



Stanley Ho
Community College



PO LEUNG KUK

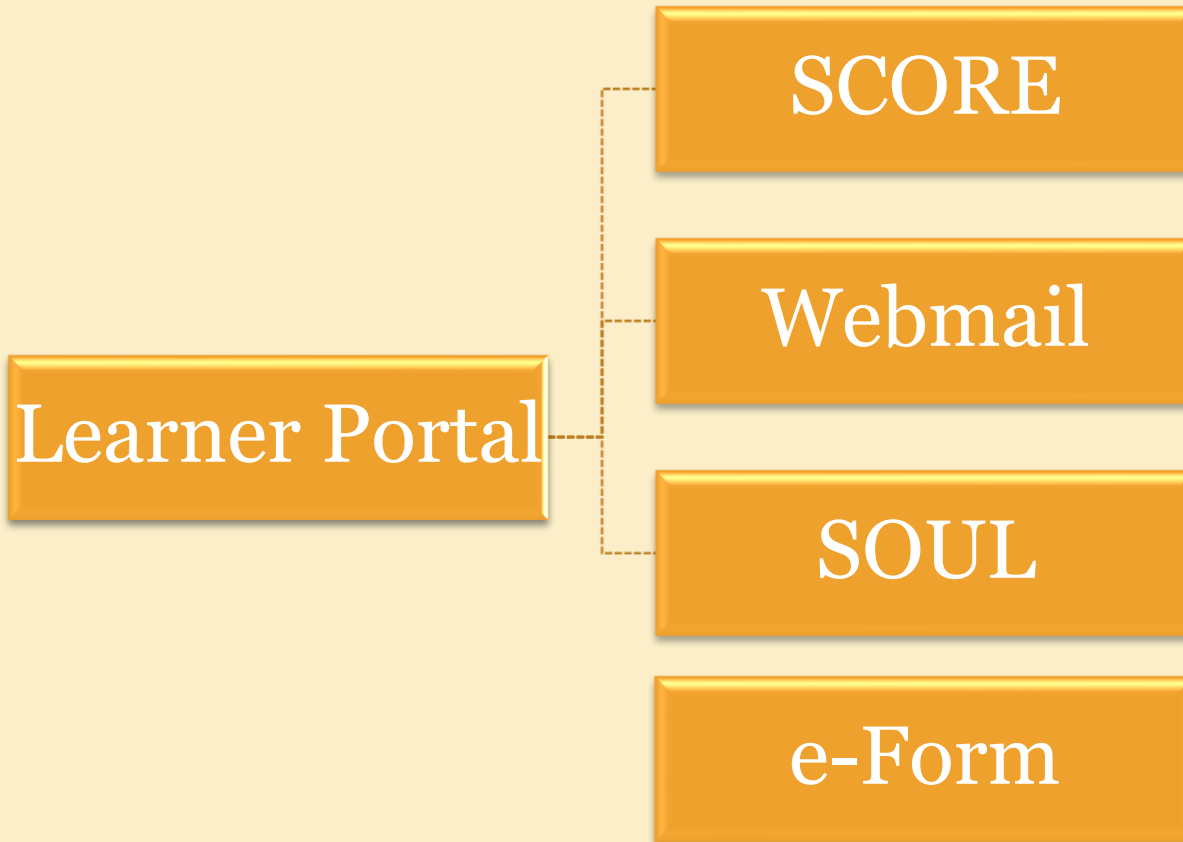
香港大學專業進修學院保良局何鴻燊社區書院

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. check class and exam schedule, view assessment results

3. **Webmail**

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

4. **SOUL**

- Classroom activities system
 - E.g. Lecture notes downloading, assignment submission, e-attendance taking
- Lecturer → Students

5. **e-Form**

- Online application system

Part 1

Learner Portal

(LP)

Learner Portal – Overview

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

(SOUL, SCORE, Webmail)



Check Regularly

Learner Portal – Login

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- Step 1:

