

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

(只適用於沒有 SSOid 或香港浸會大學電郵之學員)

1. 進入「學生資訊系統」網頁「<https://sce2.hkbu.edu.hk/login.html>」。
2. 輸入「學生編號」(Student ID)及密碼(Password)，然後按“login”。首次登入此系統之預設密碼為「學生編號 + 身份證號碼」。例：學生編號為 03612345，身份證號碼為 Z123456(7)，則預設密碼為 03612345Z1234567 (包括首個英文字母及括號內之數字或字母，所有英文字母必須大寫)。



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

Student Information System

For Student/Staff with SSOid

[click here and login by SSOid](#)

OR

For Student/Staff without SSOid

Student/Staff ID:

Password:

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.

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

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3. 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。



4. 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

5. 按入“CLASS TIMETABLE”，會顯示當季度之上課時間表。

香港浸會大學持續教育學院
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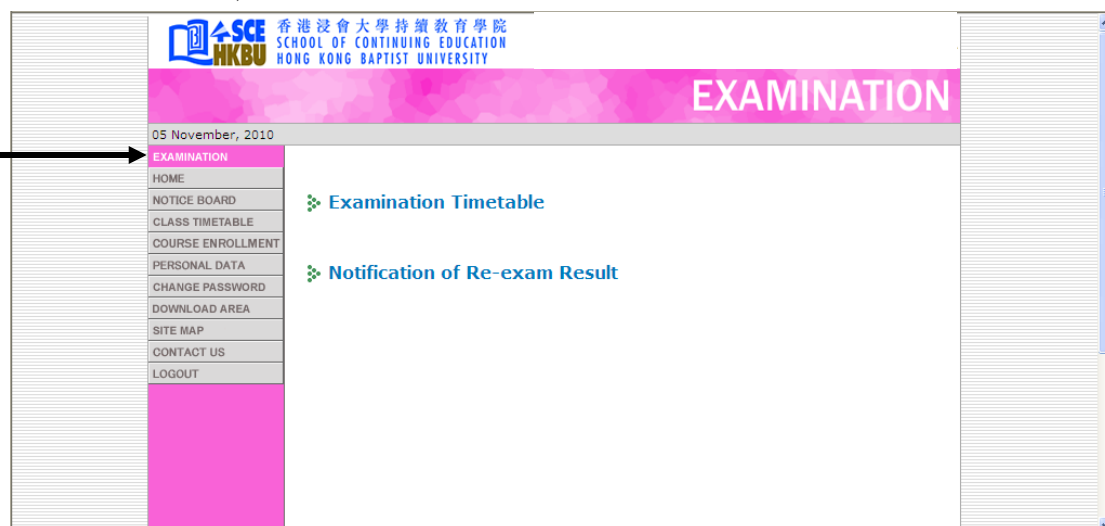
CLASS TIMETABLE

CLASS TIMETABLE

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

6. 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)。



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



8. 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、學分、等級及積分點等資料。學員並可按“Friendly Print”以列印有關資料。

20 June, 2012

COURSE ENROLLMENT

Course Enrollment Record

Friendly Print

Student No.: **05912345**
 Student Name: **CHAN TAI MAN**
 Programme: **Bachelor of Education in Early Childhood Education**

Course Enrollment Record

Total Units Attempted: -
 Total Units Gained: -

Semester One, 2007-2008

Course Code	Course Title	Unit	Grade
CECE2105	Children with Diverse Learning Needs	3	-
CECE2201	ECE Curriculum Design & Development: Principles	3	-
CECE2301	Chinese Enhancement for EC Educators II	2	-

Units Attempted: -
 Units Gained: -
 Grade Point Average: -
 Programme Cumulative Grade Point Average: -

(This is not an official document)

Semester Two, 2006-2007

Course Code	Course Title	Unit	Grade
CECE2102	Teaching & Learning in ECE: Theory & Practice	3	B-

9. 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

HOME

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CHANGE PASSWORD

DOWNLOAD AREA

SITE MAP

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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.

10. 按入“PERSONAL DATA”，便會顯示學員之個人資料。

18 December, 2007

PERSONAL DATA

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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	陳大文
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

11. 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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12. 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

13. 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。

20 June, 2012

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PERSONAL DATA

Your personal information has been updated.

An email will be sent to @hkbu.edu.hk and sceeceed@hkbu.edu.hk for notification. This page will refresh after 10 seconds.

If this page doesn't refresh after 10 seconds, please click [here](#) to reload.

14. 學員可接入“CHANGE PASSWORD”以更改個人密碼，輸入後按“Submit”按鈕確定。



15. 接入“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。



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。



17. 按入“CONTACT US”，便會顯示課程組之聯絡資料。



18. 按入“LOGOUT”，便可登出「學生資訊系統」。

