



Stanley Ho
Community College



PO LEUNG KUK

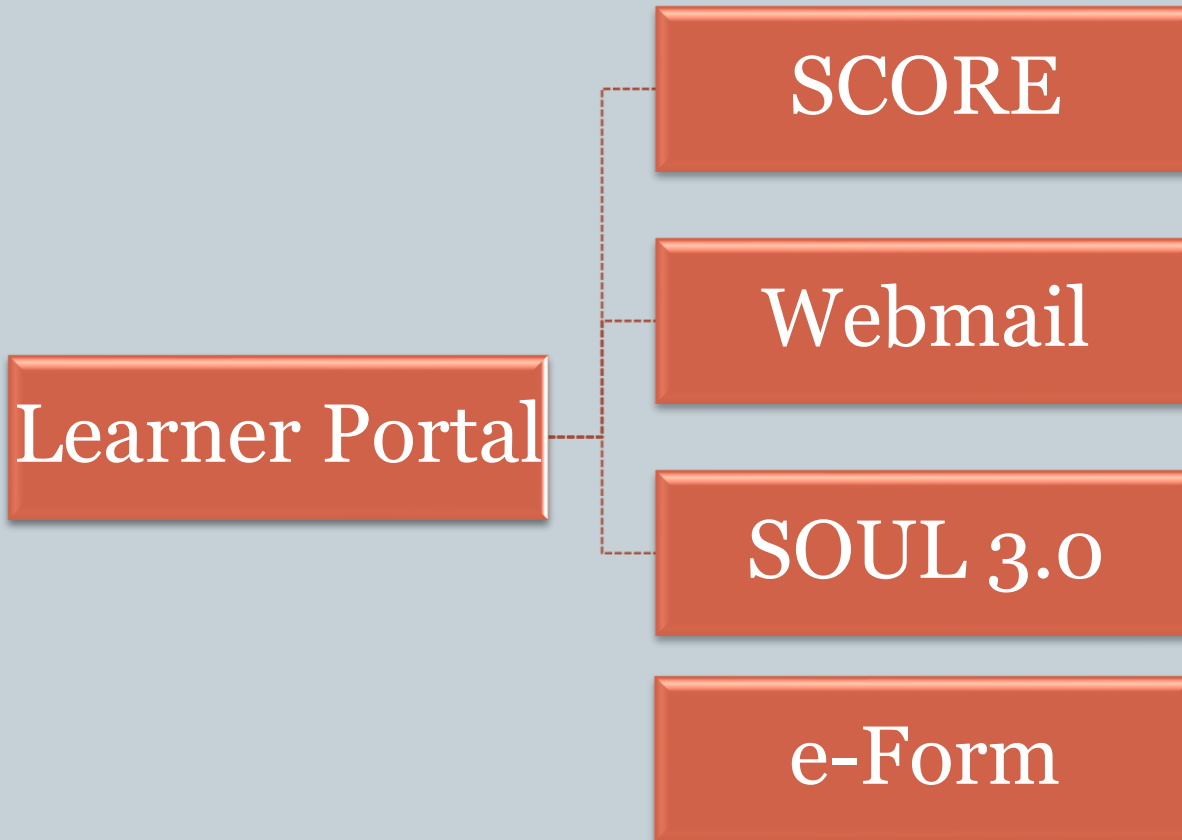
香港大學專業進修學院保良局何鴻燊社區書院

1

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

HPSHCC eLearning Platforms – Overview

2



Overview - eLearning Platforms in HPSHCC

3

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, e-attendance taking)
- Lecturer → Students

5. **e-Form**

- Online application system

Part 1

Learner Portal

(LP)

Learner Portal – Overview

5

- **“One-stop” online information hubs**
- **College → Students**
- **School Notices and e-Services:**
 - **Student services forms**
 - **Student handbook**
 - **Course documents**
- **A gateway to other systems**

(SOUL3.0, SCORE, Webmail)