Click “Learner Portal” 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 logos, followed by a navigation bar with links: e-Form, **Learner Portal** (circled in red with an arrow), Adverse Weather, FAQs, Job Vacancy, Contact Us, and language options. Below the header is a secondary navigation bar with links: Programmes, Applications & Admissions, College Life, News, Alumni, and About Us. The main content area features a large blue banner with the text '你嘅未來由你PROMPT' and images of students. On the left, a box lists programs: 副學士 Associate Degree, 高級文憑 Higher Diploma, and 基礎專上教育文憑 Diploma in Foundation Studies. On the right, a box highlights '全港最多SSSDP* 政府資助副學位學額' (The largest SSSDP* quota on sub-degree programmes in Hong Kong). At the bottom left, there is a button that says '立即報名 APPLY NOW'. A small footnote at the bottom right explains the SSSDP scheme.

Stanley Ho Community College PO LEUNG KUK
HKUSPACE
香港大學專業進修學院保良局何鴻燊社區書院

e-Form **Learner Portal** Adverse Weather FAQs Job Vacancy Contact Us 中文

Programmes Applications & Admissions College Life News Alumni About Us

你嘅未來由你PROMPT

副學士 Associate Degree
高級文憑 Higher Diploma
基礎專上教育文憑 Diploma in Foundation Studies

立即報名 APPLY NOW

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

*2026-27學年獲720個SSSDP政府資助副學位學額（資助計劃只適用於本地學生）
In the 2026-27 academic year, a total of 720 sub-degree places are subsidised by the Government under the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) applicable to local students only.

Learner Portal – Login

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- Step 2: Click “Sign In My Portal”

Learner Portal

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 Resources | **Sign In MyPortal** | Contact Us

School's News

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

Apr 25, 2023 - Jan 01, 2024

Google Drive read-only after 18 Jun 2023

Community College News

HKUSPACE Community College
香港大學專業進修學院 社區學院

International College News

HKUSPACE INTERNATIONAL COLLEGE
香港大學專業進修學院 國際學院

Jul 05, 2023 - Jul 31, 2023

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

Jun 21, 2023 - Jul 31, 2023

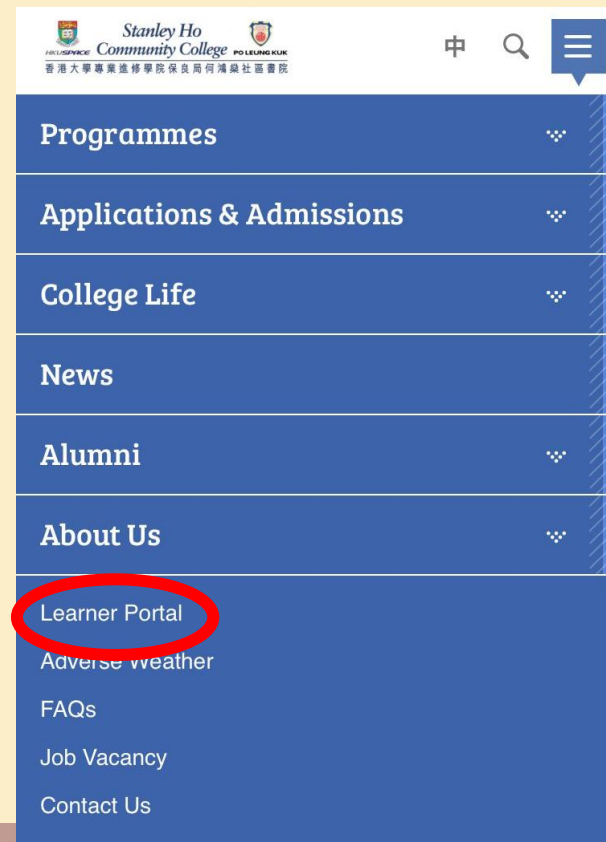
International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]

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

Learner Portal – Login (via mobile)

