

Learner Portal

Sign In *MyPortal*



School's News



Apr 25, 2023 - Jan 01, 2024

Google Drive read-only after 18 Jun 2023

Feb 21, 2023 - Aug 31, 2023

ChatGPT

HPSHCC students should sign in Learner Portal to view HPSHCC notices and information.

Learner Portal – First Time Login

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- **Step 3:**



Sign in

@hkuspace.hku.hk or @learner.hkuspace.hku.hk

[Can't access your account?](#)

Next

Normal User

Only for first time user or a user who forgot password

For **Staff** (academic & non-academic), please input:
Staff User ID@hkuspace.hku.hk

For **Students**, please input:
Student No.@learner.hkuspace.hku.hk
First Time User / Forgot Password, click [here](#)
Forgot Student No., click [here](#)

Learner Portal – First Time Login

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• Step 4:

If you are first time user or forgot your password, please complete the following steps to update it. Please click [here](#) to know how to use.

Step 1

Enter Student Number

Step 2

Send Validation Code

Step 3

Enter Validation Code

Step 4

Update Password

Step 1. Enter Student Number

Student Number: Please enter your student number.

If you forgot your student number, please click [here](#).

Captcha:



Please enter the displayed Captcha value on the upper textbox.

Confirm

Clear

Learner Portal – First Time Login

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- **Step 5:**

Select to receive validation code by either mobile phone (SMS) or personal email and click “Confirm”.

Please refer to Slide 20, if you found your mobile number or email address incorrect.



If you are first time user or forgot your password, please complete the following steps to update it.

Step 1
Enter Student Number

Step 2
Send Validation Code

Step 3
Enter Validation Code

Step 4
Update Password

Step 2. Send Validation Code

We are going to send you a validation code, please select which way you want to receive the code:

☒ A validation code will be sent to your mobile phone number, 9xxxxxx1.

☐ A validation code will be sent to your email address, jxxxxxxxxx6@gmail.com.

☐ If it is not your mobile phone number or email address, please contact our **IT Help** for assistance.

Confirm

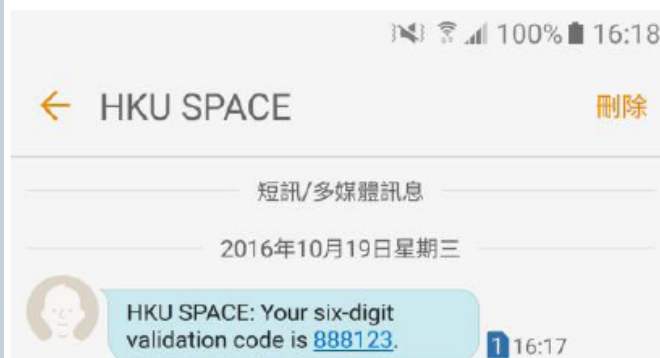


Learner Portal – First Time Login

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- **Step 6:**

Enter the validation code you received and click “Confirm”.



If you are first time user or forgot your password, please complete the following steps to update it.

Step 1
Enter Student Number

Step 2
Send Validation Code

Step 3
Enter Validation Code

Step 4
Update Password

Step 3. Enter Validation Code

The validation code has been sent to you by SMS/email. Please enter the code into the system within 5 minutes.

If the code expires, please click "reload" to try again.

Validation Code:

Confirm

Clear

Learner Portal – First Time Login

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• Step 7:

Enter your new account password and click “Confirm”. Once your password has been updated, a confirmation message will be shown. Acknowledgement will be sent to your mobile phone (SMS) and mailbox.



If you are first time user or forgot your password, please complete the following steps to update it

Step 1 Enter Student Number	Step 2 Send Validation Code	Step 3 Enter Validation Code	Step 4 Update Password
---------------------------------------	---------------------------------------	--	----------------------------------

Step 4. Update Password

New Password:

1. Has to be at least 10 characters long
2. Contains at least an uppercase (A - Z), a lowercase (a - z) and a numeric (0 - 9) character
3. Does not contain white space character and either of these characters, \$ " ' /
4. Password must NOT be repeated for at least 3 cycles of change
5. [| More Info |](#)

Re-type New Password:

Important: Please note that your new password can only be used to log in the HKU SPACE Central Authentication Service (CAS).

