用戶手冊：學生網上入門網站

香港都會大學李嘉誠專業進修學院之學生可透過學生網上入門網站使用以下網上服務：

1. 更新個人資料
2. 查閱個人修業紀錄
3. 下載專業進修課程的上課時間表
4. 報讀課程 (只適用於無特定入學要求之課程)
5. 查核學科最終成績
6. 下載電子版〈非正式〉成績單

A. 登入學生網上入門網站

瀏覽公開大學網站 www.hkmu.edu.hk/students

登入 MyHKMU –

用戶名稱： *s +*首 7 個學生編號

用戶密碼： 學生自行設立的個人密碼 (將與學生電郵相同)

如果你尚未設立個人〈電郵〉密碼，請先設立你的個人密碼:
先選右上方 ≡

再選 本科生及副學位
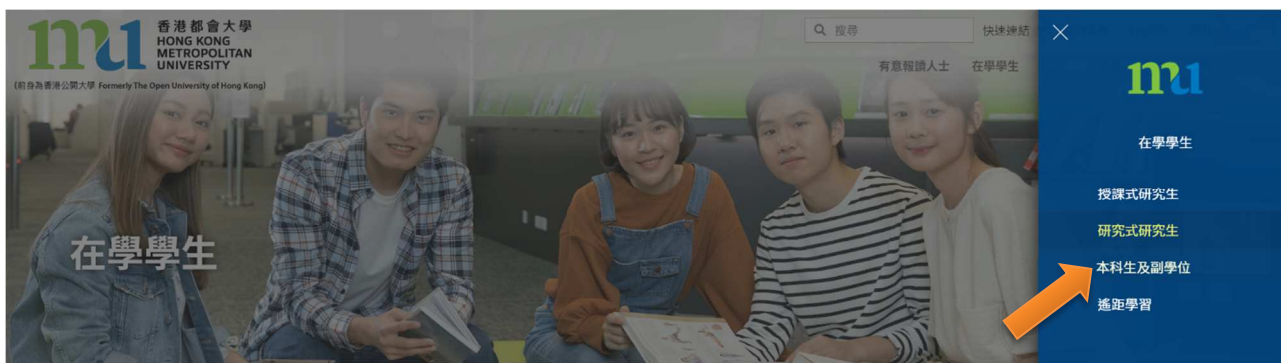
再選右上方 ≡ 然後選 服務及支援➔統一密碼管理(學生)
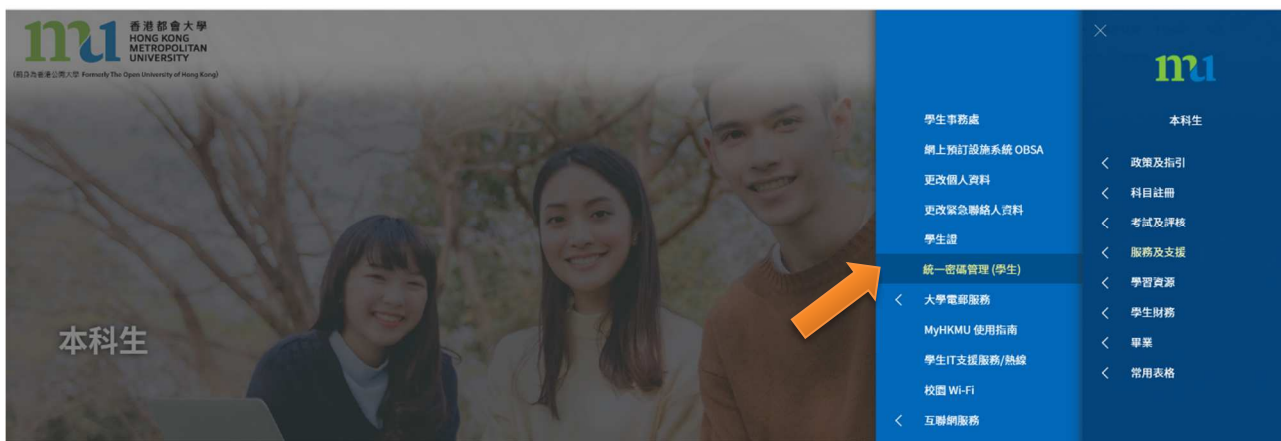
選擇 *統一密碼管理-香港都會大學及李嘉誠專業進修學院學生*