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

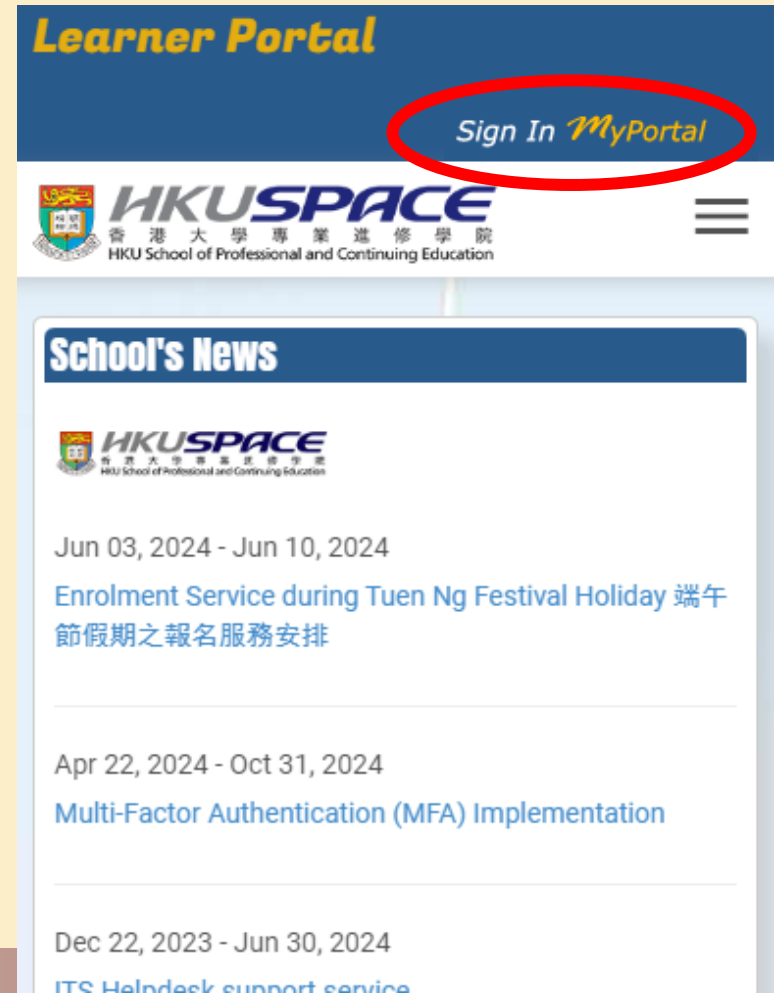


Learner Portal – Login (via mobile)

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- **Step 2: Click “Sign In My Portal”**

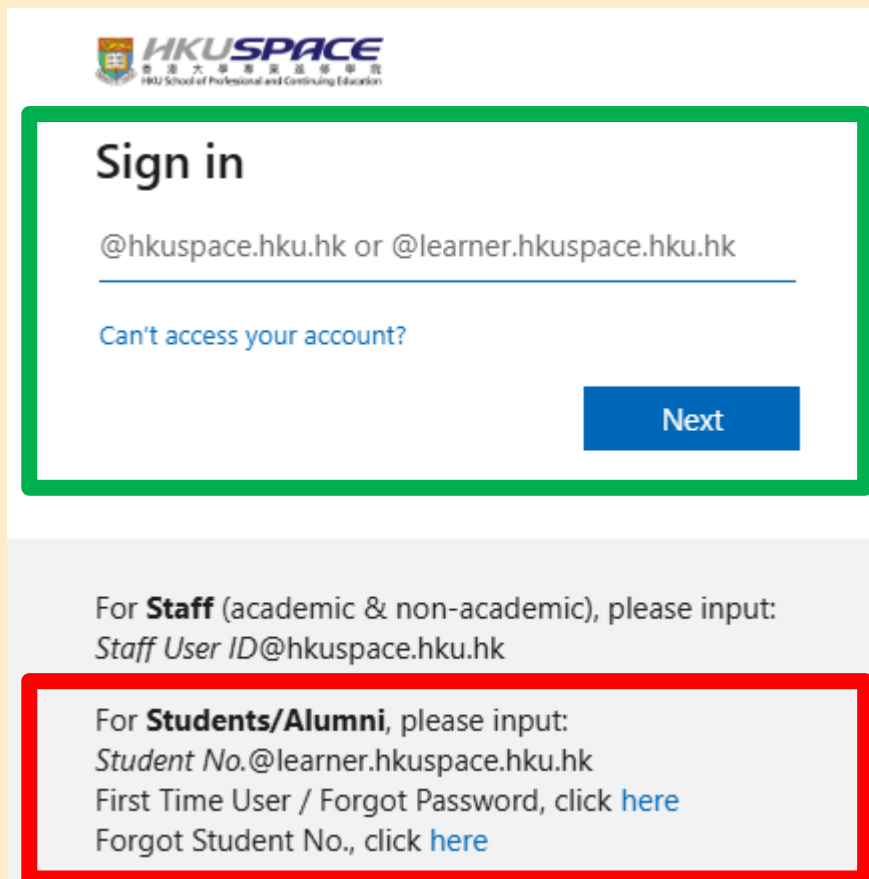
HPSHCC students should sign in Learner Portal to view HPSHCC notices and information.



