

## Application for HKMU Library Reader's/Borrower's Ticket (HKMU Graduates)

HKMU Graduates can apply for the Library Reader's/Borrower's Ticket via the mobile app HKMU Alumni+. Ordinary Members / Life Ordinary Members of Hong Kong Metropolitan University Alumni Association (HKMUAA) can enjoy 20% discount when applying for library ticket.

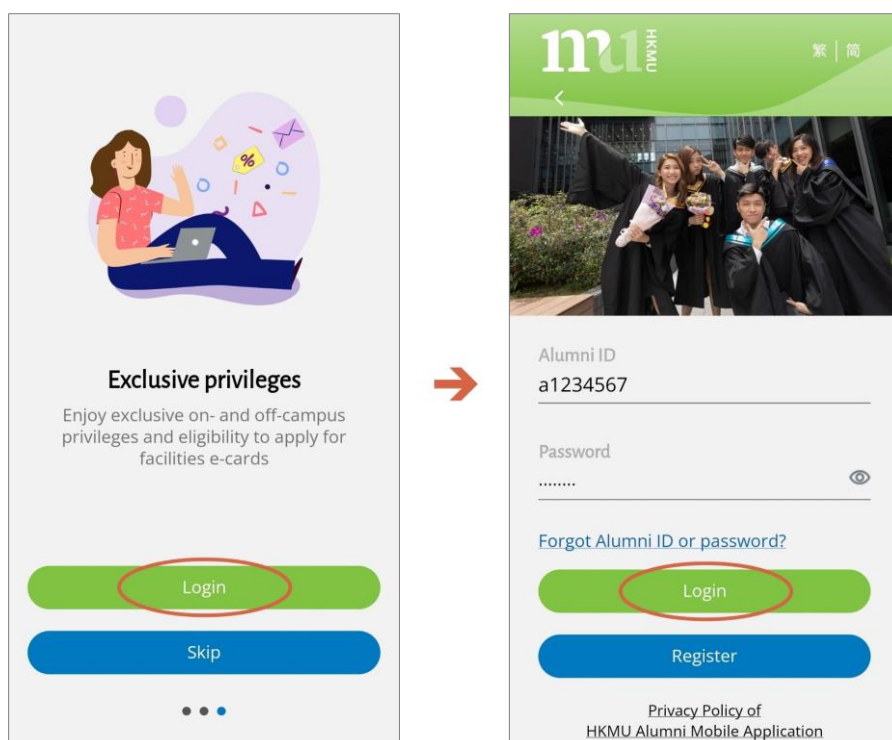
1. Download and open the mobile app HKMU Alumni+ ([App Store](#) / [Google Play](#)). You are suggested to upgrade the app to the latest version before submitting your application.

Mobile operating system requirements: iOS 11 or later versions / Android 8.1 or later versions.



2. Go to the login page and log in to your alumni e-card account.

For first time user, you must activate your alumni e-card first. For detail steps, please go to HKMU website ([www.hkmu.edu.hk](http://www.hkmu.edu.hk)) > Alumni > New Alumni Identity Proof > [Tutorial on activating the alumni e-card](#).

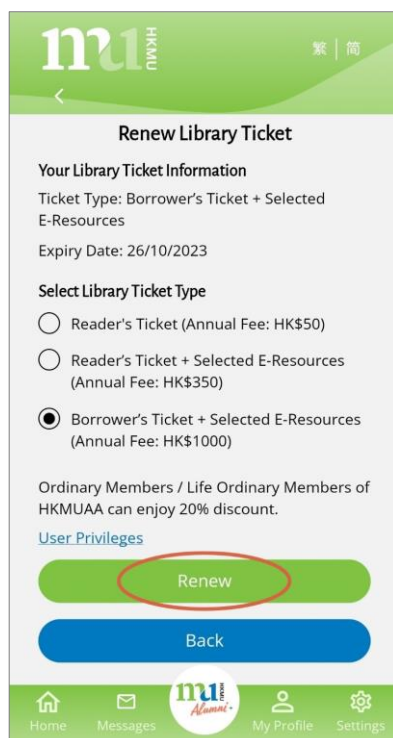
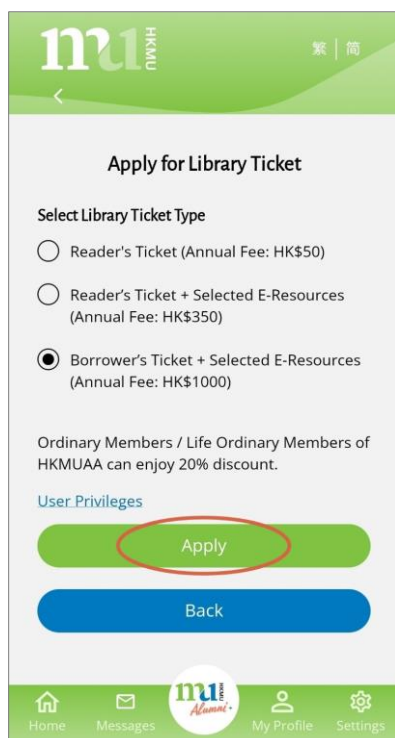


3. Select "Library Services".



4. First application: Select the type of library ticket that you would like to apply for, then click "Apply".

Renewal: Select the type of library ticket that you would like to renew, then click "Renew". Please note that you can apply for renewal of your ticket 7 days before the expiry date.



