


Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University
User Guide on Student Information System

1. Go to the webpage at <https://mysce.hkbu.edu.hk>

2. Enter your “Student No.” and press “Go”.



The screenshot shows the login page of the Student Information System. At the top, there is a header with the HKBU logo and the text "SCE 香港浸會大學持續教育學院 SCHOOL OF CONTINUING EDUCATION HONG KONG BAPTIST UNIVERSITY" on the left, and the "mySCE" logo on the right. Below the header, the title "Student Information System 學生資訊系統" is displayed. In the center, there is a login form with a text input field labeled "Student / Staff No." and "學生 / 職員編號:" and a "Go" button. A black arrow points to the input field. At the bottom of the page, there is a footer with "HKBU | SCE Main Page" and "Copyright © School of Continuing Education, Hong Kong Baptist University. All rights reserved." The browser's address bar at the bottom shows "完成" and "信任的網站" with a 100% zoom level.

3. Enter your SSOid and password, then press “Sign In”.

The SSOid is your **HKBU email account username**,

i.e. the 8-digit Student No., e.g. Your Student No.: 13935678

Your Username: 13935678

The password is the same as your **HKBU email password**, and the initial password is set by you. Students must activate their HKBU SSOid account before logging in via the following website: <https://iss.hkbu.edu.hk/buam/activation>

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

SSOid
(please exclude @hkbu.edu.hk / @life.hkbu.edu.hk)

[Forgot Password](#)
[Change Password](#) [NEXT](#)

SSOid Registration

[NEW STUDENT](#) [NEW STAFF](#)

香港浸會大學
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SSOid : mich***

Password

[← Sign in with another account](#) [SIGN IN](#)

4. You will find the main menu of the system after successful login.

香港浸會大學 持續教育學院
SCE SCHOOL OF CONTINUING EDUCATION
HKBU HONG KONG BAPTIST UNIVERSITY

29 July, 2013

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- Click “NOTICE BOARD” on the main menu to view/download the most updated notices of the programme.

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Update Notices

- 2013-07-22 [Volunteer Recruitment](#) **NEW**
- 2013-07-04 [Volunteer Recruitment for Speech Day of Lee Andrew Memorial Anglo-Chinese Kindergarten](#) **NEW**
- 2013-07-03 [New Assessment Grading System](#) **NEW**
- 2013-6-25 [青年關社工作](#) **NEW**
- 2013-06-20 [Online renewal of SCE Resource Library materials](#) **NEW**
- 2013-06-20 [HD in ECE \(2-Year\) 2013 Summer Term Class timetable](#) **NEW**
- 2013-05-28 [The sixth Professional Enrichment Seminar PowerPoints 2](#)
- 2013-05-28 [The sixth Professional Enrichment Seminar PowerPoints 1](#)
- 2013-05-28 [協助招募 青協放榜義務輔導員 2013](#)
- 2013-05-28 [義工招募: 2013賽馬會暑期參觀活動—青年義工計劃](#)
- 2013-5-22 [Make-up class arrangement \(HECE2111\)](#)

- Click “CLASS TIMETABLE” for the class timetable of the current semester.

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CLASS TIMETABLE

CLASS TIMETABLE

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上課時間表 Timetable

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	Year 1A Timetable (Sem 2)	17 April 2013
	Year 1B Timetable (Sem 2)	17 April 2013
	Year 1C Timetable (Sem 2)	17 April 2013
	Year 1D Timetable (Sem 2)	17 April 2013

[HOME]-[NOTICE BOARD]-[CLASS TIMETABLE]-[EXAMINATION]-[COURSE ENROLLMENT]-[PERSONAL DATA]-[CHANGE

- Click “COURSE ENROLLMENT”, then “COURSE ENROLLMENT RECORD” to view your enrollment record.

- You can print your enrollment and attendance record by clicking “Friendly Print”.

Grade Record (Unofficial)

Note: This is an online grade record for student's reference. Only the official transcript issued by the Registry, School of Continuing Education constitutes the official academic record of the student.

