

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）



香港都會大學
HONG KONG METROPOLITAN UNIVERSITY
(前身為香港公開大學 Formerly The Open University of Hong Kong)

搜尋 快速連結 高對比度 English 简体

有意報讀人士 在學學生 校友 教職員 傳媒 訪客

在學學生

惡劣天氣安排

登入 MyHKMU

用戶名稱

私人密碼

登入

學生通告

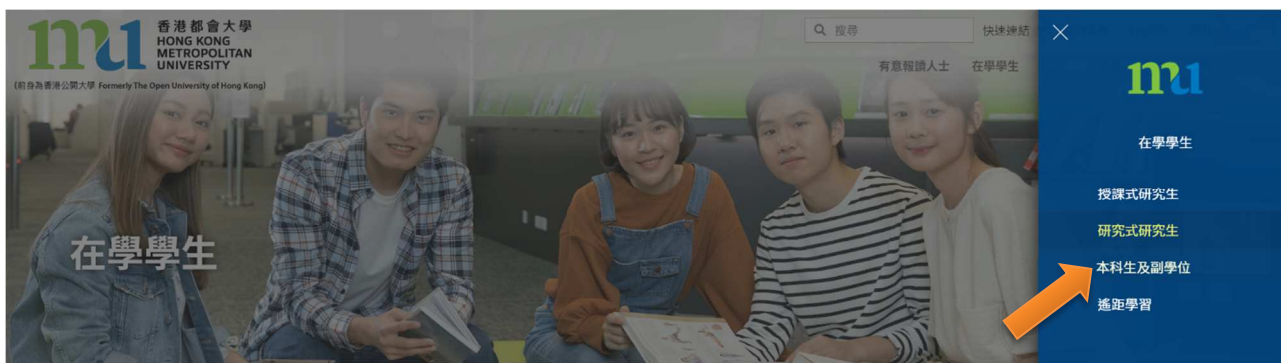
- > Part-time Student Fee (Department of Creative Arts, A&SS)
- > 2023年9月7日前提交疫苗接種資料
- > 取消按金(本校畢業生) - 取消按金要求

詳情 →

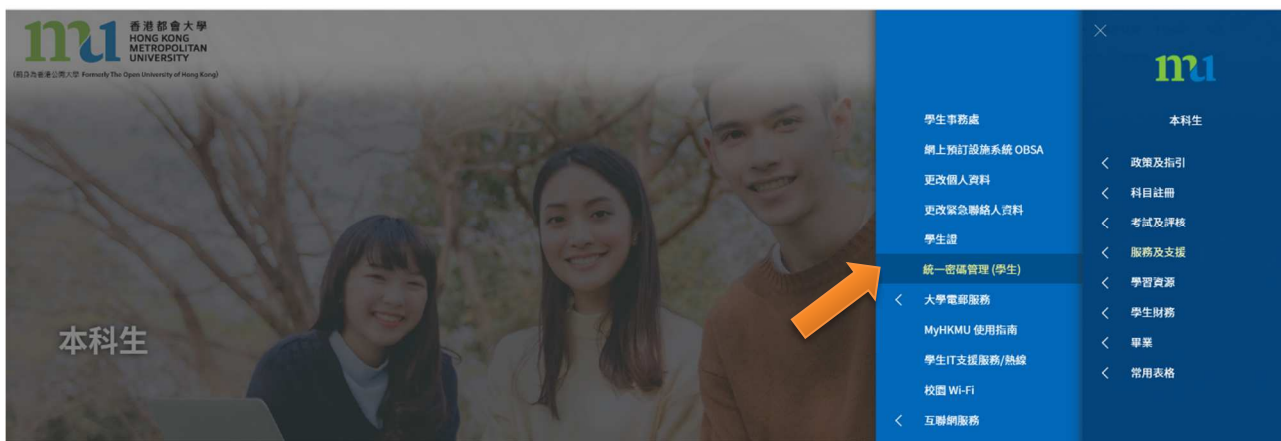
如果你尚未設立個人〈電郵〉密碼，請先設立你的個人密碼：
先選右上方 ≡



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

資訊科技處 > 學生服務 > 統一密碼管理 (學生)