選擇 *設定密碼*

輸入個人資料及設置機密問題和答案後，便可設立個人密碼。

密碼長度必須在 8 到 12 個字母數字組合（A-Z ; a-z ; 0-9，大小寫區分），密碼必須同時包含大小寫字母和至少 1 個數字。

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HKMU 學生請注意：
Single Password Management - 設定密碼：適用於新的學生或沒有設置機密問題和答案的現有學生。您將被要求設定機密問題和答案，萬一您忘記了密碼，你可以使用這個機密問題和答案重新設置新密碼。當你設定私人密碼，你的 MyHKMU 密碼、電子圖書館密碼、網上學習系統密碼及電子服務密碼會同時更新。

新的密碼要求：
• 密碼長度必須在8到12個字母數字組合（A-Z;a-z;0-9，大小寫區分）
• 密碼必須同時包含大小寫字母和至少1個數字

▶ 設定密碼

| 1
輸入個人資料 | 學生編號:
例如 98123456 | |
	香港身分證/其他身份證明文件號碼: (選擇證件類別，然後輸入號碼。**非香港身份證持有人，請選擇「其他身份證明文件」，並輸入相關號碼。**)	● 香港身分證　　○ 其他身份證明文件 （　　　）
	出生日期: 例如 20/01/1970	DD/MM/YYYY
2 設置機密問題和答案	問題: (最多40字母或數字)	? e.g.　What is my pet name 　　　What is my favorite movie
	答案: (最多40字母或數字)	
	確定答案:	
	萬一您忘記了密碼，你可以使用這個機密問題和答案重新設置新密碼。	
3 按 "設定" 鍵來設定你的新密碼	新密碼: (8-12 個字母數字組合)	
	確定新密碼:	
		設定　取消

若你設定密碼時遇到問題,你可致電技術支援熱線 2711-2100 或電郵至 itohelp@hkmu.edu.hk.
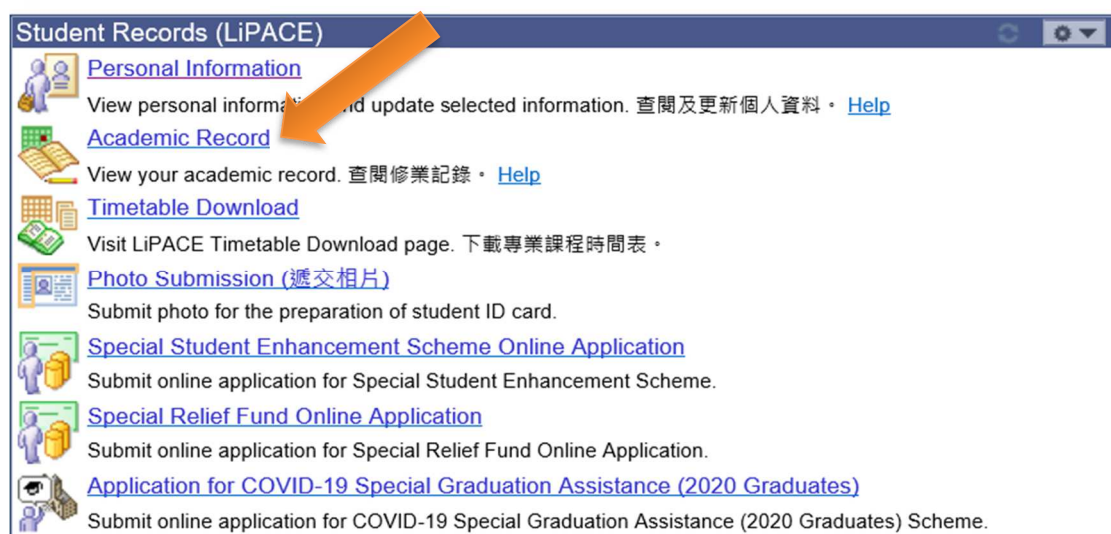
成功登入後，版面會轉載到學生網上入門網站的主頁面。選取就讀之課程並瀏覽課程相關資訊。