Check Regularly

Learner Portal – Login

6

- **Step 1:**

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



e-Form

Learner Portal

Adverse Weather

FAQs

Job Vacancy

Contact Us

中文



Programmes

Applications & Admissions

College Life

News

Alumni

About Us

HPSHCC

我推的未來

AD副學士 / HD高級文憑 / DFS基礎專上教育文憑

Apply now
**立即
報名**

The largest SSSDP quota on
sub-degree programmes in Hong Kong
全港最多SSSDP
政府資助副學位學額



GWB



Learner Portal – Login

7

- 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

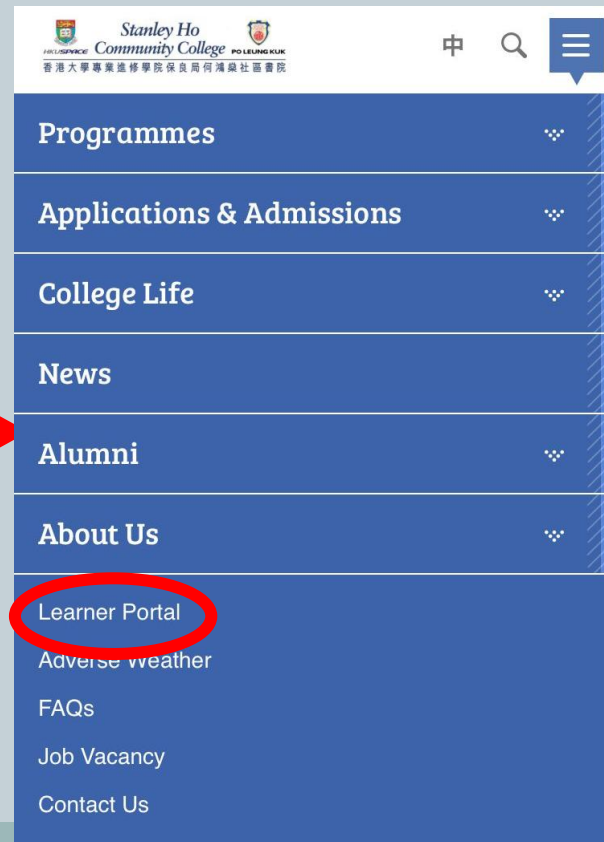
Jun 21, 2023 - Jul 31, 2023

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

Learner Portal – Login (via mobile)

8

- **Step 1: Click “Learner Portal” via HPSHCC college webpage at <https://hkuspace-plk.hku.hk>**

