

香港浸會大學持續教育學院
幼兒及基礎教育部
「學員個人電郵戶口」使用指引

1. 電郵地址

學員的電郵地址乃由學員編號組成：

例子

 學員編號：21935678 → 電郵地址：21935678@life.hkbu.edu.hk

2. 使用者名稱 (User Name)

即「學員編號」，共 8 位數值：

例子

 學員編號：21935678 → 使用者名稱：21935678

3. 啟動電子郵箱 (詳見圖示一)

學員 **只需首次** 啟動電子郵箱，步驟如下：

- 進入網頁<https://iss.hkbu.edu.hk/buam/activation>
- 按電腦指示輸入「學員編號」(Student No.)
- 按電腦指示輸入「學員出生日期」(Date of Birth)
- 按電腦指示輸入「學員身份證明類別及號碼」(Type of identity / No.)
- 按指示輸入右方方格內所顯示之數字或英文字，按「下一頁」(Next)
- 確認個人資料後，於” ”內加上”√”號，再按「下一頁」(Next)
- 按電腦指示輸入「學員個人電郵名稱」(Personalized Email Nickname)
- 按電腦指示輸入「學員個人電郵密碼」(SSOid Password)
- 按電腦指示再次輸入「密碼」(Re-enter SSOid Password)，再按「下一頁」(Next)
- 按電腦指示回答最少兩條「保安問題」(Security Questions)，再按「下一頁」(Next)
- 按電腦指示輸入「保安密碼」(Security PassKey)
- 按電腦指示再輸入「保安密碼」(Re-enter Security PassKey)，再按「下一頁」(Next)
- 按電腦指示「選擇語言」(Select Language)
- 按電腦指示輸入「學員私人電郵名稱及電話號碼」(Personal email & Telephone no.)，再按「下一頁」(Next)
- 閱讀有關指引後，於” ”內加上”√”號，再按「下一頁」(Next)
- 閱讀有關資料後，於” ”內加上”√”號，再按「遞交」(Submit)。如有需要，可按「上一頁」(Back)，更改有關資料

學員可到以下網址，參考網上示範：

http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid_activation_2012.html

4. 雙重認證(2FA) (詳見圖示二)

學員使用香港浸會大學電郵戶口或 SCE Moodle 網上學習系統，必需透過雙重認證(2FA)確認身分。詳情請參閱網址：

<https://ito.hkbu.edu.hk/services/it-security/2fa.html>

5. 開啟電子郵箱 (詳見圖示三)

- 進入網頁 <https://outlook.office.com/mail/>

6. 更改密碼（詳見圖示四）

學員如欲更改私人密碼，步驟如下：

- 進入網頁www.hkbu.edu.hk/setpass
- 輸入學員電郵戶口的「用戶名稱」(Username SSOid) 及「密碼」(SSOid Password)
- 按電腦指示輸入「新密碼」(New SSOid Password)
- 按電腦指示再次輸入「新密碼」(Re-enter SSOid Password)
- 按指示輸入方格內所顯示之數字或英文字
- 按「遞交」(Submit)

查詢

學員如欲查詢電郵戶口使用方法，請與資訊科技處職員聯絡，資料如下：

電話：3411 7899


傳真：3411 5174

電郵地址：hotline@hkbu.edu.hk

地址：香港浸會大學善衡校園（舊校）邵逸夫大樓(RRS) 303 室

啟動電子郵箱

啟動電子郵箱：<https://iss.hkbu.edu.hk/buam/activation>



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

資訊科技處
Office of Information Technology

Student Single Sign On (SSOid) Account Registration

1 Type in **'https://iss.hkbu.edu.hk/buam/buam2/activation/index.seam'** on the web browser to access your Single Sign On (SSOid) Account Registration.

2 Scroll down and click the **'START SSOid REGISTRATION'** button.

3 Watch the video, scroll down, checked the box of **'Please tick to confirm you have watched the video'** and click the **'NEXT'** button.