學生若要使用香港都會大學的加密網上服務，必須先輸入用戶名稱及統一密碼。

不論是新生還是舊生，均需設定統一密碼。

如果你是舊生，新設定的私人統一密碼將會取代你網上服務的舊密碼。

網上服務用戶名稱

學生的用戶名稱為：英文小階s加上學生編號首七個數字。
(舉例說，你的學生編號是04123456，那麼你的用戶名稱便是“s0412345”。)
你可使用此用戶名稱登入以下之網上服務。

私人統一密碼

請選擇以下項目，設定私人統一密碼。

- 統一密碼管理
香港都會大學及李嘉誠專業進修學院學生
- 設定私人統一密碼
持續專業進修課程(CPD)學生

選擇 設定密碼

Single Password Management (統一密碼管理) - 香港都會大學學生

適用於遙距學習，全日制，電子教學和李嘉誠專業進修學院學生

為更安全地管理你的密碼，密碼管理機制已增加包括機密問題和答案組成部分。你現在使用**"設定密碼"**時，需要設置一個機密問題和答案。隨後，你可以**"查看/更新機密問題和答案"**。你亦可以使用**"更改密碼"**來更改當前密碼。如果您忘記了當前的密碼，您可以使用**"忘記密碼"**來重置一個新的密碼。此外，如果您發現密碼不能登入一些系統服務，您也可以使用**"同步密碼"**來再次更新您的統一密碼到所有相關的服務。

請選擇功能如下

<ul style="list-style-type: none">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，您可以使用這個機密問題和答案重新設置新密碼。忘記密碼 如果你忘記了密碼，你可以使用你的機密答案重新設置新密碼。技術支援 如果你忘記了當前密碼以及秘密答案，你可致電技術支援熱線	<ul style="list-style-type: none">更改密碼 如果你想改變當前的密碼同步密碼 因應您的帳戶在相關系統的啟用時間，你的統一密碼可能無法完全同步到所有的系統，如果您發現一些系統登錄問題，您可以嘗試再次同步您的密碼到所有相關系統。查看/更新機密問題和答案 如果你想設置一個新的機密問題和答案
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如果你在使用上述功能有問題，你可致電技術支援熱線 2711-2100 或電郵至 tohelp@hkmu.edu.hk.

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。



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	<table border="1"><tr><td>學生編號 例如 98123456</td><td><input type="text"/></td></tr><tr><td>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。)</td><td><input checked="" type="radio"/> 香港身分證 <input type="radio"/> 其他身份證明文件 <input type="text"/> (<input type="text"/>)</td></tr><tr><td>出生日期: 例如 20/01/1970</td><td><input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY</td></tr></table>	學生編號 例如 98123456	<input type="text"/>	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。)	<input checked="" type="radio"/> 香港身分證 <input type="radio"/> 其他身份證明文件 <input type="text"/> (<input type="text"/>)	出生日期: 例如 20/01/1970	<input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY
	學生編號 例如 98123456	<input type="text"/>					
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。)	<input checked="" type="radio"/> 香港身分證 <input type="radio"/> 其他身份證明文件 <input type="text"/> (<input type="text"/>)						
出生日期: 例如 20/01/1970	<input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY						
2 設置機密問題和答案	<table border="1"><tr><td>問題 (最多40字母或數字)</td><td><input type="text"/> ? e.g. What is my pet name What is my favorite movie</td></tr><tr><td>答案 (最多40字母或數字)</td><td><input type="text"/></td></tr><tr><td>確定答案</td><td><input type="text"/></td></tr></table> <p>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。</p>	問題 (最多40字母或數字)	<input type="text"/> ? e.g. What is my pet name What is my favorite movie	答案 (最多40字母或數字)	<input type="text"/>	確定答案	<input type="text"/>
問題 (最多40字母或數字)	<input type="text"/> ? e.g. What is my pet name What is my favorite movie						
答案 (最多40字母或數字)	<input type="text"/>						
確定答案	<input type="text"/>						
3 按 "設定" 鍵來設定你的新密碼	<table border="1"><tr><td>新密碼: (8-12 個字母數字組合)</td><td><input type="text"/></td></tr><tr><td>確定新密碼</td><td><input type="text"/></td></tr></table> <p><input type="button" value="設定"/> <input type="button" value="取消"/></p>	新密碼: (8-12 個字母數字組合)	<input type="text"/>	確定新密碼	<input type="text"/>		
新密碼: (8-12 個字母數字組合)	<input type="text"/>						
確定新密碼	<input type="text"/>						