Confirm

Clear

Learner Portal – Login Failure

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- If you fail to receive the validation code by mobile or email, please seek IT Help for assistance.

Select for IT Help and click “Confirm”

If you are first time user or forgot your password, please complete the following steps to update it.

Step 1	Step 2	Step 3	Step 4
Enter Student Number	Send Validation Code	Enter Validation Code	Update Password

Step 2. Send Validation Code

We are going to send you a validation code, please select which way you want to receive the code:

- ☒ A validation code will be sent to your mobile phone number, 9xxxxxx1.
- ☐ A validation code will be sent to your email address, jxxxxxxxxx6@gmail.com.
- ☐ If it is not your mobile phone number or email address, please contact our IT Help for assistance.

Confirm

Learner Portal – Login Failure

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- **Create your IT Help ticket with necessary information:**
 - **Personal Email: a valid email address**
 - **User ID: your Student ID Number**
 - **Phone Number (optional)**
 - **Help Topic: Select “General Enquiry”**
 - **Summary: Simply describe the problem, e.g. Unable to receive validation code for first time login to LP due to wrong mobile number & email address**
 - **Enter the CAPICHA Text according to the image provided**
 - **Click “Create Ticket”**

Open a New Ticket

Please fill in the form below to open a new ticket.

Contact Information

Personal Email *

User ID (for Registration Only) *

Phone Number

Help Topic

2. General Enquiry *
— Select a Help Topic —
1. Report IT Problem
2. General Enquiry

Please Describe Your Issue

Summary *

<> B I U S | | | | | | | | | |

Details on the reason(s) for opening the ticket.

Drop files here or choose them

CAPTCHA Text:

67F21

Enter the text shown on the image. *

Create Ticket Reset Cancel

Learner Portal – Login Failure

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- After receiving your IT Help Ticket, the ITS Team will send you an email and ask you to provide some user information for confirmation purpose.
- Then, the ITS Team will send you another email with a link (only valid within 24 hours) for you to create a password.
- After successfully creating your password, please sign in to Learner Portal as a **normal user**

Attention: Please also send your correct mobile number and email address to exam.records@hkuspace-plk.hku.hk (before Sem 1 starts) OR submit the form “Application for Personal Data Amendment” to the College Office (after Sem 1 starts).

Learner Portal – Home Page

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- 3 main sections, e.g. My News / My Resources / My Events
- Gateway to other systems, e.g. SOUL 3.0 / SCORE / Webmail
- Other useful tools, e.g. IT Help / Setting / Office 365

Learner Portal

Hi,
Log Out



My News

My Resources

My Events

CareerSPACE

Latest News

10 Jul 2023



Release of Transcripts
(Updated on 5 July 2023,
Assessment Results of
Sem 2, 2022-23 included)

07 Jul 2023



保良局賣旗日: 招募義工
[Chinese Only]

05 Jul 2023



Explore Wan Chai • Youth
Orienteering
Competition 灣仔青年定向比賽・今昔猜程尋

All News



Search...

#HKU School of Professional and Continuing Education #HPSHCC Students' Union #Information Technology Services #Cross-Group #Student Development Resource Centre #HKU SPACE PLK SH CC #Jul 2023 #Jun 2023 #Apr 2023 #Mar 2023 #Feb 2023 #Jan 2023 #Nov 2022 #Oct 2022 #May 2018

Release of Transcripts (Updated on 5 July 2023, Assessment Results of Sem 2, 2022-23 included)
10 Jul 2023 - HKU SPACE PLK SH CC

保良局賣旗日: 招募義工 [Chinese]

05 Jul 2023



05 Jul 2023



05 Jul 2023



SCORE



SOUL



Learner Portal – My News

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Notice posted by College Office

Notice posted by SDRC

Learner Portal



My News

My Resources

My Events

CareerSPACE

Hi,

Log Out

Latest News

10 Jul 2023



Release of Transcripts
(Updated on 5 July 2023,
Assessment Results of
Sem 2, 2022-23 included)

07 Jul 2023



保良局賣旗日: 招募義工
[Chinese Only]

05 Jul 2023



Explore Wan Chai • Youth
Orienteering
Competition 灣仔青年定
向比賽・今昔猜程尋

All News



Search...