4 Scroll down, enter your student number, date of birth, identity number, verification code and click the **'NEXT'** button.

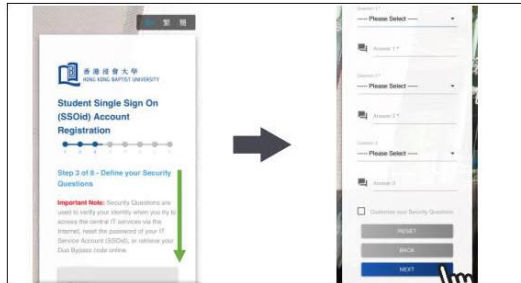
5 Scroll down, check the box **'I declare and confirm that ...'** after you confirmed the statement and click the **'NEXT'** button.

6 Scroll down, enter your personalized email nickname, new SSOid password and click the **'NEXT'** button.
Note: You CANNOT using the Email Nickname to login any ITO's service.

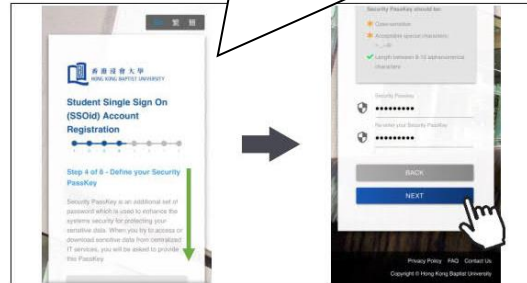
(摘自資訊科技處 “Student Single Sign On (SSOid) Account Registration” 使用者指南，只提供英文版)

SSOid 密碼必須符合下列 5 項規定:

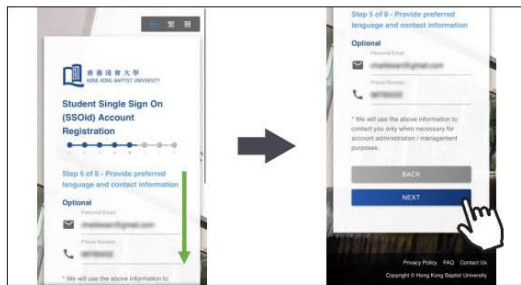
- 長度為 8-14 字元
- 包含英文大寫
- 包含英文小寫
- 包含數字
- 包含最少一個特別字元: !-~_@



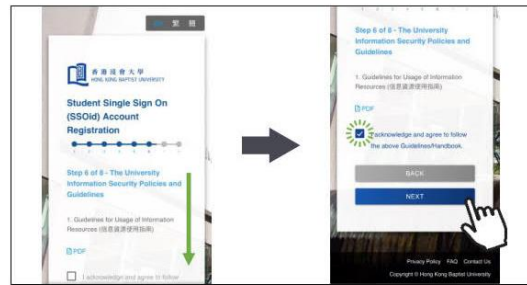
7 Scroll down, select the predefined security questions and type in your answers and click the 'NEXT' button. Note: You also can check the box to customize your security questions.



8 Scroll down, type in your security passkey and click the 'NEXT' button.



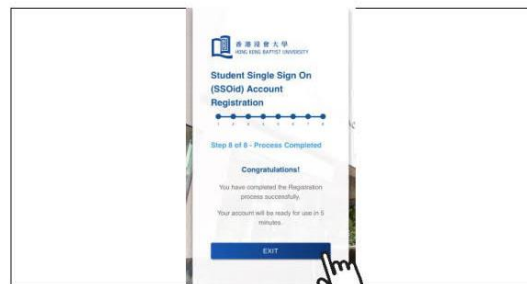
9 Scroll down, type in your personal email, phone number and click the 'NEXT' button.



10 Scroll down, check the box after read the Guidelines for Usage of Information Resources and click the 'NEXT' button.



11 Scroll down, verify the provided information, check the box 'I confirm the above information ...' after you verified and click the 'SUBMIT' button.