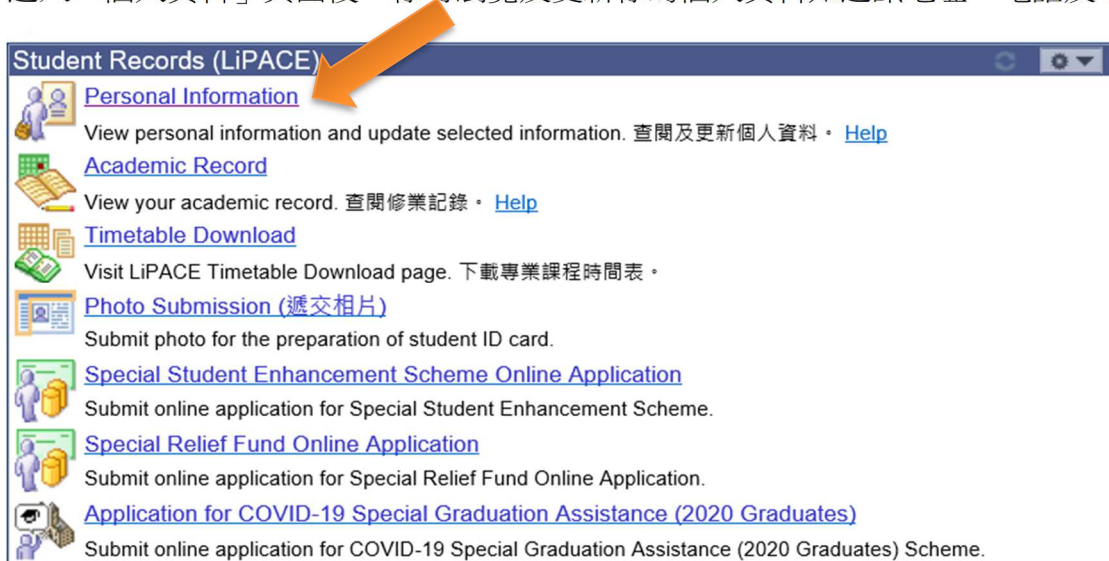
若你設定密碼時遇到問題,你可致電技術支援熱線 2711-2100 或電郵至 itohelp@hkmu.edu.hk.

