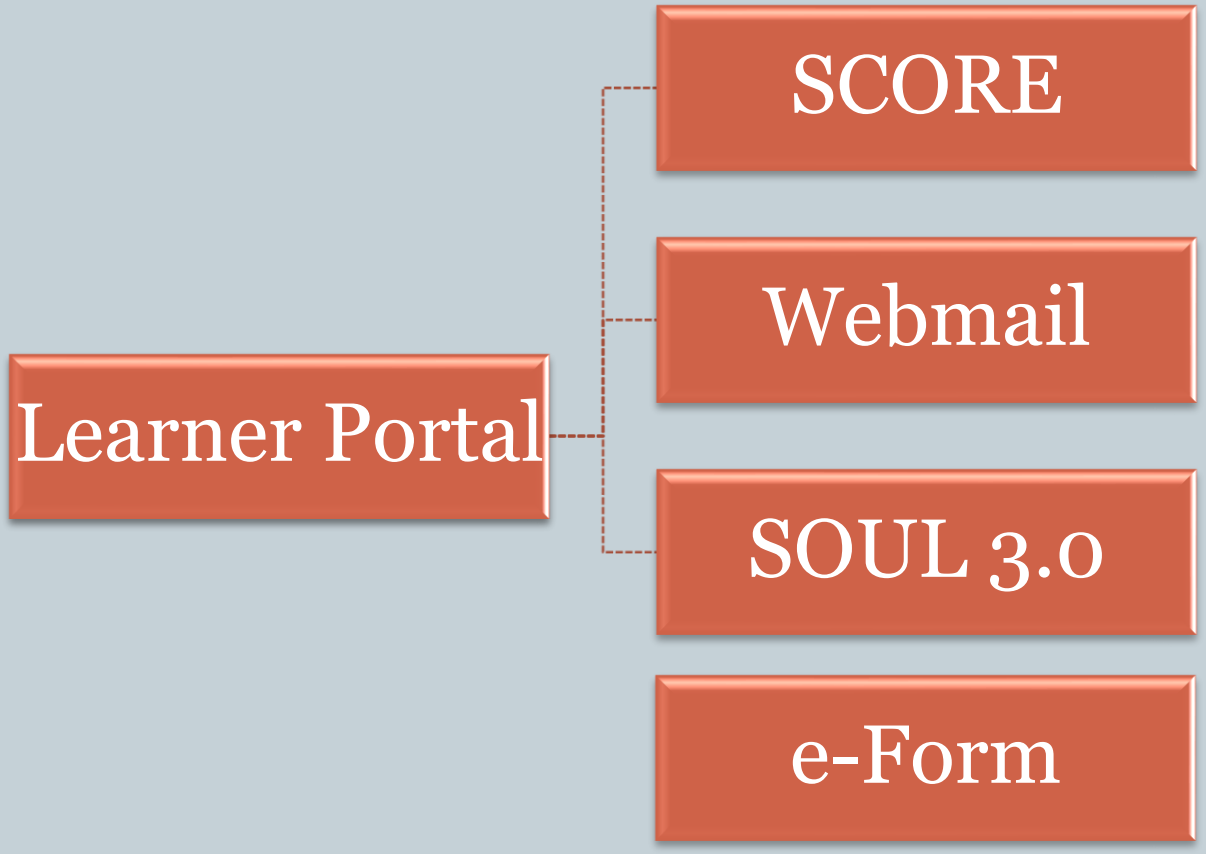
HKUSPACE Stanley Ho Community College PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