#HKU School of Professional and
Continuing Education #HPSHCC
Students' Union #Information
Technology Services #Cross-
Group #Student Development Resource
Centre #HKU SPACE PLK SH CC #Jul
2023 #Jun 2023 #Apr 2023 #Mar
2023 #Feb 2023 #Jan 2023 #Nov
2022 #Oct 2022 #May 2018

Release of Transcripts (Updated on 5
July 2023, Assessment Results of
Sem 2, 2022-23 included)
10 Jul 2023 - HKU SPACE PLK SH CC

保良局賣旗日: 招募義工 [Chinese
Only]
07 Jul 2023 - Student Development
Resource Centre

You can search the notice you need
or view all notices here

Learner Portal – My Resources

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My Resources

HKU SPACE PLK SH CC > Course Documents

Enrolled Program

HKU SPACE PLK SH CC

Others

Enrolment/Payment Slip(s)

International College

Research Ethics Committee

Student Assessment (Part-time programme)

Course Documents

Course Effectiveness Reports

Grade Descriptors for Final Grade

List of Course Offered 2018/19

Student Handbook 2018/19

Student Services Forms

Students Financial Assistance

Students' Union

Including:

- Course Documents
- Course Effectiveness Reports
- Grade Description for Final Grade
- List of Course Offered
- Student Handbook
- Student Services Forms (e.g. Application for Transcript, Application/ Report for Absence from Lessons, Assignment Cover Sheet, etc.)
- Student Financial Assistance
- Students' Union

Students are strongly advised to download the Student Handbook as it includes Academic Calendar, graduation requirements, etc.

Learner Portal – My Events

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- Contains information relating to online enrollment for activities

Your enrolled activities are listed here

Active activities are listed here

HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

[My News](#) | [My Resources](#) | [My Events](#) | [CareersSPACE](#)

All Events

Status	Title	Post	Start	End
No data available in table				

Enrolled Events

No data available in table				
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IT Help on e-Learning Platforms

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- After logging in to LP, click “IT Help” on the left

Learner Portal

HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

My News | My Resources | My...

Latest News

10 Jul 2023
Stanley Ho Community College
Release of Transcripts
(Updated on 5 July 2023, Assessment Results of Sem 2, 2022-23 included)

07 Jul 2023
SDRC
保良局賣旗日: 招募義工 [Chinese Only]

05 Jul 2023
SDRC
Explore Wan Chai • Youth Orienteering Competition 灣仔青年定向比賽 • 今昔猜程尋

05 Jul 2023
SDRC

05 Jul 2023
SDRC

05 Jul 2023
SDRC

SCORE
O
SOUL
IT Help

IT Help on e-Learning Platforms

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- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

The screenshot shows the HKUSPACE Learner Portal. The top navigation bar includes links for HKU SPACE Today, CareerSPACE, General Information, Links and Resources, and **Contact Us** (circled in red with a red '1' next to it). The main content area features an 'Online Feedback Form for Students' section. A red box with a red arrow points to the 'Contact Us' link, containing the text: 'You can seek IT Help via: Email, WhatsApp/ WeChat, IT Help Chatbot/ Ticket'. Another red box with a red '2' next to it highlights the 'Information Technology Services' section, which includes 'IT Help Contact' (with email it.help@hkuspace.hku.hk) and 'IT Help Service Ticket System'.