B. 個人資料頁面

進入「個人資料」頁面後，你可瀏覽及更新你的個人資料如通訊地址、電話及電郵。
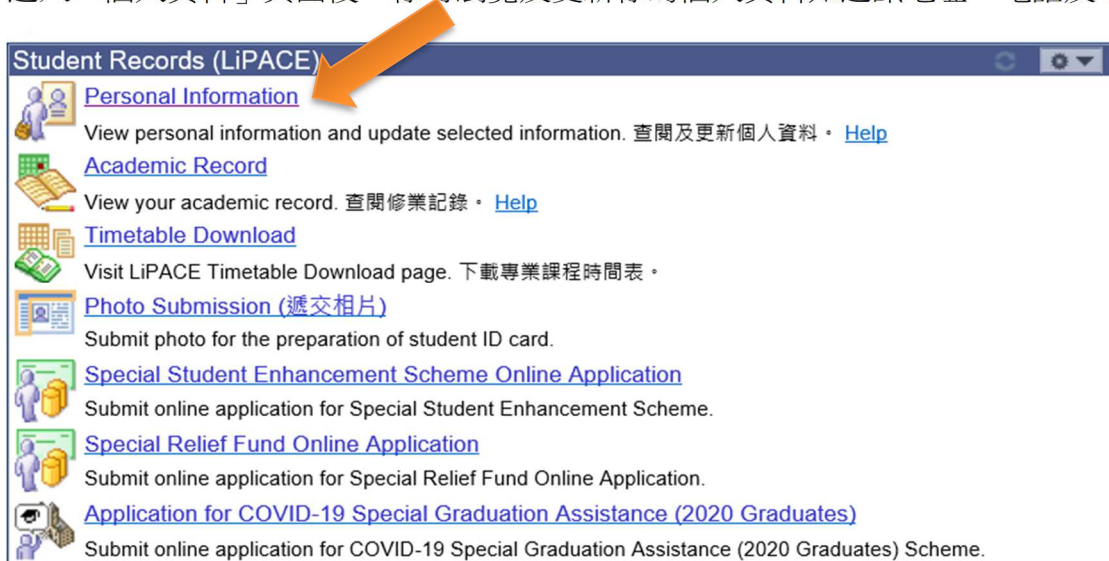
C. 修業記錄

於此頁面，你可以查看你的課程註冊紀錄及課程最終成績。

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Institution / Career / Program

LIPCE - LiPACE
    PCPD - Professional Programmes
        PBA – Part-time Band A

Program:	PBA	Part-time Band A	
Status:	Active	as of 01/28/2021	
Admit Term:	2159	Year 2021 Term - LiPACE	
Approved Load:	Full-Time		
Campus	LIPCE		
Plan:	PDPOHS	Diploma in OHS	
Program Action	Activate	01/28/2021	
Honors Classification			
Financial Status	Payment Settled		

[view all terms]

Academic Honours

Attainment	Details	

Alert

Description	Details	

Term Summary

LIPCE - LiPACE
    PCPD - Professional Programmes
        2159 – Year 2021 Term – LiPACE

Year 2021 Term - LiPACE

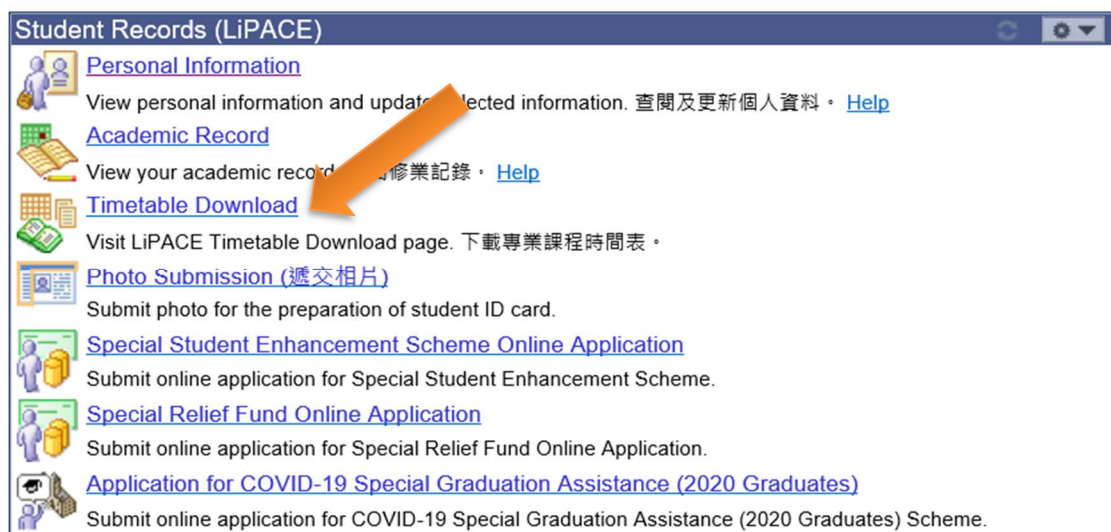|		
Eligible to Enroll:	Yes	
Primary Program:	PBA	Part-time Band A