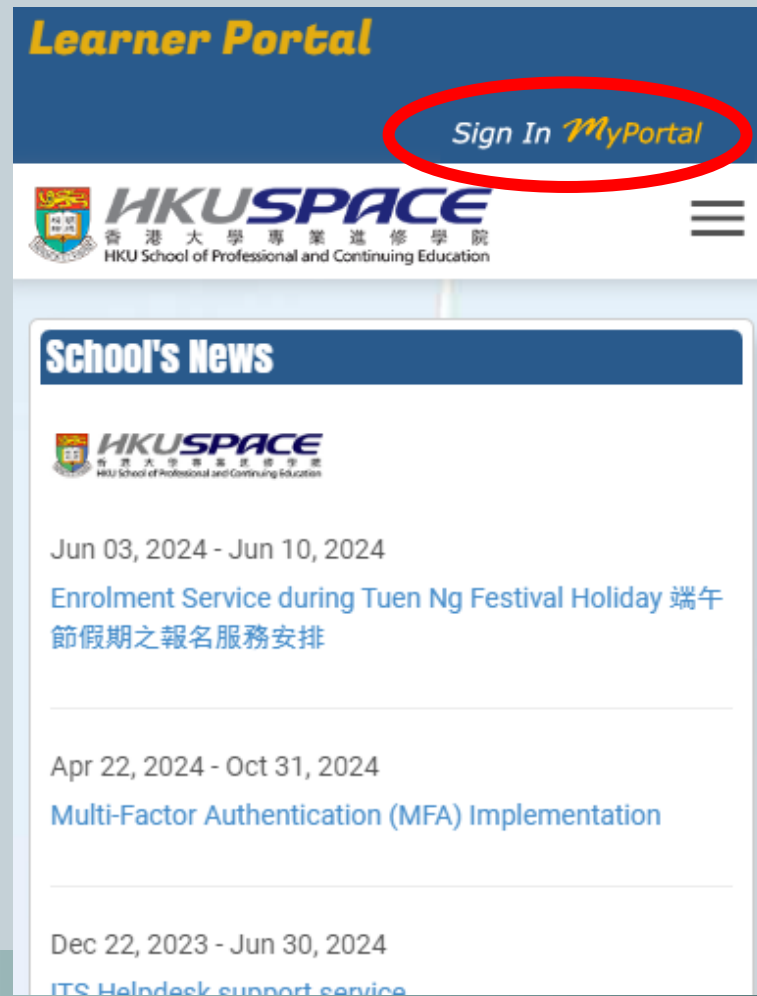


Learner Portal – Login (via mobile)

9

- Step 2: Click “Sign In My Portal”

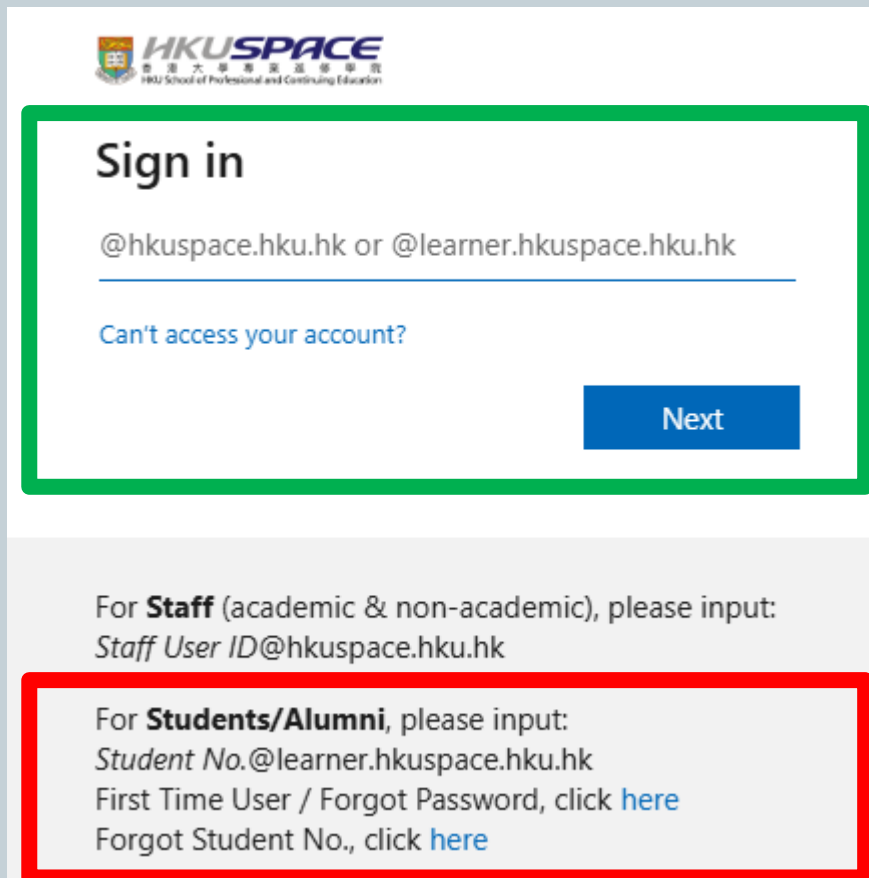
HPSHCC students should sign in Learner Portal to view HPSHCC notices and information.




