

Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University

User Guide on Student Information System
(for students without SSOid / HKBU email)

1. Go to the webpage at <https://sce2.hkbu.edu.hk/login.html>
2. Enter your password and press “login”. The default password is your Student ID number (e.g. 22612345) and HKID number (e.g. Z123456(7)), i.e. 22612345Z1234567 (including the first alphabet and last digit in bracket of the HKID number). All English letters must be input in capital letters.

Student Information System

For Student/Staff with SSOid

[click here and login by SSOid](#)

OR

For Student/Staff without SSOid

Student/Staff ID:

Password:

[login](#)

For student without SSOid, when first time login system, please use your Student ID and HKID as initial password, e.g. 20123456Z1234567 (including first alphabet in upper case and the last check digit in HKID).

For student of the School of Chinese Medicine (SCM), please click [here](#) to go to SCM's login page.

The system will not be available from 02:30 am to 05:30 am.

[\[Forgot Password\]](#) - [\[Contact Us\]](#) - [\[My SCE\]](#)

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

The screenshot shows the main menu of the SCE HKBU website. At the top left is the logo for the School of Continuing Education, Hong Kong Baptist University. To the right of the logo is the text 'HOME'. Below the logo is the date '29 July, 2013'. A vertical list of menu items is shown on the left side, with a bracket labeled 'Main menu' pointing to it. The menu items are: HOME, NOTICE BOARD, CLASS TIMETABLE, EXAMINATION, COURSE ENROLLMENT, PERSONAL DATA, CHANGE PASSWORD, DOWNLOAD AREA, ECE SOCIETY, SITE MAP, CONTACT US, and LOGOUT. The 'HOME' item is highlighted in blue.

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

The screenshot shows the Notice Board page of the SCE HKBU website. At the top left is the logo for the School of Continuing Education, Hong Kong Baptist University. To the right of the logo is the text 'NOTICE BOARD'. Below the logo is the date '29 July, 2013'. A vertical list of menu items is shown on the left side, with an arrow pointing to the 'NOTICE BOARD' item. The menu items are: NOTICE BOARD, Update Notices, HOME, CLASS TIMETABLE, EXAMINATION, COURSE ENROLLMENT, PERSONAL DATA, CHANGE PASSWORD, DOWNLOAD AREA, ECE SOCIETY, SITE MAP, CONTACT US, and LOGOUT. The 'NOTICE BOARD' item is highlighted in blue. The main content area is titled 'Update Notices' and contains a list of notices with dates and titles. The notices are:

Date	Title
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)

5. Click ‘CLASS TIMETABLE’ for the class timetable of the current semester.

香港浸會大學持續教育學院
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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
	H	
	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

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

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COURSE ENROLLMENT

29 July, 2013


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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.

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



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COURSE ENROLLMENT

19 July, 2018

COURSE ENROLLMENT

Course Enrollment Record

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[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.

29 July, 2013

COURSE ENROLLMENT

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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.

PERSONAL DATA

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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)

10. 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	(Same as Correspondence Address)
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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11. 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

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

13. 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

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

sceceed@hkbu.edu.hk', 'Mail: H 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'."/>

29 July, 2013

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Contact Us

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

E-mail: sceceed@hkbu.edu.hk

Mail: **H**
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

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

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