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。

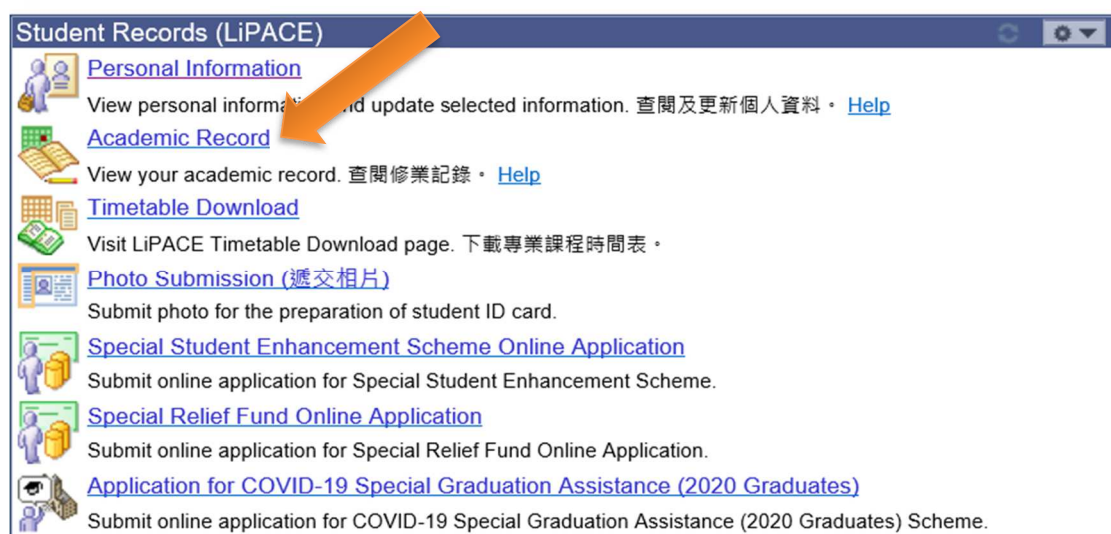


B. 個人資料頁面

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。



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

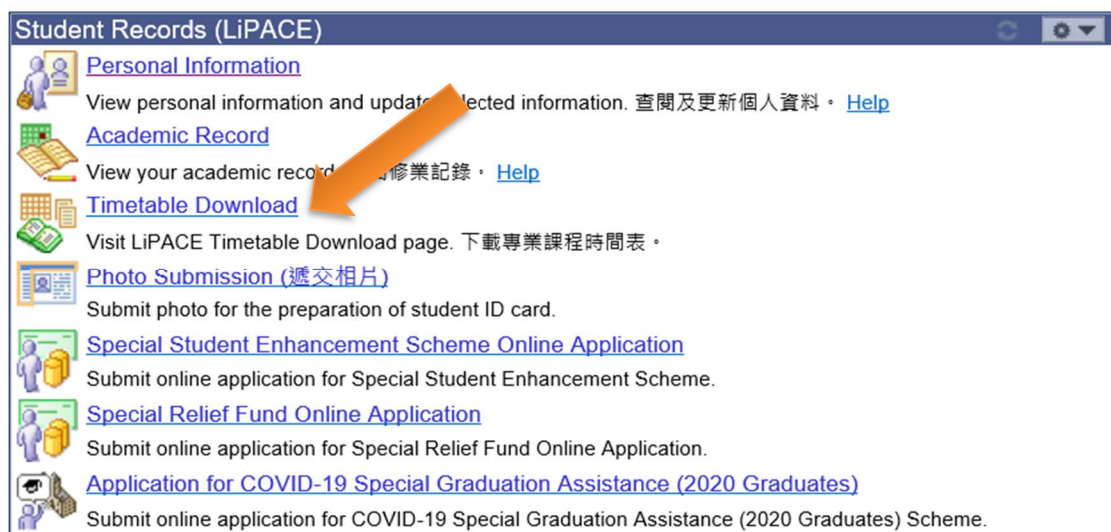
Primary Program: PBA Part-time Band A

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

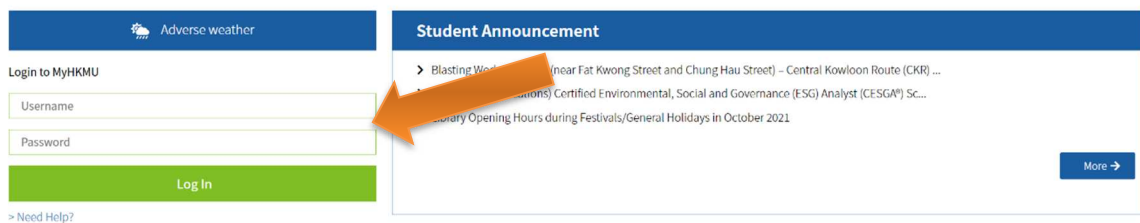
A. Login Student Portal

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

Login to MyHKMU –

Username: *s + first 7 digits of student no.*

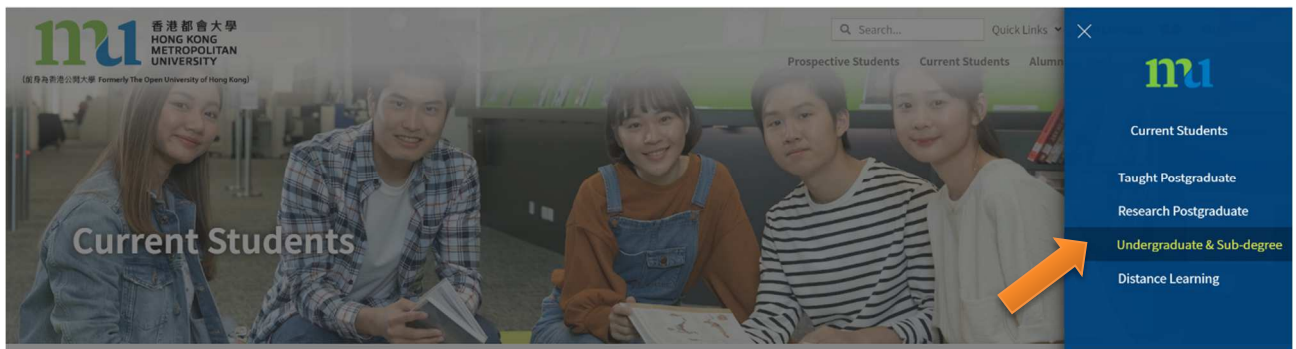
Password: *your single password (HKMU email password)*