12 Click the 'EXIT' button to complete the registration.

(摘自資訊科技處 “Student Single Sign On (SSOid) Account Registration” 使用者指南，只提供英文版)

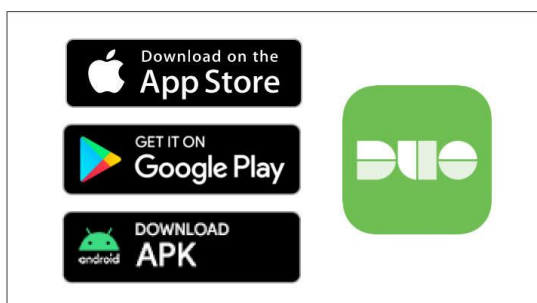
登記雙重認證

登記網頁：<https://iss.hkbu.edu.hk/buam/DuoReg>

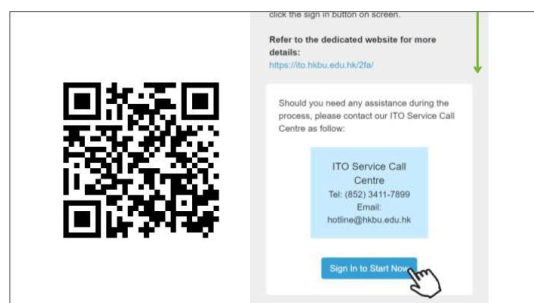


Register Your First 2FA Device using Smartphone

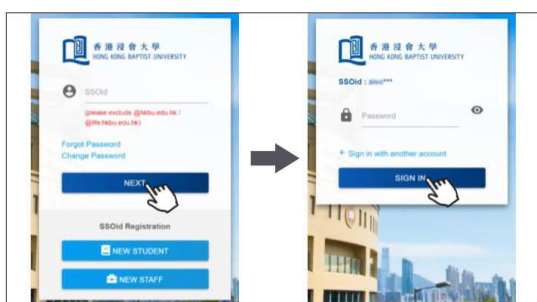
(Using PC browser and smartphone that you can click [here](#)).



1 Search and install 'Duo Mobile' on **your smartphone** from App Store, Google Play or download the APK [here](#) directly for Android device.

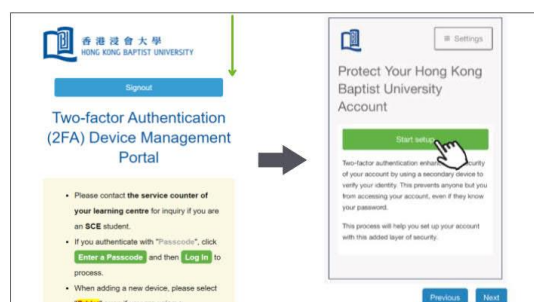


2 Go to **Device Management Portal** (<https://iss.hkbu.edu.hk/buam/DuoReg>), scroll down to the lower part and click 'Sign In to Start Now'.

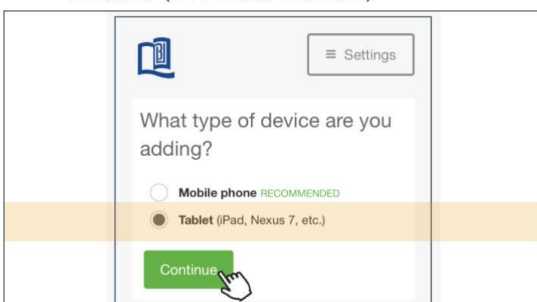


3 Enter your 'SSoid' and password (on NEXT page). If you're using non-HKBU networks, you need to answer Security Question after that.