HPSHCC eLearning Platforms – Overview



Overview - eLearning Platforms in HPSHCC

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 5
e-Form

Online application system

e-Form – Overview & Login

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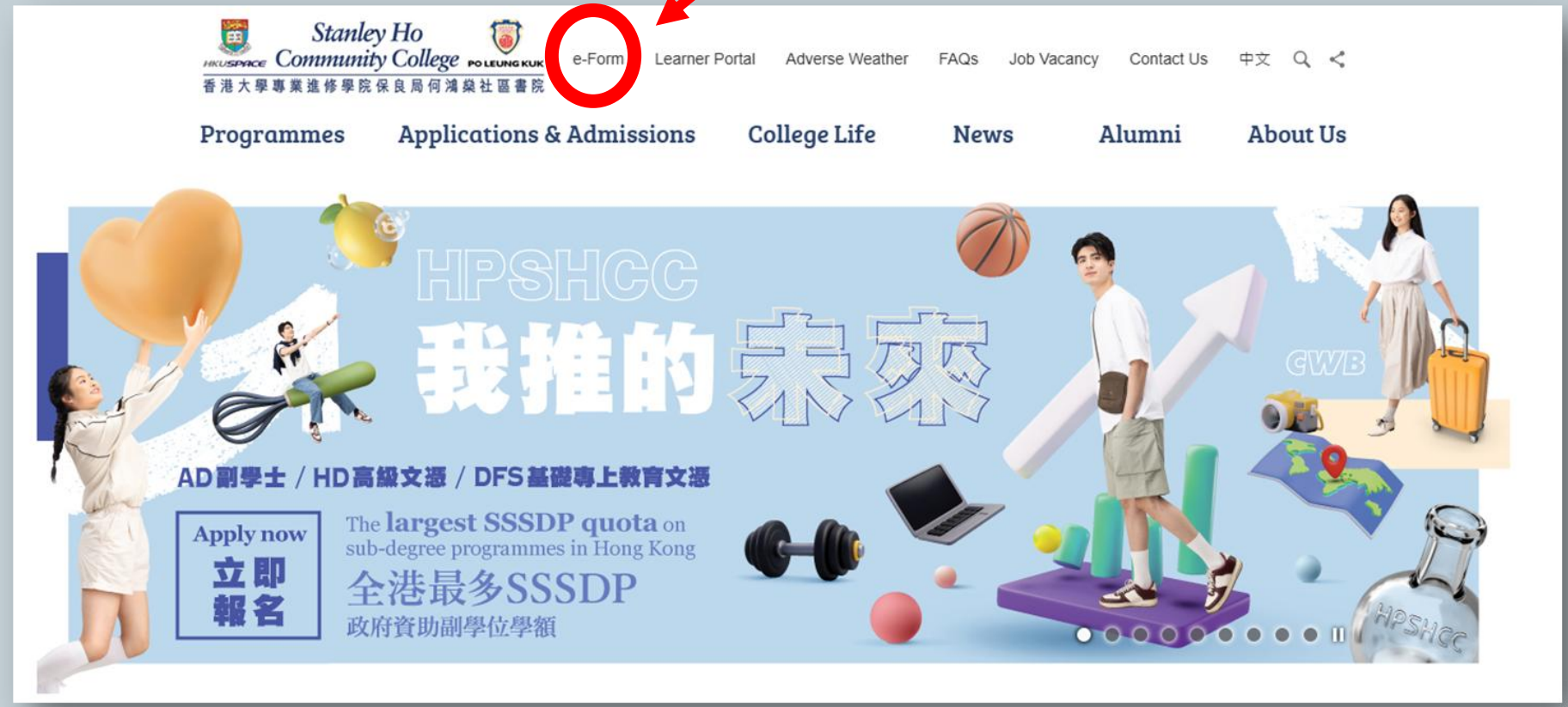
Step 1: Click "e-Form" via HPSHCC college webpage at https://hkuspace-plk.hku.hk