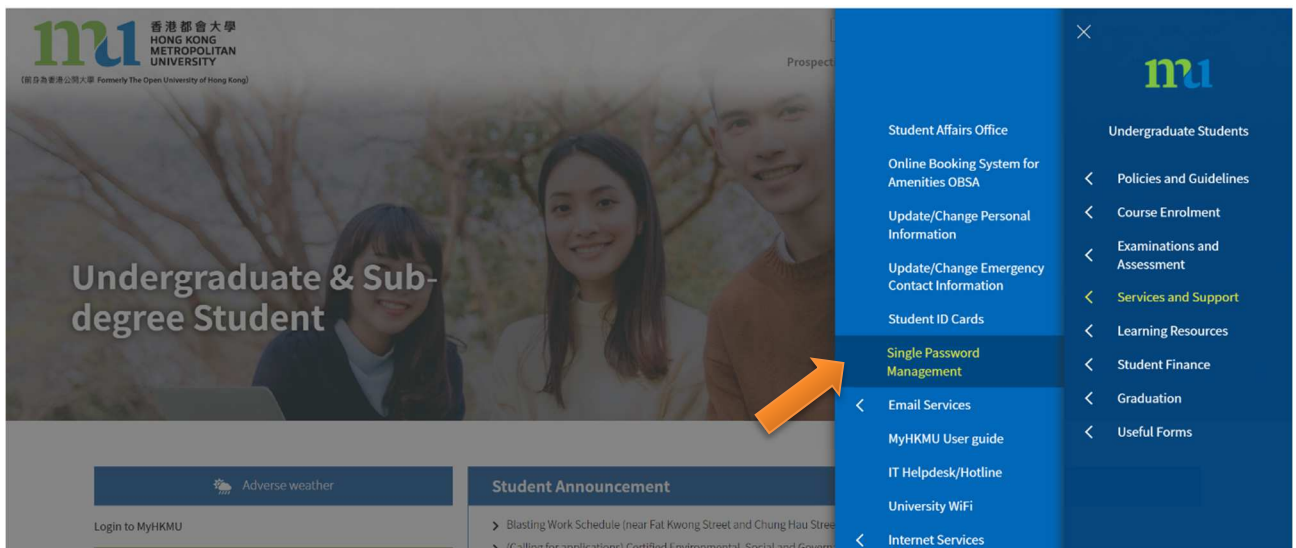
If you have not created your single (email) password before, please click ≡



Click Undergraduate & Sub-degree



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



Click Single Password Management HKMU and LiPACE students

Information Technology Office > Student Services > Single Password Management (Students)

Students are required to enter their Username and Single Password to access secure HKMU online services.

Both new and continuing students should create a Single Password.

If you are a continuing student, your Single Password will replace your old password(s) for HKMU online services.

