

HPSHCC

User Manual e-Form System for Student

Logging In to e-Form

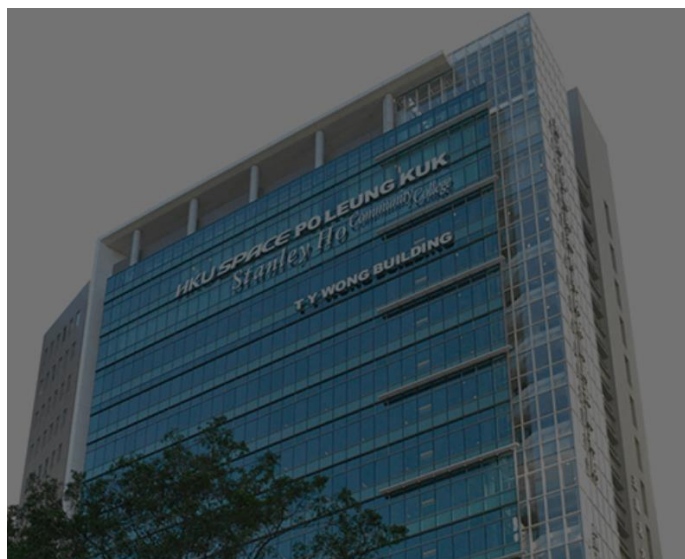
Follow the steps below to log in e-Form system or accessing online form:

1. Open your web browser and navigate to the main page of E-form system <https://hkuspace-plk.hku.hk/e-form> or access the direct URL of any forms which are designed in “HPSHCC Login” access mode.

The screenshot shows the Stanley Ho Community College website. The top navigation bar includes links for 'e-Form', 'Learner Portal', 'Adverse Weather', 'FAQs', 'Job Vacancy', and 'Contact Us'. Below this, there are more navigation options: 'Programmes', 'Applications & Admissions', 'College Life', 'News', 'Alumni', and 'About Us'. A large blue banner with the text 'e-Form' is visible. Below the banner, there is a breadcrumb trail: 'HOME > E-FORM'. The main content area is titled 'e-Form System' and contains two numbered steps: '1) Login to e-Form System' and '2) e-Form System Student Login Manual'. A red arrow points from the 'e-Form' link in the top navigation bar to the '1) Login to e-Form System' step. To the right, there is a preview of the 'Dashboard page (Login required)' which shows a 'Form Dashboard' with a table of forms.

| Form No. | Application Form | APPLICANT | APPLICANT PHONE | APPLICANT ADDRESS | APPLICANT EMAIL |
|----------|------------------|-----------|-----------------|-------------------|-----------------|
| 1001 | Application Form | 123456789 | 123456789 | 123456789 | 123456789 |
| 1002 | Application Form | 123456789 | 123456789 | 123456789 | 123456789 |
| 1003 | Application Form | 123456789 | 123456789 | 123456789 | 123456789 |
| 1004 | Application Form | 123456789 | 123456789 | 123456789 | 123456789 |
| 1005 | Application Form | 123456789 | 123456789 | 123456789 | 123456789 |

2. The page will be navigated to login page. Please login with HPSHCC student account (StudentNumber@student.hkuspace-plk.hku.hk)



The screenshot shows the login page of the e-Form system. It features the Stanley Ho Community College logo at the top. Below the logo, the text 'Sign in' is displayed. There is a text input field for the user ID, with the placeholder text 'UserID@student.hkuspace-plk.hku.hk'. Below the input field, there is a link that says 'Can't access your account?'. At the bottom of the login form, there are two buttons: 'Back' and 'Next'.

For Students, please enter: UserID@**student.hkuspace-plk.hku.hk**
Forgot Password, please send email to itsupport@hkuspace-plk.hku.hk

- Enter your HPSHCC PC login password* in the appropriate fields, then click the "Sign In" button.



Please enter your Student/Teacher User ID and Password:

[Sign in](#)

For Students, please enter:
 UserID@student.hkuspace-plk.hku.hk

Forgot Password, please send email to
it.support@hkuspace-plk.hku.hk

[Home](#) [Privacy](#)

** If you have not changed the HPSHCC PC login password before:*

~For students holding HKID card: the default password is the first 5 characters of your HKID Number (including alphabets in capital letter and digits), e.g. Y1234

~For students holding other ID documents (e.g. Passport, Exit-Entry Permit for Travelling to and from Hong Kong and Macau [往來港澳通行證], etc.): the default password is the first 5 characters of your ID Document Number (including alphabets in capital letter and digits).

- If the credentials are correct, you will be redirected to the e-Form system or the form you were trying to access.



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 |
|-----------|-----------------------|--|--|----------------------|-----|
| | | | | | |

5. Click “History” on top right corner to check the submission history.



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|-----------|-----------------------|--|--|----------------------|-----|
| | | | | | |



Submission History

| SUBMISSION ID | APPLY DATE | DISPLAY TITLE | LAST UPDATE | STATUS | |
|---------------|------------|---------------|-------------|--------|--|
|---------------|------------|---------------|-------------|--------|--|

Troubleshooting

If you encounter any issues while logging in to e-Form System, try the following:

- Check your internet connection.
- Make sure you are using a supported web browser (Google Chrome / Microsoft Edge, etc).
- Double-check you are using HPSHCC (**StudentNumber@student.hkospace-plk.hku.hk**) username and HPSHCC PC login password.
- Send email to HPSHCC IT Support (it.support@hkospace-plk.hku.hk) with error screen capture if you are still unable to log in.