



Stanley Ho
Community College



PO LEUNG KUK

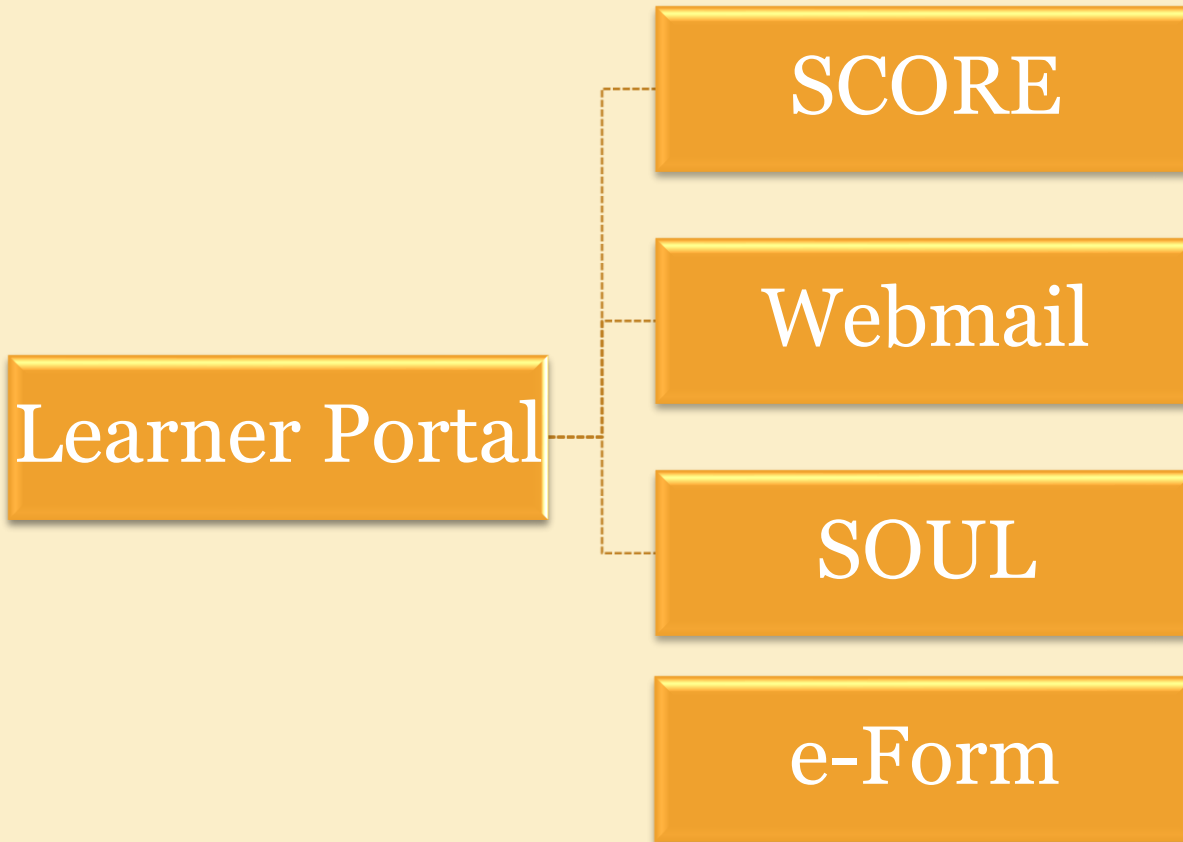
香港大學專業進修學院保良局何鴻燊社區書院

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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. 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 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 Stanley Ho Community College website. The header includes the college's name in English and Chinese, along with the HKUSPACE and PO LEUNG KUIK logos. A red circle highlights the 'e-Form' link in the navigation menu, with a red arrow pointing to it. Other navigation links include 'Learner Portal', 'Adverse Weather', 'FAQs', 'Job Vacancy', and 'Contact Us'. Below the header, there are links for 'Programmes', 'Applications & Admissions', 'College Life', 'News', 'Alumni', and 'About Us'. The main banner features a futuristic theme with the text '你嘅未來由你PROMPT' and 'HPSHCC'. It lists the following programmes: 副學士 (Associate Degree), 高級文憑 (Higher Diploma), and 基礎專上教育文憑 (Diploma in Foundation Studies). A call to action '立即報名 APPLY NOW' is present. On the right, it states '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). A small footnote at the bottom right explains the SSSDP scheme for the 2026-27 academic year.

