

香港浸會大學持續教育學院
幼兒及基礎教育部
「學生資訊系統」使用指南

1. 進入「學生資訊系統」網頁「<https://mysce.hkbu.edu.hk>」。
2. 畫面顯示「學生資訊系統」(Student Information System)之頁面。輸入「學生編號」(Student No.)，然後按“Go”。

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

mySCE

Student Information System 學生資訊系統

Student / Staff No.: 學生 / 職員編號:

HKBU | SCE Main Page

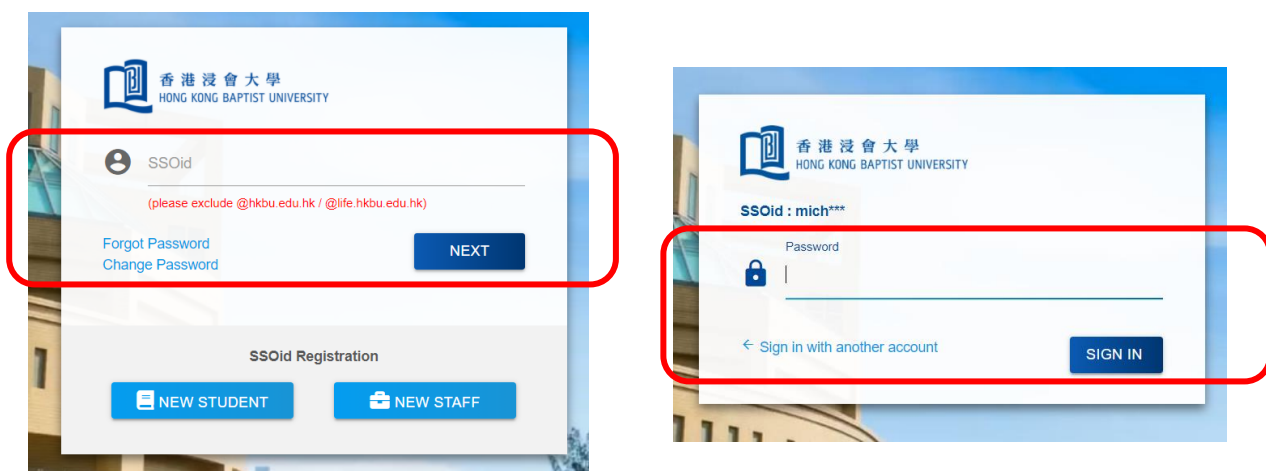
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完成 信任的網站 100%

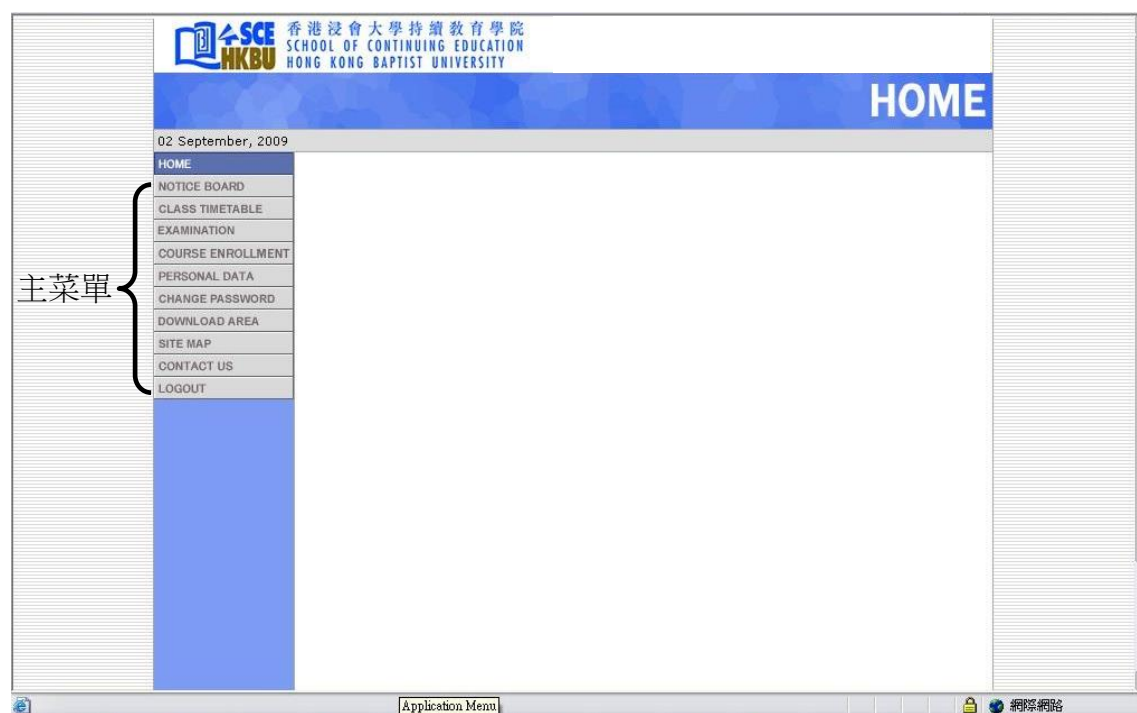
3. 輸入用戶名稱 (SSOid)，按 “Next”，然後輸入密碼 (Password) 及按 “Sign In”。