Learner Portal – First Time Login

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- **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

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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”.



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, jxxxxxxxx6@gmail.com.

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

Confirm

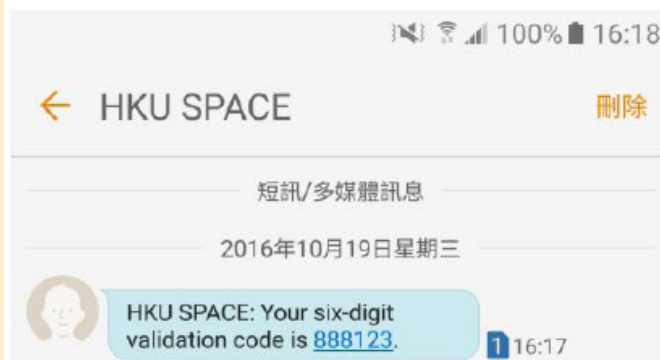
Please refer to Slide 17, if you found your mobile number or email address incorrect.

Learner Portal – First Time Login

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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 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, jxxxxxxxx6@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:**
 - **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

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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: 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.

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 / SCORE / Webmail
- Other useful tools, e.g. AI Chat / 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

01 Jul 2026

Cross Posting

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

01 Jul 2026

Cross Posting

IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)

30 Jun 2026

Stanley Ho Community College

Registration for Semester 1, 2026-27

All News

Search...

#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025

International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
01 Jul 2026 - Cross-Group

IC - Online Information Seminars on Full-time International Degree

29 Jun 2026

Stanley Ho Community College

Tuition Fees (for 2026-27 Academic Year)

25 Jun 2026

Stanley Ho Community College

Reminder: Application Deadlines

25 Jun 2026

Cross Posting

Walk-in/ Online Admission for 3-Year Full-time UK

Learner Portal – My News

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Notice posted by SDRC

Notice posted by College Office

Learner Portal

Hi

Log Out



My News

My Resources

My Events

CareerSPACE

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

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

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

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 Hi, [Name] Log Out

HKU SPACE
The Hong Kong University of Professional and Continuing Education

My News | My Resources | My Events | CareerSPACE

Latest News

- 01 Jul 2026**
Cross Posting
International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
- 01 Jul 2026**
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)
- 30 Jun 2026**
Stanley Ho Community College
Registration for Semester 1, 2026-27
- 29 Jun 2026**
Stanley Ho Community College
Tuition Fees (for 2026-27 Academic Year)
- 25 Jun 2026**
Stanley Ho Community College
Reminder: Application Deadlines
- 25 Jun 2026**
Cross Posting
Walk-in/ Online Admission for 3-Year Full-time UK

All News

Search...