e-Form – Overview & Login

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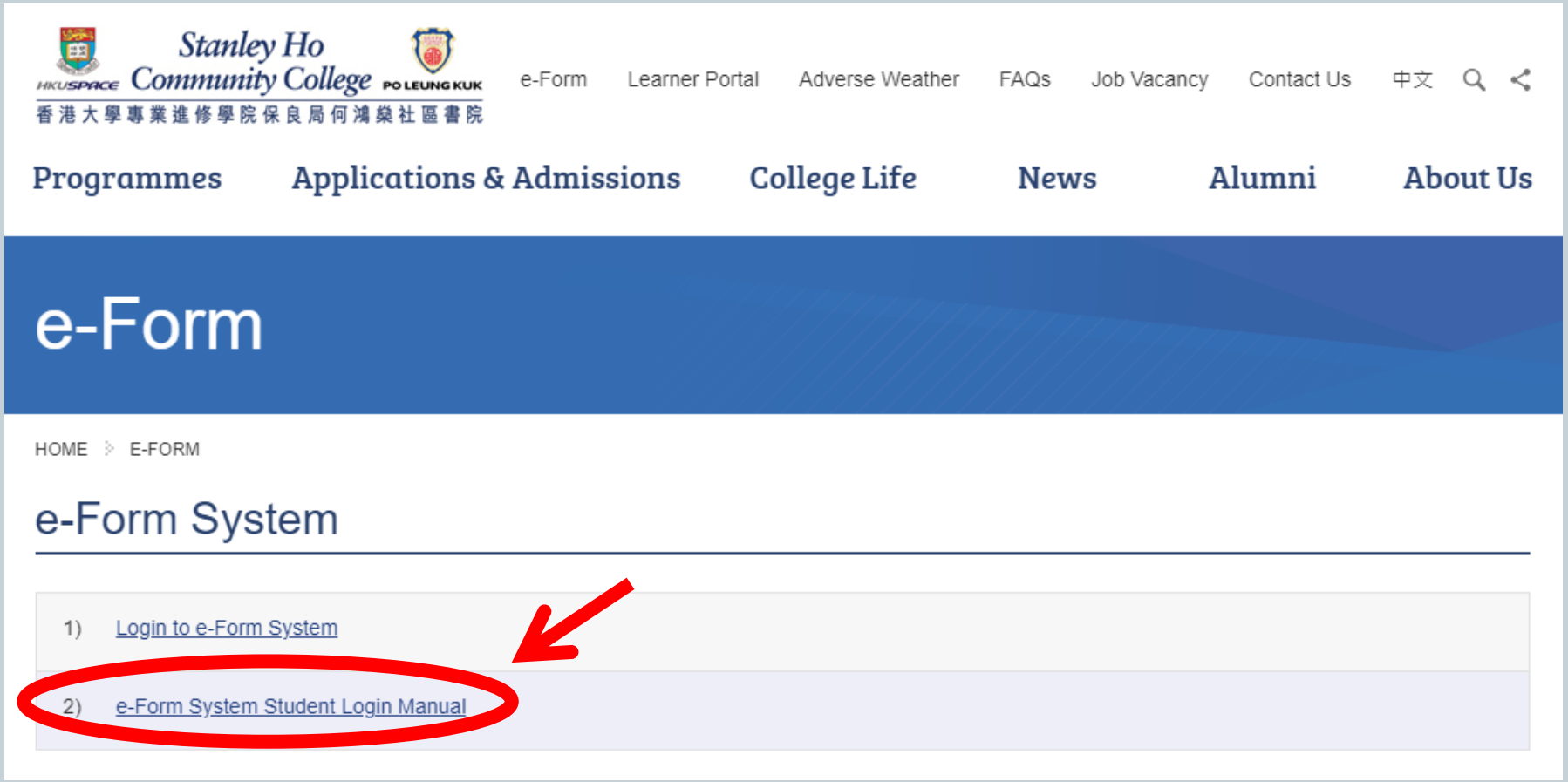
Step 2: Please follow the instructions in the login manual



e-Form – Overview & Login

Step 3: Please note the submission channel (i.e. online/paper), fee, and application deadline.

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Form Dashboard | History | 繁 | Logout

Form Dashboard

Students should observe the deadline for make applications through the channels below:

- **Online application via e-Form System** (please click the relevant link and submit application online)
- **Paper application** (please click the relevant link to download the Application Form for completion and submit it in person to the Student Services Counter / College Office, as appropriate)

Form Ref.	Application Form for:	e-Form (Please click the link and apply online)	Paper Form (Please click the link to download the form for completion and submit the form to the College)	Application Deadline	Fee
HP01-DOC	Course Document(s)	-		around 2 weeks)	HK$30 per course, subject to a maximum fee of HK$300 per application
HP03-IDC	Replacement of Student ID Card	eForm	-	-	HK$100
HP04-TES	Testimonial	eForm	-	(processing time of around 2 weeks)	HK$50 per copy
HP12-ABL	Absence from Lesson(s)	-	pdf	2 working days in advance; for sickness: next lesson after leave	-
HP13-PDA	Personal Data Amendment	eForm	-	-	-
HP21-DEF	Deferment of Study	-	pdf	Before the start of semester except under exceptional circumstances. In any case, application must be submitted before the last teaching day of each semester	-
HP22-WDL	Withdrawal of Study	-	pdf	Last teaching day of each semester	-
HP23-INT	Intermediate Award	-	pdf	Within six months after withdrawal or discontinuation of study	-
HP31-CEX-C	Course Exemption for students who have not received sufficient training in Chinese Language	eForm	-	On or before 31 August of each academic year	No application fee is required. However, you will need to pay a non-refundable application fee of HK$200 for each application made after 31 August, and the substitute course may be assigned in the next available semester.