學員的用戶名稱 (SSOid) 為學員之浸會大學郵用戶名稱，即「學員編號」，共 8 位數值。例子： 學員編號：13935678 用戶名稱：13935678

學員的密碼 (Password) 為學員之浸會大學電郵密碼。學員首次使用學生資訊系統前，必需先進入網頁：<https://iss.hkbu.edu.hk/buam/activation> 啟動電子郵箱並**設定密碼**，詳情請參閱「學員個人電郵戶口使用指引」。



4. 成功登入系統後，畫面會顯示系統的主頁。畫面左方為主菜單，列出可供學員瀏覽的項目。



5. 從主菜單按入“NOTICE BOARD”，便會顯示最新之課程通告。

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

NOTICE BOARD

NOTICE BOARD

Update Notices

HOME	2010-10-26	學生資訊系統「查閱選科結果及增修學科」指南
CLASS TIMETABLE	2010-10-11	體育舞蹈(拉丁舞)班
EXAMINATION	2010-09-15	香港浸會大學幼兒教育學會 - 暫停行車路線
COURSE ENROLLMENT	2010-09-06	香港浸會大學幼兒教育學會 - 返學路線查詢資料
PERSONAL DATA	2010-08-27	香港浸會大學幼兒教育學會晚間專車服務
CHANGE PASSWORD	2010-08-03	持續教育大樓九樓佈告板暫停使用通知
DOWNLOAD AREA	2010-07-21	學會通告 - 晚間專車接載服務情況及未來發展
SITE MAP	2010-07-19	特殊幼兒工作訓練課程資歷
CONTACT US	2010-07-08	「學生資訊系統」使用指南
LOGOUT	2010-07-08	「Moodle 網上學習系統」學員指南
	2010-06-02	更改查詢電話及傳真號碼

6. 按入“CLASS TIMETABLE”，會顯示當季度之上課時間表。

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HONG KONG BAPTIST UNIVERSITY