Your online services username

The Username for students is: lower-case 's' + the first seven digits of your student number.
(For example, if your student number is 04123456, then your Username is 's0412345'.)
You can use this username to logon the online services mentioned below.

Your Single Password

To manage your Single Password choose the appropriate option below:

Single Password Management
HKMU and LiPACE students

Create Single Password
Continuing Professional Development (CPD) students

Account Availability Forget your password? Help

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



Single Password Management - HKMU Student

Eligible for *Distance Learning*, *Full-time*, *eLearning* and *LiPACE* students

To facilitate the management of your password more securely, the password management mechanism has been enhanced to include a secret question and answer component. You are now required to setup a secret question and answer while using **Activate Password**. Subsequently, you can view or update your secret question and answer using **View/Update Secret Question and Answer**. You can change current password using **Change Password**. Or, if you forget your current password, you can reset a new password using the **Forget Password**. Moreover, you may also use **Synchronize Password** to update your Single Password to all-related services again if you find password problem on some services.

Please choose your action below:

▶ **Activate Password**

If you are new student or existing student who did not set the secret question and answer, you need to activate your password together with a secret question and answer

▶ **Forget Password**

If you forgot current password, you can reset a new password by providing your secret answer.

▶ **Help Desk**

If you forgot both your current password and secret answer, you may call our Technical Hotline for assistance

▶ **Change Password**

If you want to change your current password

▶ **Synchronize Password**

Depending on your account availability, your Single Password may not be able to update to some services. You can synchronize the current password to all-related systems again at later time.

▶ **View/Update Secret Question and Answer**

If you want to set a new secret question and answer

If you have problem using the above functions, you can call our Technical Hotline at 2711-2100 or email to itohelp@hkmu.edu.hk.

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



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							
<p>1 Enter Personal Information</p>	<table border="1"> <tr> <td>Student number: e.g. 98123456</td> <td><input type="text"/></td> </tr> <tr> <td>HKID/Other ID number: (Select the ID type and enter number. Non-HKID cardholders should select "Other ID" and enter the relevant identity number.)</td> <td> <input checked="" type="radio"/> HKID <input type="radio"/> Other ID <input type="text"/> (<input type="text"/>) </td> </tr> <tr> <td>Date of Birth: e.g. 20/01/1970</td> <td> <input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY </td> </tr> </table>	Student number: e.g. 98123456	<input type="text"/>	HKID/Other ID number: (Select the ID type and enter number. Non-HKID cardholders should select "Other ID" and enter the relevant identity number.)	<input checked="" type="radio"/> HKID <input type="radio"/> Other ID <input type="text"/> (<input type="text"/>)	Date of Birth: e.g. 20/01/1970	<input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY
	Student number: e.g. 98123456	<input type="text"/>					
	HKID/Other ID number: (Select the ID type and enter number. Non-HKID cardholders should select "Other ID" and enter the relevant identity number.)	<input checked="" type="radio"/> HKID <input type="radio"/> Other ID <input type="text"/> (<input type="text"/>)					
Date of Birth: e.g. 20/01/1970	<input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY						
<table border="1"> <tr> <td>Question: (max 40 alphanumeric characters)</td> <td><input type="text"/></td> </tr> <tr> <td>Answer: (max 40 alphanumeric characters)</td> <td><input type="text"/></td> </tr> <tr> <td>Re-type Answer:</td> <td><input type="text"/></td> </tr> </table> <p>You will need to provide your secret answer to reset password in case you forgot your password.</p>	Question: (max 40 alphanumeric characters)	<input type="text"/>	Answer: (max 40 alphanumeric characters)	<input type="text"/>	Re-type Answer:	<input type="text"/>	
Question: (max 40 alphanumeric characters)	<input type="text"/>						
Answer: (max 40 alphanumeric characters)	<input type="text"/>						
Re-type Answer:	<input type="text"/>						
<p>3 Click the Create button to set your single password.</p>	<table border="1"> <tr> <td>New Password: (8-12 alphanumeric characters)</td> <td><input type="text"/></td> </tr> <tr> <td>Confirm New Password</td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Create"/> <input type="button" value="Clear Form"/> </p>	New Password: (8-12 alphanumeric characters)	<input type="text"/>	Confirm New Password	<input type="text"/>		
	New Password: (8-12 alphanumeric characters)	<input type="text"/>					
Confirm New Password	<input type="text"/>						