Learner Portal – First Time Login

10

- **Step 3:**



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

Sign in

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

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

Next

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

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

Normal User

Only for first time
user or a user who
forgot password

Learner Portal – First Time Login

11

• 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

12

• Step 5:

Select to receive validation code by either mobile phone (SMS) or personal email 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 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

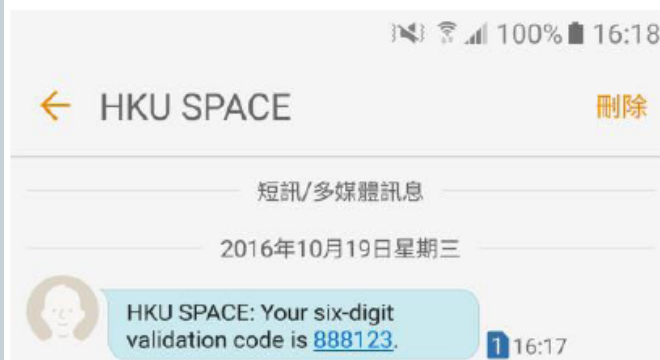
Please refer to Slide 17, if you found your mobile number or email address incorrect.

Learner Portal – First Time Login

13

- **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

14

• 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

15

- 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 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 – Login Failure

16

- **Create your IT Help ticket with necessary information:**
 - **Email Address: 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 CAPTCHA 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

Email Address *

User ID *

Phone Number

Help Topic *

▼ 2. General Enquiry

Ticket Details

Please Describe Your Issue

Summary *

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

📎 File Attachment – Drop files here or choose them

CAPTCHA Text:

D9B9F

Enter the text shown on the image.

*

Create Ticket Reset Cancel

Learner Portal – Login Failure

17

- 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: To update your mobile number and/or email address, please do it through “HP13-PDA Application for Personal Data Amendment” in the e-Form system. Please refer to slide no. 5-7 for the e-Form system login procedures.

Learner Portal – Home Page

18

- 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

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

[My News](#) [My Resources](#) [My Events](#) [CareerSPACE](#)

Latest News

02 Jun 2025
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)

02 Jun 2025
活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]

26 May 2025
Stanley Ho Community College
Temporary Suspension of Services of Campus Facilities in Summer 2025

All News
Search...
#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024

26 May 2025
Stanley Ho Community College
Reminder - Clearance of Student Lockers

22 May 2025
SDRC
旅遊事務署及香港青年協會: [2025/26香港青年大使計]

21 May 2025
Stanley Ho Community College
Release of Assessment Results & Application for Official Transcript via e-Form

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
02 Jun 2025 - Cross-Group

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
02 Jun 2025 - Student Development Resource Centre

Temporary Suspension of Services of Campus Facilities in Summer 2025
26 May 2025 - HKU SPACE PLK SH CC

Reminder - Clearance of Student Lockers

Learner Portal – My News

19

Notice posted by SDRC

Notice posted by College Office

Learner Portal



My News

My Resources

My Events

CareerSPACE

Hi

Log Out

Latest News

02 Jun 2025



IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)

02 Jun 2025



活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]

26 May 2025



Temporary Suspension of Services of Campus Facilities in Summer 2025

All News

Search...

#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
02 Jun 2025 - Cross-Group

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
02 Jun 2025 - Student Development Resource Centre

Temporary Suspension of Services of Campus Facilities in Summer 2025
26 May 2025 - HKU SPACE PLK SH CC

26 May 2025

22 May 2025

21 May 2025

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

Learner Portal – My Resources

20

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

My Resources

HKU SPACE PLK SH CC

Enrolled Program

HKU SPACE PLK SH CC

Others

Research Ethics Committee

Student Assessment (Part-time programme)

Course Documents

Course Effectiveness Reports

Grade Descriptors for Final Grade

Intended Learning Outcomes (ILOs) of Programmes

List of Course Offered 2023/24

Student Handbook 2024-25

Student Services Forms

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 may also refer to the “e-Form” system on the college’s official website homepage.

Learner Portal – My Events

21

- 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				
----------------------------	--	--	--	--

IT Help on e-Learning Platforms

22

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

Learner Portal Hi LOG OUT

HKUSPACE HKU School of Professional and Continuing Education

My News My Resources My Events CareerSPACE

Latest News

02 Jun 2025

Cross Posting

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)

02 Jun 2025

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]

26 May 2025

Stanley Ho Community College

Temporary Suspension of Services of Campus Facilities in Summer 2025

All News

Search...