▽ **Level / Load**

Academic Level - Projected: Not Set

D. 下載上課時間表 (只適用於修讀專業課程之同學)

選擇 *Timetable Download* 後，你可以下載上課時間表。

E. 查閱習作成績及科目等級

選擇 *Assessment Result Enquiry for Student*，你可以查閱曾遞交之習作成績及科目等級。

F. 下載成績單

選擇 *Download Programme Transcript*，你可以下載電子版非正式成績單 (如有)。

G. 查詢

如有任何疑問，請於辦公時間致電 3120 9988 與本院職員查詢。

User Guide: Student Portal

LiPACE students can access the student portal for the following online services:

1. Update personal particulars
2. Enquire your academic records
3. Download professional programme timetable
4. Enroll on courses without admission requirements
5. Enquire your continuous assessment marks and overall course grade
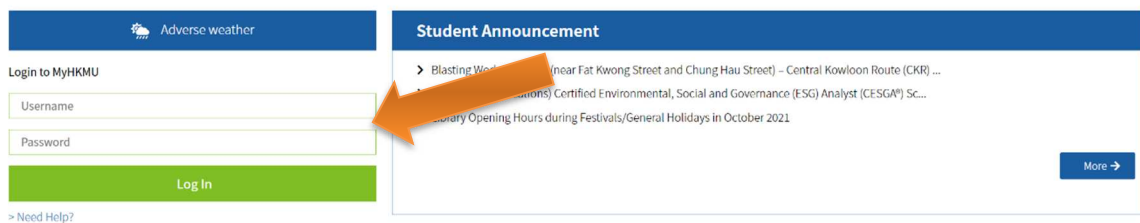6. Download unofficial transcript

A. Login Student Portal

Access OUHK website at www.hkmu.edu.hk/students

Login to MyHKMU –
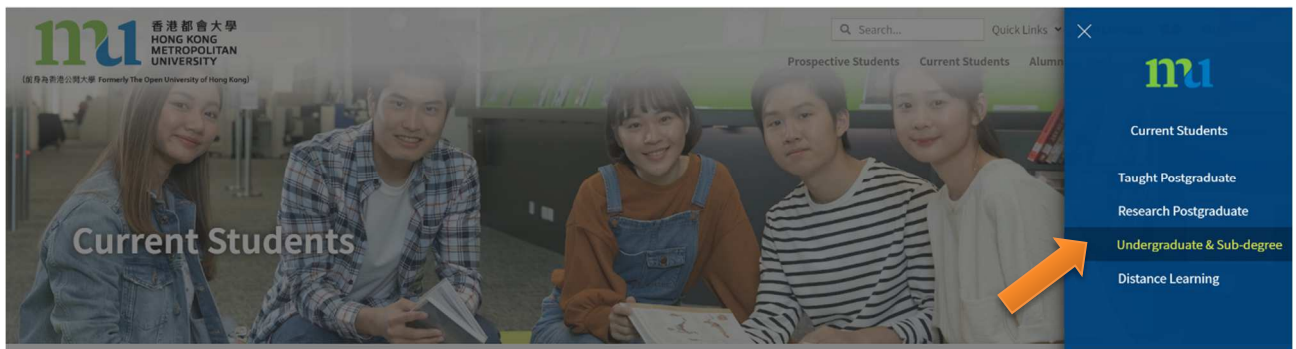
Username: *s + first 7 digits of student no.*