CLASS TIMETABLE

CLASS TIMETABLE

HOME

NOTICE BOARD

EXAMINATION

COURSE ENROLLMENT

PERSONAL DATA

CHANGE PASSWORD

DOWNLOAD AREA

SITE MAP

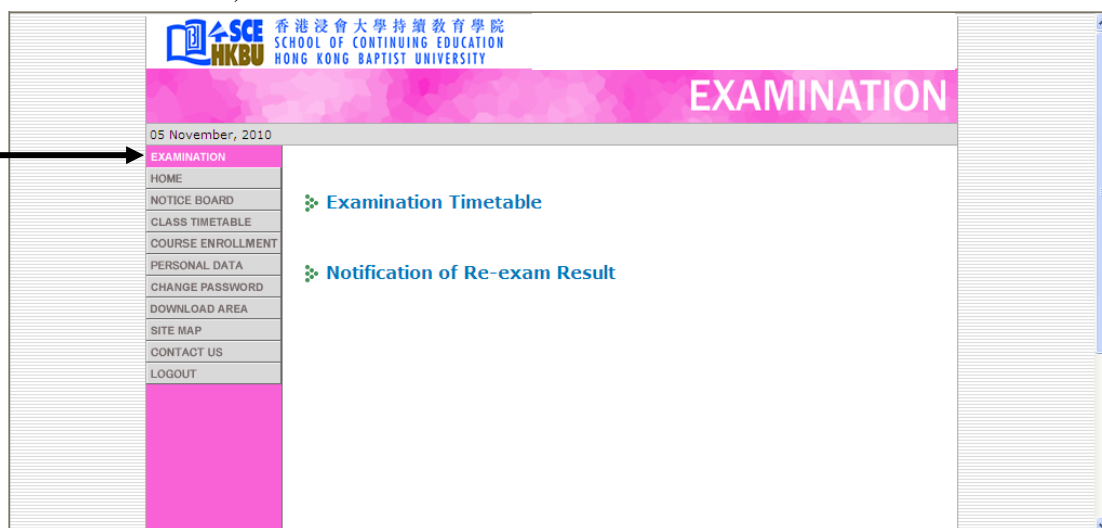
CONTACT US

LOGOUT

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
	二零一零年秋季上課時間表 NEW	8 Sept 2010
	二零一零年秋季2501實習報告 工作坊及個別指導時間及地點安排 NEW	8 Sept 2010
	浸會大學校園地圖	8 April 2009

7. 按入“EXAMINATION”，會顯示當季度之考試時間表 (Examination Timetable)、重考／補考通知 (Re-exam Notification) 及重考／補考結果公佈 (Notification of Re-exam Result)。



8. 按入“COURSE ENROLLMENT”，再按入“COURSE ENROLLMENT RECORD”，可以閱覽學員之學科修讀紀錄。



9. 如上圖按入後，畫面便會顯示學員於每個季度曾修讀及現正修讀之學科名稱、等級；以及出席紀錄、學分及積分點（如適用）等資料。學員並可按“Friendly Print”以列印有關資料。

19 July, 2018

COURSE ENROLLMENT

Course Enrollment Record 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)

10. 按入“COURSE ENROLLMENT”，再按入“Print Debit Note / Online Receipt”，可以閱覽學員之繳費通知書或學費收據。

05 November, 2010

COURSE ENROLLMENT

- Course Enrollment Record**
View past and present enrollment record and unit as reference.
- Print Debit Note / Online Receipt**
Print Debit Note / Online Receipt.

11. 按入“PERSONAL DATA”，便會顯示學員之個人資料。

18 December, 2007

PERSONAL DATA

HOME
NOTICE BOARD
CLASS TIMETABLE
EXAMINATION
COURSE ENROLLMENT
CHANGE PASSWORD
DOWNLOAD AREA
SITE MAP
CONTACT US
LOGOUT

Programme Information

Study Programme	Bachelor of Education in Early Childhood Education
Intake Year/Term	2006/1
Study Status	Active
Concentration	na
Stream/Level	na
Expected Completion Year/Term	-

Personal Information

Student Name	Chan Tai Man
Chinese Name	陳太文
Student No.	05912345
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

12. 學員如需要修改其個人資料，可按入畫面底部之“Edit Your Personal Information”按鈕。

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	05912345@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 18 December, 2007

[HOME]-[NOTICE BOARD]-[CLASS TIMETABLE]-[EXAMINATION]-[COURSE ENROLLMENT]-[PERSONAL DATA]-[CHANGE PASSWORD]-[DOWNLOAD AREA]-[SITE MAP]-[CONTACT US]-[LOGOUT]

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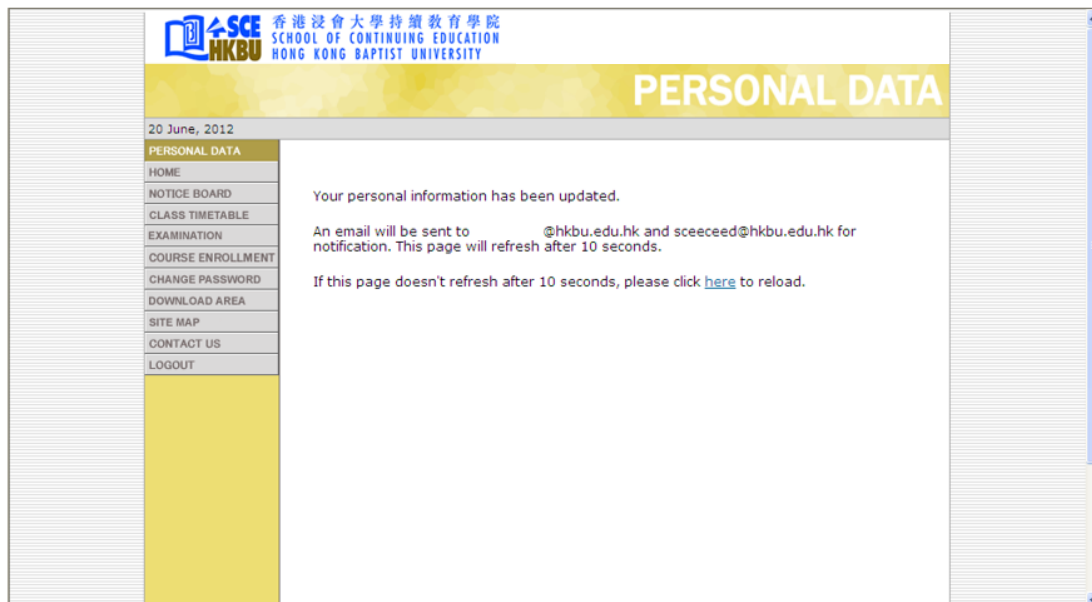
13. 按入“Edit Your Personal Information”後，學員可按需要修改其通訊地址及電話等資料。修改後再按畫面底部之“Update Your Personal Information”按鈕以確定所更新的資料。