#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
02 Jun 2025 - Cross-Group

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
02 Jun 2025 - Student Development Resource Centre

Temporary Suspension of Services of Campus Facilities in Summer 2025
26 May 2025 - HKU SPACE PLK SH CC

Reminder - Clearance of Student Lockers

26 May 2025

Stanley Ho Community College

Reminder - Clearance of Student Lockers

22 May 2025

SDRC

旅遊事務署及香港青年協會: [2025/26香港青年大使計

21 May 2025

Stanley Ho Community College

Release of Assessment Results & Application for Official Transcript via e-Form

IT Help on e-Learning Platforms

23

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

Learner Portal Sign In *MyPortal*

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

[HKUSPACE Today](#) [CareerSPACE](#) [General Information](#) [Links and Resource](#) [Contact Us](#)

form.

Title ☒ Mr. ☐ Ms. ☐ Miss ☐ Dr.

Name

Phone number (Optional)

Email

Course Title

☒ Comment ☐ Complaint ☐ Compliment

Validation code

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Personal data provided as part of the feedback will be solely used by our staff for handling the feedback. All cases will be handled in strict confidence and will not affect the students' assessment results in any way.

[>> Top](#)

You can seek IT Help via:

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

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 [Hour of Operation: Monday – Friday: 9am – 10pm; Saturday: 9am – 5pm (Except Public Holidays)]

IT Help Service Ticket System

[Home page](#)

Reminder – Systems and Campus IT Facilities

24

System related	Campus IT facilities
<ul style="list-style-type: none">• Learner Portal• SOUL• SCORE• Webmail• Password reset	<ul style="list-style-type: none">• Students' computers on campus• Campus WIFI connection• College's eForm system
IT Help: it.help@hkuspace.hku.hk	IT Support: it.support@hkuspace-plk.hku.hk

- Please remember the above details and approach **DIFFERENT IT Help** for assistance.

Reminder – Login

25

- Username: **Student ID Number**
- Password: **Using the changed password after First Time login to Learner Portal**

Example:

Username:	20091234	Student ID number
Password:	Same as Learner Portal	

Reminder - Password

26

- Remember! The system password that you have changed affects on **ALL** e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE, Webmail) also for the Campus Computer, Campus WiFi and College eForm system.
- Please remember the login and password, and do **not** share it with your schoolmates.

Reminder - Logout

27

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**

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

My News | My Resources | My Events | CareerSPACE

Latest News

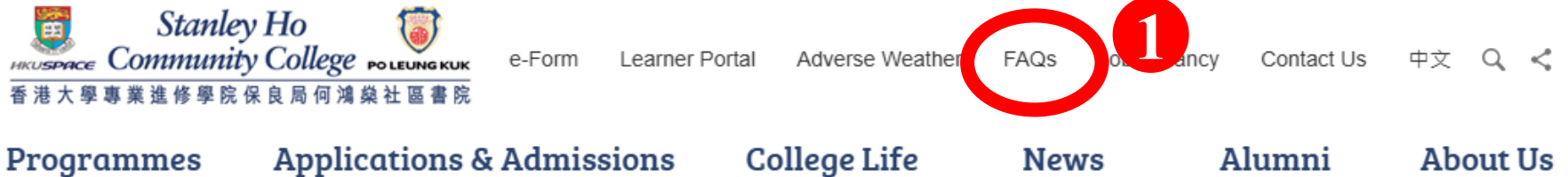
- 02 Jun 2025**
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
- 02 Jun 2025**
活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
- 26 May 2025**
Stanley Ho Community College
Temporary Suspension of Services of Campus Facilities in Summer 2025
- All News**
Search...
#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024
IC - Online Information Seminars on Full-time International Degree Programmes for

Reminder – Campus WiFi

28

Step 1: Click “FAQs” via HPSHCC college webpage at <https://hkuspace-plk.hku.hk>

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



FAQs

HOME > FAQs > FREQUENTLY ASKED QUESTIONS

FAQs

Frequently Asked Questions

WiFi Services

2

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

General Questions >

Reminder – Campus Workstations: Locations

29

Workstations are available in the following locations:

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

General Enquiry

30

General Enquiry:

Tel:	3923 7000
Email:	enquiry@hkuspace-plk.hku.hk

THANK YOU