Reminder – Systems and Campus IT Facilities

System related	Campus IT facilities
• Learner Portal • SOUL • SCORE • Webmail • Password reset	• 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

- 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

- 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

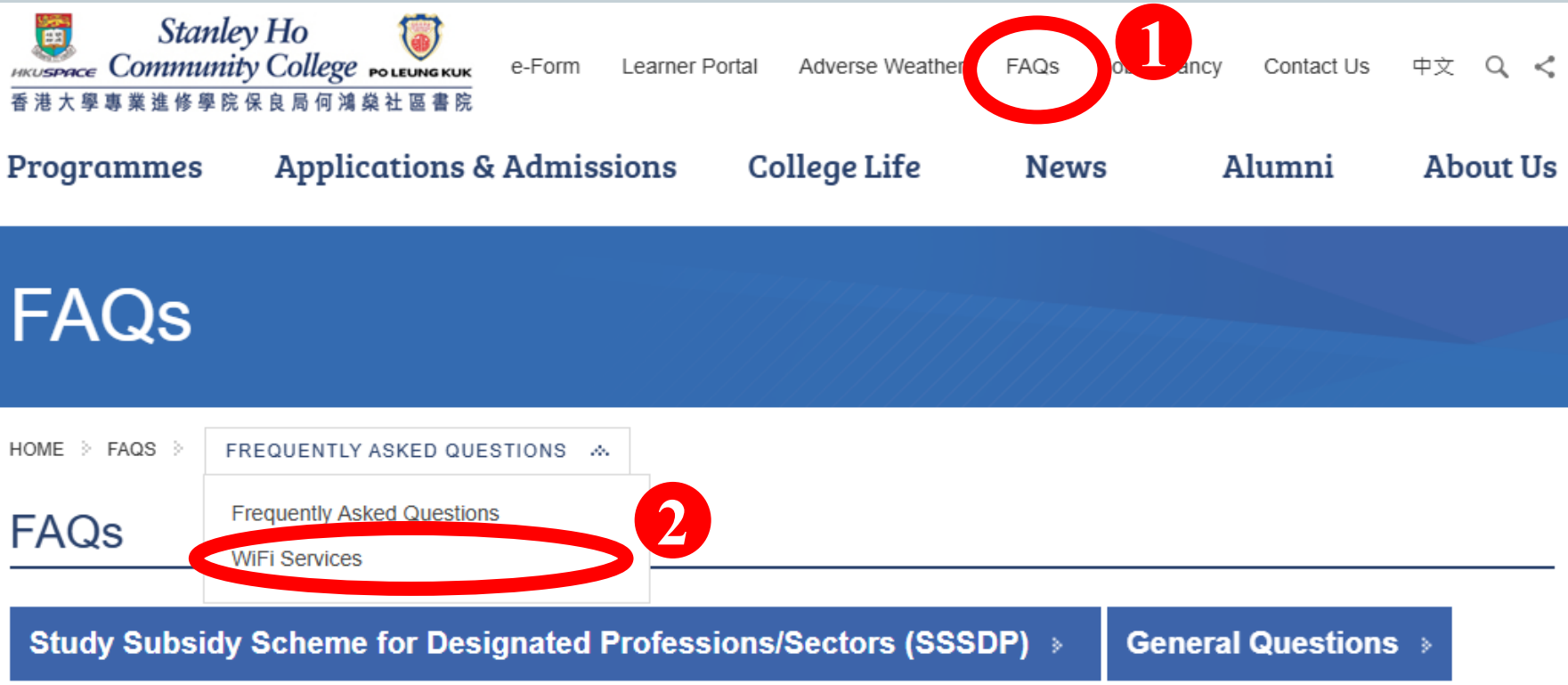
Remember to logout

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.

Reminder – Campus WiFi

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



Reminder – Campus Workstations: Locations

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

General Enquiry:

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

THANK YOU