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	05912345@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 18 December, 2007

14. 畫面隨後會顯示已確定更新了學員之個人資料，系統並會分別發出通知電郵至學員之大學電郵戶口及課程組電郵戶口。



15. 按入“DOWNLOAD AREA”，畫面便會顯示課程之有關表格、手冊及其他資料以供下載。

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

DOWNLOAD AREA

DOWNLOAD AREA

- HOME
- NOTICE BOARD
- CLASS TIMETABLE
- EXAMINATION
- COURSE ENROLLMENT
- PERSONAL DATA
- CHANGE PASSWORD
- SITE MAP
- CONTACT US
- LOGOUT

下載表格
Forms to Download

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	每季開辦科目一覽表NEW	17 Apr 2012
	階段升讀申請表NEW	2 Mar 2012
	更改個人資料申請表	19 Jan 2012
	學生手冊	20 Jul 2011
	求學救生圖	20 Jul 2011
	二零一一至二零一二年度課程年曆表	27 Jun 2011
	退修 / 休學申請表	28 Apr 2010
	復學申請表	28 Apr 2010

16. 按入“SITE MAP”，可顯示「學生資訊系統」之網站索引，學員亦可透過此索引進入菜單內各項目。

香港浸會大學持續教育學院
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HONG KONG BAPTIST UNIVERSITY

SITE MAP

20 June, 2012

- SITE MAP
- HOME
- NOTICE BOARD
- CLASS TIMETABLE
- EXAMINATION
- COURSE ENROLLMENT
- PERSONAL DATA
- CHANGE PASSWORD
- DOWNLOAD AREA
- CONTACT US
- LOGOUT

- HOME
- NOTICE BOARD
- CLASS TIMETABLE
- EXAMINATION
- COURSE ENROLLMENT

17. 按入“CONTACT US”，便會顯示課程組之聯絡資料。



The screenshot shows the website header for the School of Continuing Education (SCE) at Hong Kong Baptist University (HKBU). The date is 20 June, 2012. The main navigation menu on the left includes: CONTACT US (highlighted), HOME, NOTICE BOARD, CLASS TIMETABLE, EXAMINATION, COURSE ENROLLMENT, PERSONAL DATA, CHANGE PASSWORD, DOWNLOAD AREA, SITE MAP, and LOGOUT. The main content area is titled "Contact Us" and contains the following information:

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

E-mail: sceceed@hkbu.edu.hk

Mail: **Bachelor of Education in Early Childhood Education**
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德新中心二樓
香港浸會大學持續教育學院
「幼兒教育學教育學士學位課程」

Phone: (852) 3411-4333

Fax: (852) 3411-4302

18. 按入“LOGOUT”，便可登出「學生資訊系統」。



The screenshot shows the website header for the School of Continuing Education (SCE) at Hong Kong Baptist University (HKBU). The main navigation menu on the left includes: NOTICE BOARD (highlighted), Update Notices, HOME, CLASS TIMETABLE, EXAMINATION, COURSE ENROLLMENT, PERSONAL DATA, CHANGE PASSWORD, DOWNLOAD AREA, SITE MAP, CONTACT US, and LOGOUT. The main content area is titled "NOTICE BOARD".