#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025

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01 Jul 2026 - Cross-Group

IC - Online Information Seminars on Full-time International Degree

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”

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 Resources](#) [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

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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: <u>it.help@hkuspace.hku.hk</u>	IT Support: <u>it.support@hkuspace-plk.hku.hk</u>

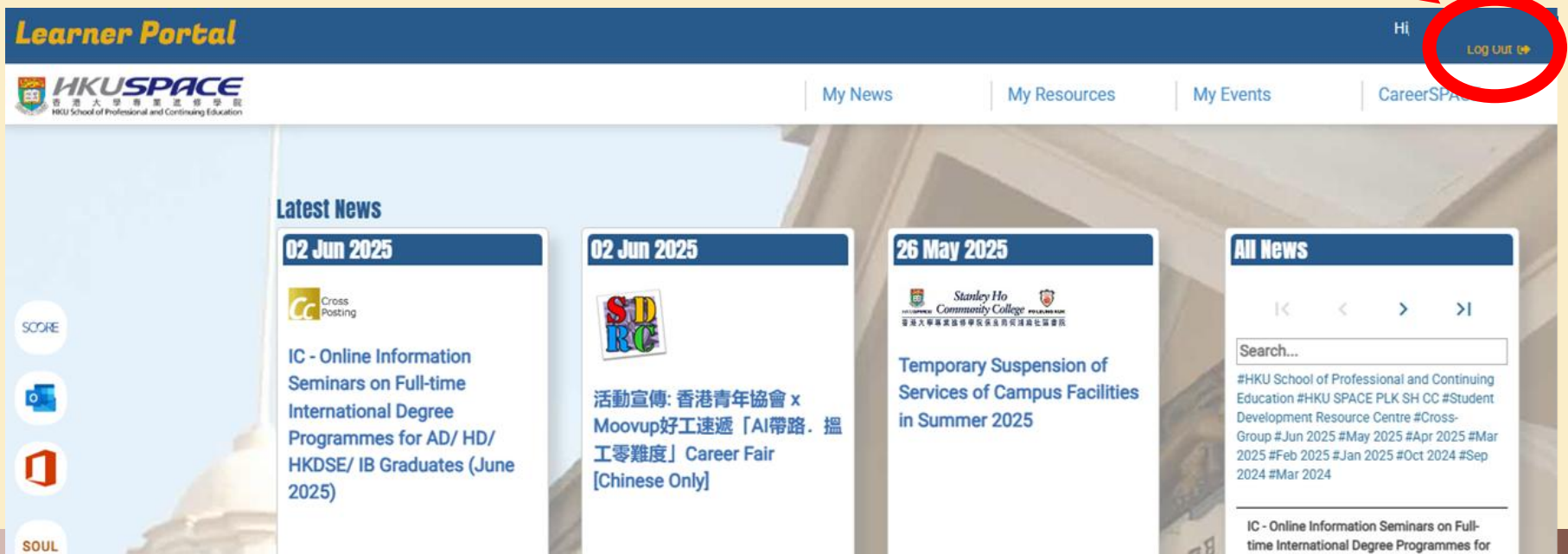
- Please remember the above details and approach **DIFFERENT IT Help** for assistance.

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.



The screenshot shows the HKU SPACE Learner Portal. The top navigation bar is dark blue with the text "Learner Portal" on the left and "Hi" on the right. A red arrow points to a "Log Out" button with a right-pointing arrow icon, which is circled in red. Below the navigation bar, there are links for "My News", "My Resources", "My Events", and "CareerSPACE". The main content area features a "Latest News" section with four news cards. The first card is dated "02 Jun 2025" and is about "IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)". The second card is also dated "02 Jun 2025" and is about "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]". The third card is dated "26 May 2025" and is about "Temporary Suspension of Services of Campus Facilities in Summer 2025". The fourth card is titled "All News" and contains a search bar and a list of news items. On the left side of the page, there are four circular icons labeled "SCORE", "SOUL", and two others that are partially visible.

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

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

Reminder – Campus Workstations: Login

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- 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

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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
 - Campus Computer
 - Campus WiFi
 - College eForm system
-
- Please remember the login and password, and do not share it with your schoolmates.

General Enquiry

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General Enquiry:

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

Note:

Please clearly state your name, student number, contact number, name of the programme and level of study in your enquiry email.

THANK YOU