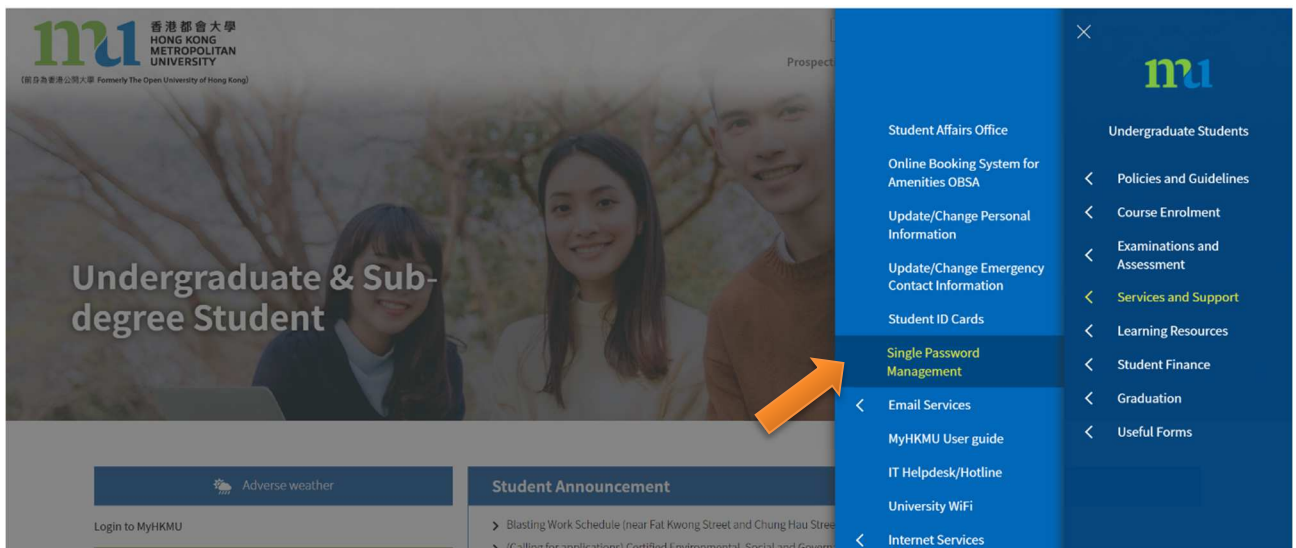Password: *your single password (HKMU email password)*

If you have not created your single (email) password before, please click ≡

Click Undergraduate & Sub-degree

Click ≡ again then click Services and Support → Single Password Management

Click Single Password Management HKMU and LiPACE students

Activate Password (You may also change your password at this page)

Fill in the information and set password at this page
Your new password MUST be 8 to 12 alphanumeric characters (A-Z;a-z;0-9, case-sensitive) in length and MUST contain at least one uppercase letter, lowercase letter and number

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Note to HKMU Student :
Single Password Management - Activate Password: Activate Password is available for new student or existing student who did not setup secret question and answer. You will be asked to set a secured question and answer that is useful in case you forget your password. When you activate your Single password, your passwords in related systems will be updated, including MyHKMU, Electronic Library, Online Learning Environment and various eServices.

New Password Requirement :
• Your new password MUST be 8 to 12 alphanumeric characters(A-Z;a-z;0-9, case-sensitive) in length
• Your new password MUST contain at least one uppercase letter, lowercase letter and number

▸ **Activate Password**

1 — Enter Personal Information	Student number: e.g. 98123456	
	HKID/Other ID number: (Select the ID type and enter number. Non-HKID cardholders should select "Other ID" and enter the relevant identity number.)	◉ HKID ○ Other ID ( )
	Date of Birth: e.g. 20/01/1970	/ / DD/MM/YYYY

2 — Set Secret Question and Answer	Question: (max 40 alphanumeric characters)	? e.g. What is my pet name / What is my favorite movie
	Answer: (max 40 alphanumeric characters)	
	Re-type Answer:	
	You will need to provide your secret answer to reset password in case you forgot your password.	

| 3 — Click the Create button to set your single password. | New Password: (8-12 alphanumeric characters) | |
| | Confirm New Password | |
| | [Create] [Clear Form] | |

If you have problem to create a new password, you can call our Technical Hotline at 2711-2100 or email to itohelp@hkmu.edu.hk.

After login, you will be diverted to the student portal front page. To access your enrolled LiPACE programme information, please select respective programme under *My LiPACE programme* at the top left corner.
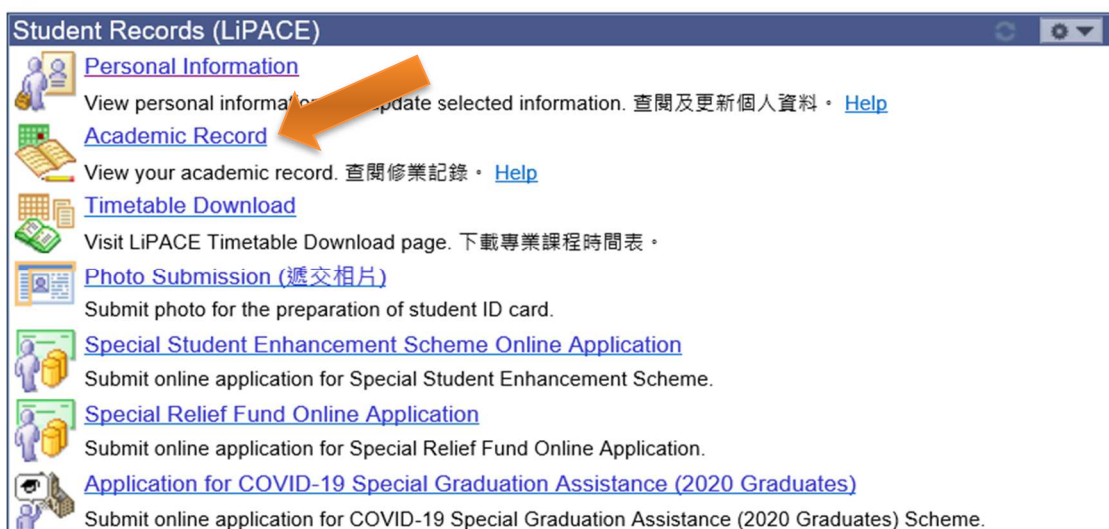