Student Name: [REDACTED]
 Study Programme: [REDACTED]
 Admission Date: [REDACTED]

Course Code	Title	Units Attempted	Grade	Units Gained	Remarks Code	Attendance
2017-2018 Semester 2						
CECE2616	Catering Children with Special Needs	--	B	--		18 out of 20 (as of 21/03 19:34)
2017-2018 Semester 3						
CECE2613	Programme and Curriculum	--	--	--		19 out of 20 (as of 27/06 19:25)

- Click “COURSE ENROLLMENT”, then “Print Debit Note / Online Receipt” to view your Debit Note or Online Receipt.

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❖ **Course Enrollment Record**
View past and present enrollment record and unit as reference.

❖ **Print Debit Note / Online Receipt** ←
Print Debit Note / Online Receipt.

- You can check or update your personal particulars by clicking “PERSONAL DATA” on the main menu.

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Programme Information

Study Programme	Postgraduate Diploma in Early Childhood Education
Intake Year/Term	2012/1
Study Status	Active
Concentration	na
Stream/Level	na
Expected Completion Year/Term	-

Personal Information

Student Name	Chan Tai Man
Chinese Name	陳大文
Student No.	12912345
Sex	M
HKID	
Passport No.	110102198
Date of Birth	01 Jan 1996
Place of Birth	Hong Kong
Nationality	China (Mainland)
Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon
Residential Address	(Same as Correspondence Address)


11. Choose “Edit Your Personal Information” to update your personal data, such as your address, telephone numbers, etc. if necessary.

Nationality	China (Mainland)
Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon
Residential Address <i>(Same as Correspondence Address)</i>	
Phone No. (Residential)	34113011
(Mobile)	34113011
(Office)	34113011
Fax No.	34113362
HKBU e-mail	12912345@life.hkbu.edu.hk
Data to Alumni	Yes
Data to Student Union	Yes
Physical Disability	No
Emergency Contact	
Name(surname first)	CHAN
Other Names	TAK MAN
Relationship with Student	Father
Phone No.	34113011

[Edit Your Personal Information](#) ←

Data as of 02 August, 2012

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[University Privacy Policy Statement](#)
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12. Click “Update Your Personal Information” to confirm the change.

Nationality	China (Mainland)
Correspondence Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon
Residential Address <i>(input only if it is not the same as Corr. Address)</i>	
Phone No. (Residential)	34113011
(Mobile)	34113011
(Office)	34113011
Fax No.	34113362
HKBU e-mail	12912345@life.hkbu.edu.hk
Data to Alumni	Yes
Data to Student Union	Yes
Physical Disability	No
Parents/Guardian Information	
Name(surname first)	CHAN
Other Names	TAK MAN
Relationship with Student	Father
Phone No.	34113011

[Update Your Personal Information](#) ←

Data as of 02 August, 2012

13. An email will be sent to your HKBU e-mail account to confirm the change.

14. You can download forms from the “DOWNLOAD AREA”.

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	Remarking of Assignment/ Appeal against Course-based Assessment	28 Jun 2013
	Application for Official Withdrawal	3 Aug 2012
	Application for Replacement of Student ID Card	3 Aug 2012
	Assignment Assessment Form (English)	27 Sep 2012
	Assignment Assessment Form (Chinese)	27 Sep 2012

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	Assignment submission guideline	27 Sep 2012
	SCE Moodle Student Guide	27 Sep 2012

15. You can view the e-mail address, mailing address, phone number and fax number of the programme by clicking “CONTACT US”.

sceceeed@hkbu.edu.hk', 'Mail: School of Continuing Education, HKBU, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon. 九龍塘聯合道三百二十號建新中心二樓, 香港浸會大學持續教育學院, 「幼兒教育高級文憑課程 (兩年制)」', 'Phone: (852) 3411-4300', and 'Fax: (852) 3411-4302'."/>

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Contact Us

Thank you for visiting the Student Information System. Send us your feedback via

E-mail: sceceeed@hkbu.edu.hk

Mail: School of Continuing Education, HKBU
2/F, Franki Centre
320 Junction Road
Kowloon Tong, Kowloon
九龍塘聯合道三百二十號建新中心二樓
香港浸會大學持續教育學院
「幼兒教育高級文憑課程 (兩年制)」

Phone: (852) 3411-4300

Fax: (852) 3411-4302

16. Click “LOGOUT” to exit the Student Information System.

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