5. Check your application information. Please note that you will enjoy the discounted rate only if your HKMUAA membership has been verified. If your HKMUAA membership has not been verified yet, you need to pay the standard annual fee.

Choose a payment method and click “Continue to Payment”. You can pay by VISA, MasterCard or UnionPay in the mobile app. If you need to pay by Octopus at the service counter of the Stanley Ho Library (MC), please call 2768-6778 or email to [libticket@hkmu.edu.hk](mailto:libticket@hkmu.edu.hk) to make an appointment in advance.

**Confirming your application information**

Ticket type: Borrower's Ticket + Selected E-Resources

Annual fee: HK\$ 1000

Student ID Number: 12345678

Alumni ID Number: a1234567

Validity Period: 27/10/2022 to 26/10/2023

Name: Chan Tai Man

Email: s1234567@live.hkmu.edu.hk

Phone Number: 98765432

Mailing Address: null

**Payment method:**

☒ VISA ☐ mastercard ☐ UnionPay

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Validity Period: 27/10/2022 to 26/10/2023

Name: Chan Tai Man

Email: s1234567@live.hkmu.edu.hk

Phone Number: 98765432

Mailing Address: null

**Payment method:**

☒ VISA ☐ mastercard ☐ UnionPay

**Continue to Payment**

Edit Personal Information

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6. Read the “Terms and Conditions” and click “Accept and Proceed Payment”. You will be redirected to the HKMU payment gateway to complete the payment transaction.

Reader's Ticket are limited to the use of Library facilities and services only. They are not transferable.

3. Library users must comply with all University regulations and instructions. The Librarian may suspend or permanently exclude a Library user who fails to comply with those regulations and instructions or who acts in any way which interferes with the convenience of other Library users or the work of the Library staff or the convenience of other campus users as deemed by the campus management authorities from the Library.

4. All fees paid are non-refundable.

**Accept and Proceed Payment**

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7. When the payment is completed, set up a library account password if it is your first application. Then, click “Submit”.

HKMU 繁 | 簡

Payment Completed!

Your payment is successful.  
(REF#a1234567-8827092265278300)

Set-up Library Account Password

User ID  
a1234567

Password  
.....

Password must be 8-12 characters long with  
at least 1 uppercase letter, 1 lowercase letter  
and 1 number

Re-enter Password  
.....

Submit

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8. A message “Your access to Library services is ready!” will be shown if your application is successful. A payment confirmation email will also be sent to your HKMU email account.

HKMU 繁 | 簡

Payment Completed!

Your payment is successful.  
(REF#a1234567-8827092265278300)

Your access to Library services is ready!

Please reset your library service password at  
Library Ticket page, if needed.

View Library Ticket

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HKMU Library Ticket (Graduate) - Payment Confirmation

Library

Dear Chan Tai Man

This email is to confirm your payment for the Library Ticket (Graduate).

Ref: a1234567-8827092265278300  
Alumni ID: a1234567  
Name: Chan Tai Man  
Ticket Type: Borrower's E-library Ticket  
Payment Type: new  
Payment Amount: HK\$1000  
Payment Method: Credit Card

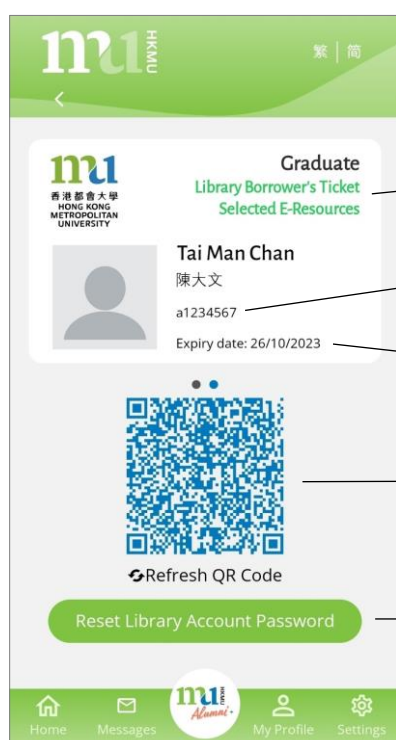
If you have any enquiries, please email to [libticket@hkmu.edu.hk](mailto:libticket@hkmu.edu.hk) or contact Library staff at 2768-6778.

HKMU Library

This is an automated notification email. Please do not reply to this email.

Reply

9. View your library ticket by clicking the HKMU Alumni+ icon and swiping the screen.



Your ticket type.

Your User ID for logging into your library account is your alumni ID (e.g. a1234567).

Your ticket expiry date.

Use the QR code to enter the campus libraries and borrow books, if applicable.

You are required to set the Library Account Password via the App in order to log in Library services.

### Remarks

- You are suggested to upgrade the HKMU Alumni+ app to the latest version via App Store or Google Play before submitting your application.
- You can apply for **renewal** of your ticket **7 days before the expiry date**.
- Validity period for new or renewal of library ticket is 365 days.
- Application for change on ticket type will become effective immediately for 365 days once the payment is completed. Previous annual fees will not be refunded.
- You can pay by VISA, MasterCard or UnionPay in the mobile app. If you need to pay by Octopus at the service counter of the Stanley Ho Library (MC), please call 2768-6778 or email to [libticket@hkmu.edu.hk](mailto:libticket@hkmu.edu.hk) to make an appointment in advance.

For enquiries, please contact Library staff at 2768-6778 or email to [libticket@hkmu.edu.hk](mailto:libticket@hkmu.edu.hk).