Learner Portal

HKUSPACE

HKU SPACE Today | CareerSPACE | General Information | Links and Resources | **Contact Us**

International College

General Enquiry

ic@hkuspace.hku.hk
Home page

2910 7555

中醫藥學

中醫藥學

tcmenquiry@hkuspace.hku.hk
Home page

2527 0112

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 (Hours of Operation 09:00 – 17:50 Monday to Friday)

IT Help Service Ticket System

Home page

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Validation code

CHKMBJ

Reminder - Password

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- Remember! The system password that you have changed affects on ALL e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE and Webmail)
- However, it **DOES NOT** take effect on campus workstations (i.e. the student computers located on different floors in the College). They are two SEPARATED systems.
- Please remember **BOTH** sets of login and password

Reminder - Logout

30

Remember to logout

If you are using a public computer, it is important for you to logout before leaving the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.

Learner Portal

Hi,
Log Out ↗



My News

My Resources

My Events

CareerSPACE

Latest News

10 Jul 2023



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(Updated on 5 July 2023,
Assessment Results of
Sem 2, 2022-23 included)

07 Jul 2023



保良局賣旗日: 招募義工
[Chinese Only]

05 Jul 2023



Explore Wan Chai • Youth
Orienteering

All News

⏪ < > ⏩

>|

Search...

#HKU School of Professional and
Continuing Education #UPCHU

Reminder – HKU Library

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- HPSHCC students are entitled for a HKU Facilities Access Card. The Card allows you to access to the HKU Libraries and their electronic resources. Collection arrangement to be announced on Learner Portal later.
- You can get access to the electronic resources of HKU Library through SOUL 3.0 (as below).
- An online HKU Library orientation may be offered to students in late Sept/early Oct. Registration details to be announced on Learner Portal later.



HPMS4018-3-22-23 S2
Introduction to e-Commerce / 電子商貿導論

HPMS4018-HL01-22-23 S2
Introduction to e-Commerce / 電子商貿導論



HKU SPACE e-Services

Useful Links

- [Learner Portal](#)
- [Change Password \(Learner\)](#)
- [HKU SPACE Webmail \(Learner\)](#)
- [HKU Library](#)

Plagiarism

Please press [here](#) to know more about plagiarism.

E-Learning courses

Reminder – Stage 2 Registration (on campus)

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- Please refer to the email “SID and Registration for New Students Stage 2” for information.
- All students have to come back to the campus and complete the Stage 2 registration in person. Further arrangements will be announced in Learner Portal.
- During your registration, you will receive a Welcome Package includes, for example, your Student ID card, the official receipt of tuition fee payment, etc.

Reminder – Annual Printing Subsidy

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- The College will provide an annual printing subsidy (HK\$150) to each student at the start of the academic year for printing and photo-copying of course materials.
- HK\$150 will be reloaded to your Octopus card through the reload service at a designated 7-Eleven store in Causeway Bay.
- You should present your QR code (via your mobile device or in a hard copy) in person together with your student card and Octopus card for redemption at the 7-Eleven store within the valid redemption period.
- Details will be sent to you by email in September.

Reminder – MTR Student Travel Scheme 2023-24

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- Full-time students who are 25 or below are eligible to apply.
- Application has to be made on a yearly basis.
- You can submit an online application through MTR Mobile or MTR Website from **mid-August until 31 October 2023** with your Student ID Card.
- Please refer to “A Guide to New Students” > 9. Financial Assistance and Scholarships > [9.3 MTR Student Travel Scheme](#) for any updates

Reminder – Laptop Loan Service

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- Available at the College library (4/F)
- Details to be announced on Learner Portal

Reminder – A Guide to New Students

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Website: <http://hkuspace-plk.hku.hk/guide2023>

Before the start of the academic year, please read through the following information. It serves as a good start of your study journey at HPSHCC.

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5. [Teaching Arrangement for Semester 1, 2023-24](#)
6. [Student Handbook / Services Forms](#)
7. [Assessment](#)
8. [Course Exemption / Credit Accumulation Transfer](#)
9. [Financial Assistance and Scholarships](#)
10. [Campus Facilities](#)
11. [Student Support Services](#)

General Enquiry

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General Enquiry:

Tel:	3923 7000
Email:	<u>enquiry@hkuspace-plk.hku.hk</u>

THANK YOU