Stanley Ho Community College PO LEUNG KUIK

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

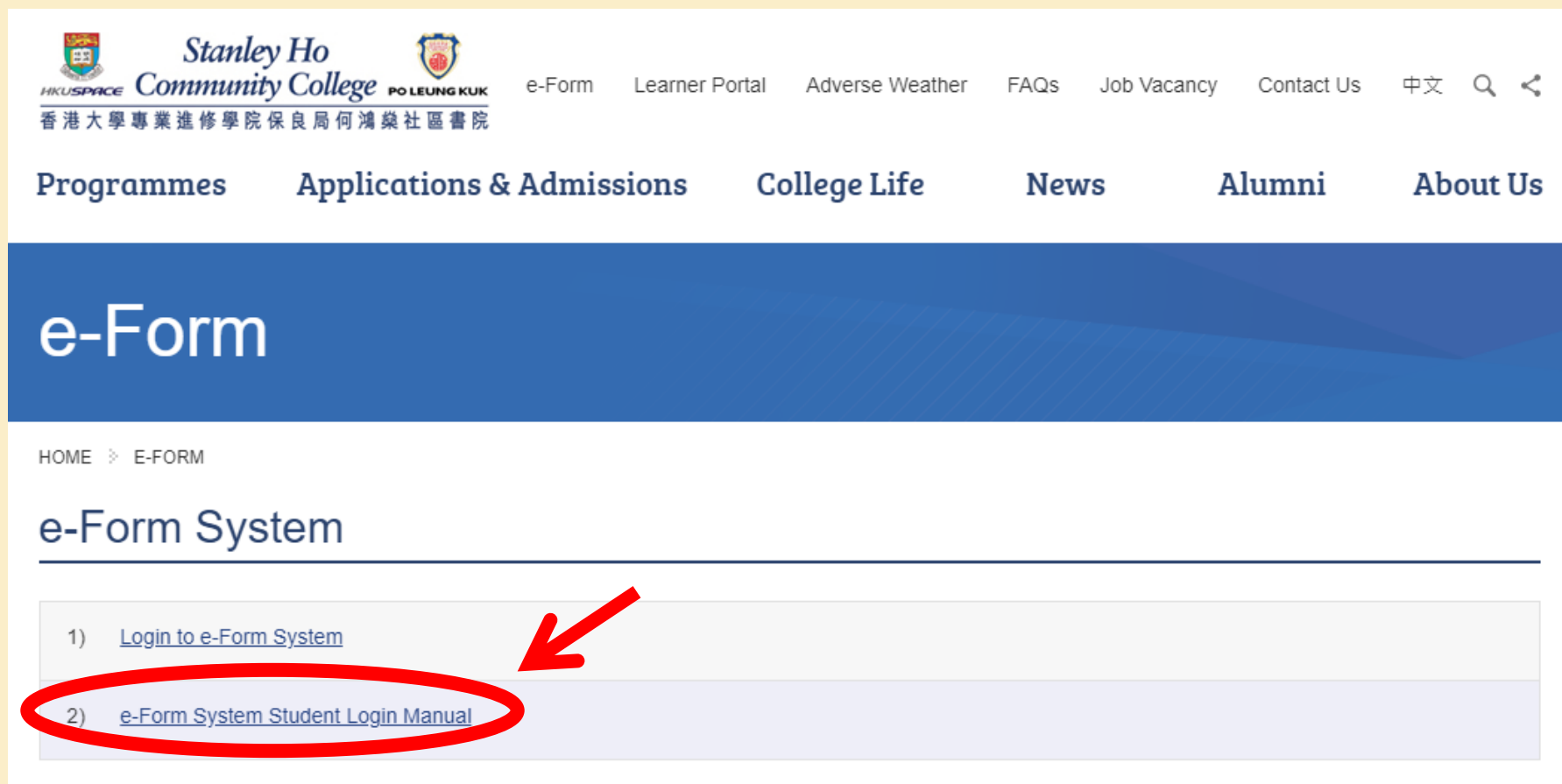
全港最多SSSDP*
政府資助副學位學額
The largest SSSDP* quota on sub-degree programmes in Hong Kong

*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).

e-Form – Overview & Login

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Step 2: Please follow the instructions in the login manual



The screenshot displays the Stanley Ho Community College website. The header includes the college's name, logos for HKUSPACE and PO LEUNG KUK, and navigation links for e-Form, Learner Portal, Adverse Weather, FAQs, Job Vacancy, Contact Us, and a language toggle to 中文. A secondary navigation bar lists Programmes, Applications & Admissions, College Life, News, Alumni, and About Us. A large blue banner features the text 'e-Form'. Below this, a breadcrumb trail shows 'HOME > E-FORM'. The main heading is 'e-Form System'. A list of two items is presented: '1) [Login to e-Form System](#)' and '2) [e-Form System Student Login Manual](#)'. The second item is circled in red, and a red arrow points to it from the right.

Stanley Ho Community College
HKUSPACE PO LEUNG KUK
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

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.

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

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-D0C	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
• 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 - 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 titled "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 titled "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 titled "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", "O", "O", and "SOUL".

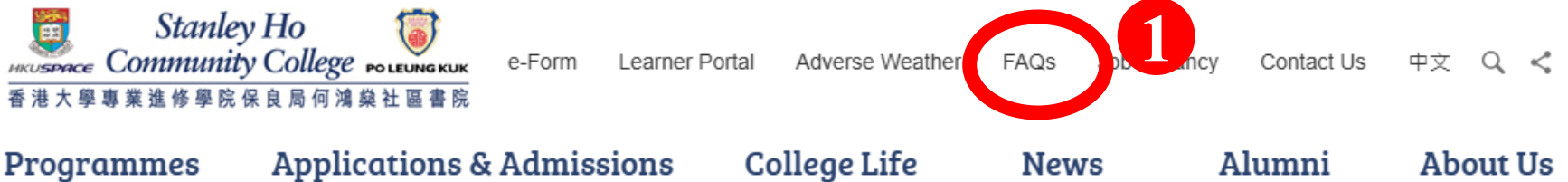
Reminder – Campus WiFi

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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

2

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