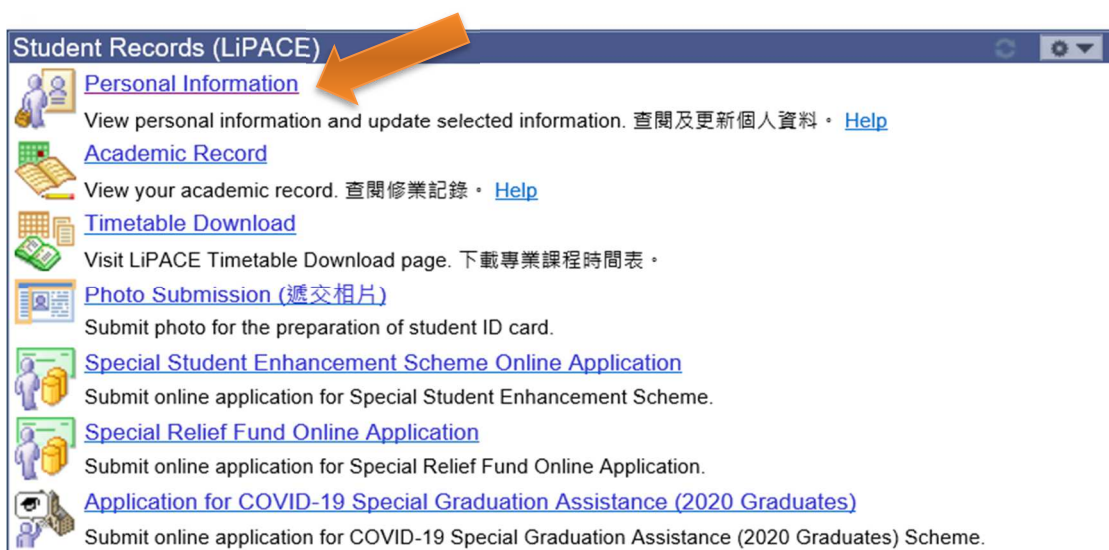
If you have problem to create a new password, you can call our Technical Hotline at 2711-2100 or email to itohelp@hkmu.edu.hk.

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.