B. Personal Information Page

On this page you can view your personal particulars and update your address, phone and email by using the "edit" function.
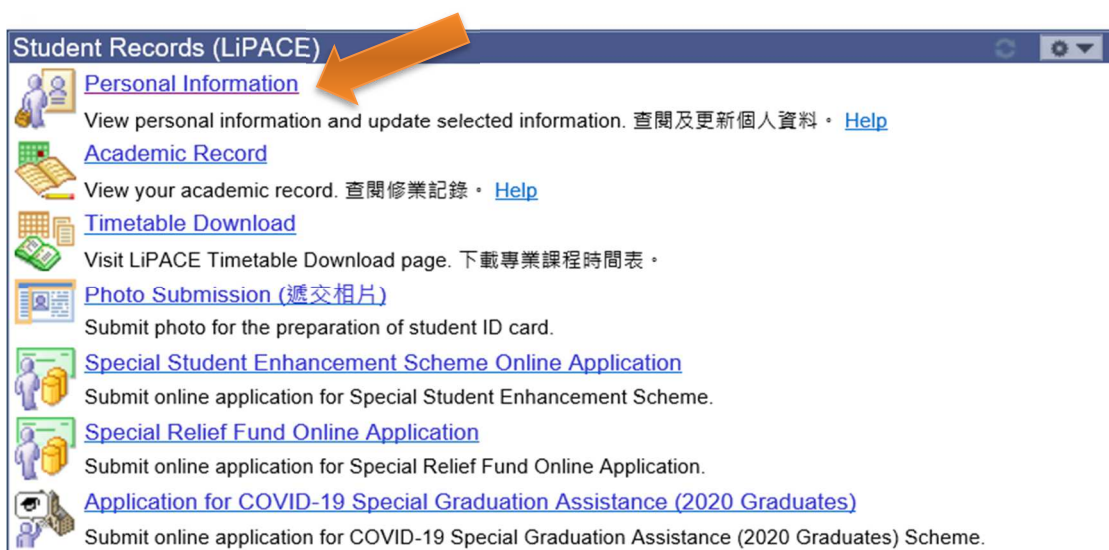
C. Academic Record

On this page you can view your programme admission and completion history. Under the Term Summary you can check your course enrollment records and course final grade. Statistics of completed courses by term are also shown at the bottom. For LiPACE, one unit refers to one course completion.

Institution / Career / Program

LIPCE - LiPACE	**Program:** PBA Part-time Band A
PCPD - Professional Programmes	
PBA – Part-time Band A	**Status:** Active as of 01/28/2021
	Admit Term: 2159 Year 2021 Term - LiPACE
	Approved Load: Full-Time
	Campus LIPCE
	Plan: PDPOHS Diploma in OHS
	Program Action Activate 01/28/2021
	Honors Classification
	Financial Status Payment Settled

view all terms

Academic Honours

Attainment	Details	

Alert

Description	Details	

Term Summary

LIPCE - LiPACE	Year 2021 Term - LiPACE
PCPD - Professional Programmes	**Eligible to Enroll:** Yes
2159 - Year 2021 Term - LiPACE	**Primary Program:** PBA Part-time Band A
	▽ **Level / Load**
	Academic Level - Projected: Not Set

D. Timetable Download (only for students who study professional programmes)

Linking to the LiPACE Timetable Download page, you can download your course and examination timetable here.

E. Assessment Result Enquiry

Select the course to view your continuous assessment marks and overall grade at *Assessment Result Enquiry for Student* page.

F. Download Transcript

You may download your unofficial transcript (if any) from the student portal by clicking *Download Transcript* button at *Download Programme Transcript* page.

G. Enquiry

Should you have any queries on the student portal, please feel free to contact LiPACE at 3120 9988. Thank you.