



*Stanley Ho*  
*Community College*



PO LEUNG KUK

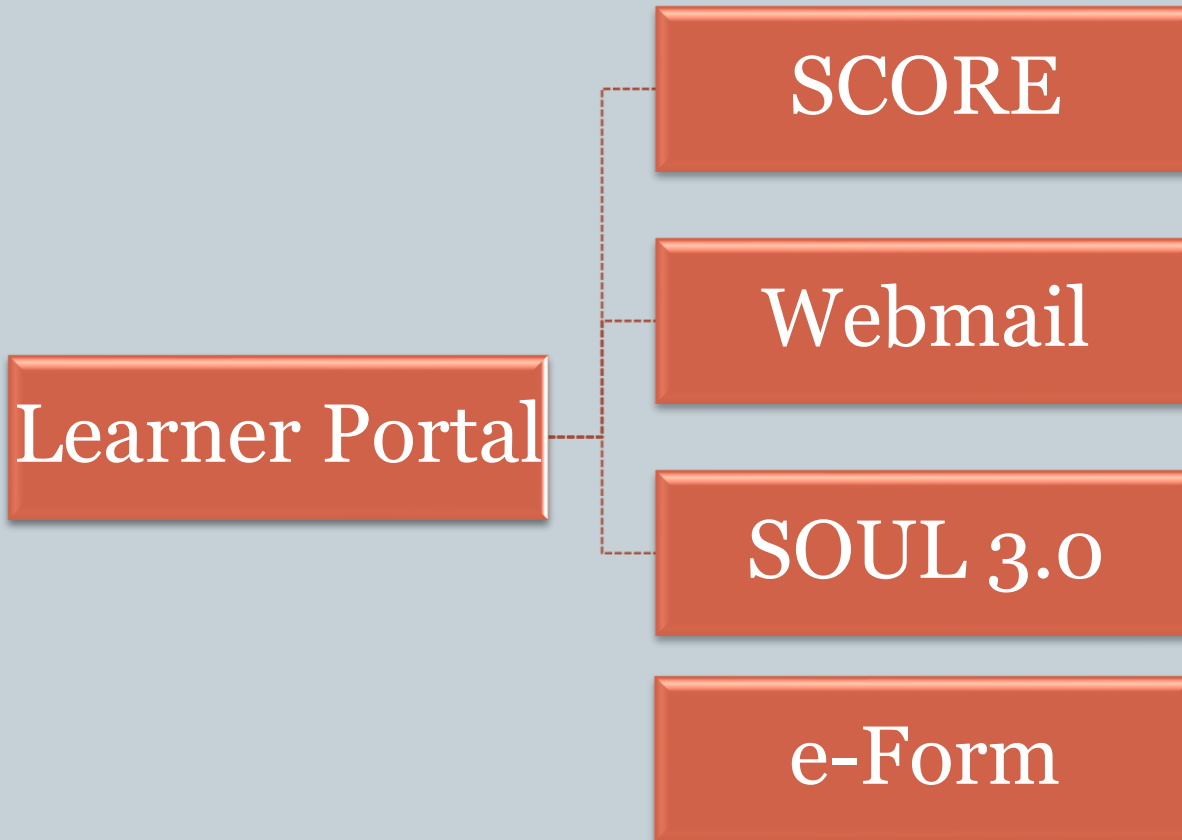
香港大學專業進修學院保良局何鴻燊社區書院

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# **THE KEY FUNCTIONS OF E-LEARNING PLATFORMS**

# 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, 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>**

The screenshot shows the homepage of Stanley Ho Community College. The header includes the college's name and logo, with the 'e-Form' link circled in red and highlighted by a red arrow. Below the header is a navigation menu with links to 'Programmes', 'Applications & Admissions', 'College Life', 'News', 'Alumni', and 'About Us'. The main banner features the text 'HPSHCC 我推的未來' (HPSHCC I recommend the future) and 'AD 副學士 / HD 高級文憑 / DFS 基礎專上教育文憑' (AD Associate Degree / HD Advanced Diploma / DFS Foundation for Higher Education Diploma). A box on the left says 'Apply now 立即報名' (Apply now, Register immediately). The banner also mentions 'The largest SSSDP quota on sub-degree programmes in Hong Kong' and '全港最多SSSDP 政府資助副學位學額' (The largest SSSDP quota in Hong Kong, Government-funded associate degree program quota). The banner is decorated with various icons representing different fields of study and activities, including a heart, a lemon, a basketball, a laptop, a dumbbell, a globe, and a person with a suitcase.

# e-Form – Overview & Login

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## Step 2: Please follow the instructions in the login manual

## e-Form

HOME > E-FORM



### e-Form System

- 1) [Login to e-Form System](#)
- 2) [e-Form System Student Login Manual](#)

# e-Form – Overview & Login

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**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)	-	-	(processing time of 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

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

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



# Reminder – Login

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

## **Example:**

Username:	20091234	<b>Student ID number</b>
Password:	Same as Learner Portal	

# 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, 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

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## 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**

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

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**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

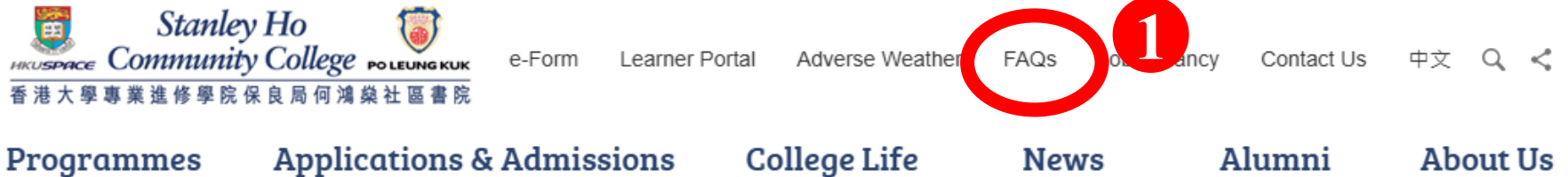
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IC - Online Information Seminars on Full-time International Degree Programmes for

# Reminder – Campus WiFi

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**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

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

General Questions >

# Reminder – Campus Workstations: Locations

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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

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## General Enquiry:

<b>Tel:</b>	<b>3923 7000</b>
<b>Email:</b>	<a href="mailto:enquiry@hkuspace-plk.hku.hk">enquiry@hkuspace-plk.hku.hk</a>

# THANK YOU