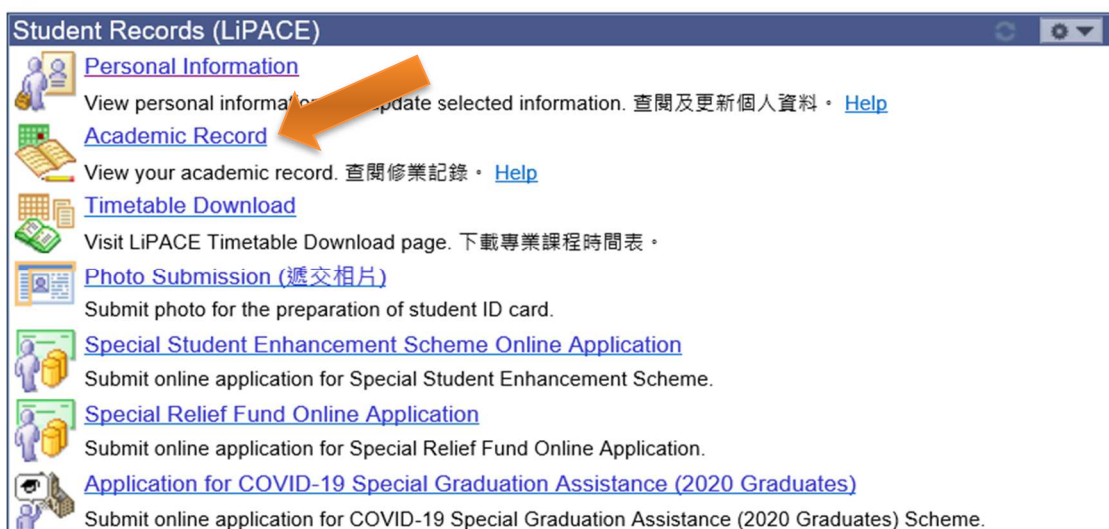
B. Personal Information Page

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

<ul style="list-style-type: none"> LIPCE - LiPACE PCPD - Professional Programmes PBA - Part-time Band A 	<p>Program: PBA Part-time Band A</p> <p>Status: Active as of 01/28/2021</p> <p>Admit Term: 2159 Year 2021 Term - LiPACE</p> <p>Approved Load: Full-Time</p> <p>Campus: LIPCE</p> <p>Plan: PDPOHS Diploma in OHS</p> <p>Program Action: Activate 01/28/2021</p> <p>Honors Classification:</p> <p>Financial Status: Payment Settled</p>
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[view all terms](#)

Academic Honours

Attainment	Details

Alert

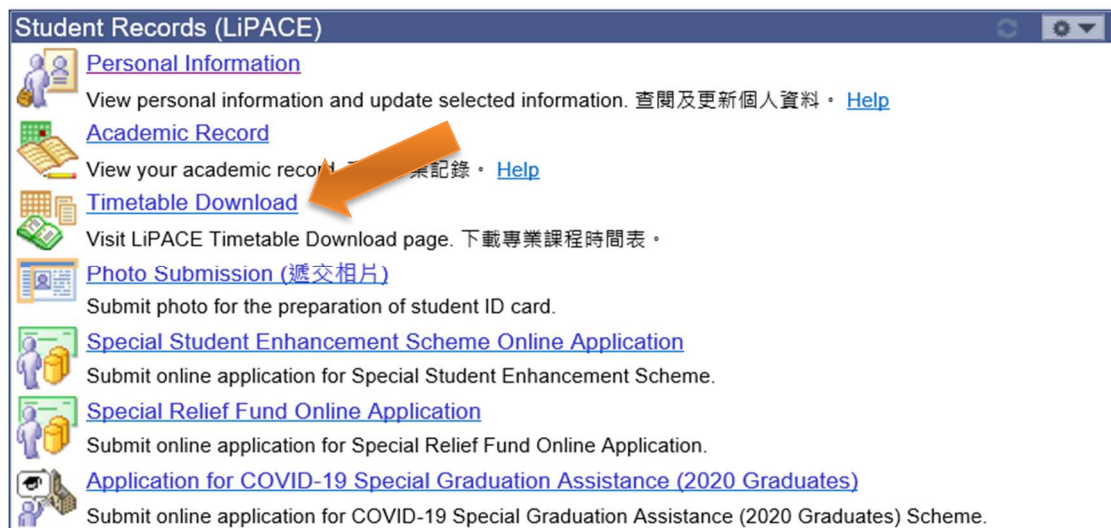
Description	Details

Term Summary









<ul style="list-style-type: none"> LIPCE - LiPACE PCPD - Professional Programmes 2159 - Year 2021 Term - LiPACE 	<p>Year 2021 Term - LiPACE</p> <p>Eligible to Enroll: Yes</p> <p>Primary Program: PBA Part-time Band A</p> <p>Level / Load</p> <p>Academic Level - Projected: Not Set</p>
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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.



Student Records (LiPACE)

-  [Personal Information](#)
View personal information and update selected information. 查閱及更新個人資料。 [Help](#)
-  [Academic Record](#)
View your academic record. 查閱業記錄。 [Help](#)
-  [Timetable Download](#) 
Visit LiPACE Timetable Download page. 下載專業課程時間表。
-  [Photo Submission \(遞交相片\)](#)
Submit photo for the preparation of student ID card.
-  [Special Student Enhancement Scheme Online Application](#)
Submit online application for Special Student Enhancement Scheme.
-  [Special Relief Fund Online Application](#)
Submit online application for Special Relief Fund Online Application.
-  [Application for COVID-19 Special Graduation Assistance \(2020 Graduates\)](#)
Submit online application for COVID-19 Special Graduation Assistance (2020 Graduates) Scheme.

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.