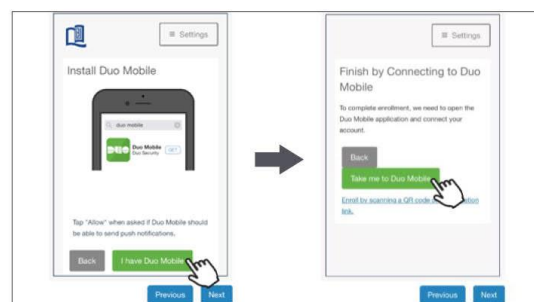
Tips: 'SSoid' is staff username/student number (not email address)



4 Upon successful verification, scroll down and click 'Start setup'.

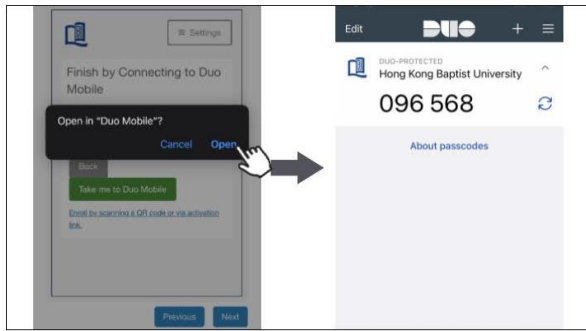


5 Select 'Tablet' (even if you're using a smartphone) and click 'Continue'.

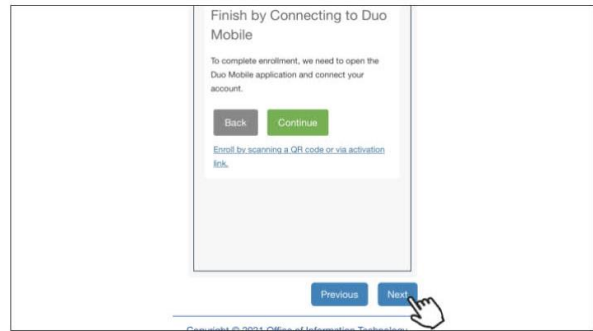


6 Click 'I have Duo Mobile'. Click 'Take me to Duo Mobile'.

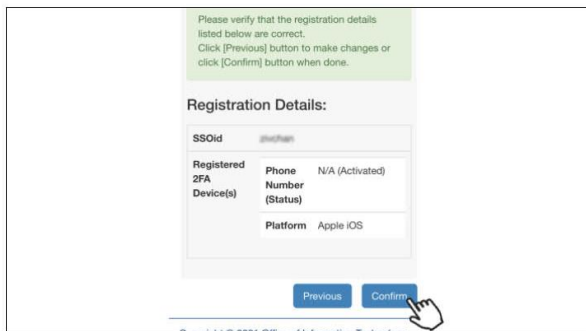
(摘自資訊科技處 “Register Your First 2FA Device using Smartphone”使用者指南，只提供英文版)



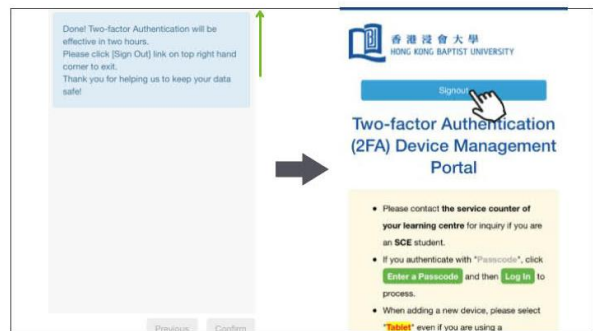
7 Click 'Open' to complete the registration on your smartphone.
 Tips: **Keep** it on your smartphone for future logins.



8 Swipe back to the portal and click 'Next'.



9 You will see the list of your registered 2FA device(s) and click 'Confirm'.



10 Scroll up and click 'Sign out' to complete the registration.

(摘自資訊科技處 “Register Your First 2FA Device using Smartphone”使用者指南，只提供英文版)

開啟電子郵箱

請前往網址<https://outlook.office.com/mail/>

1. 在登入頁面輸入你的香港浸會大學電郵地址
2. 你會被轉往香港浸會大學的登入頁面。請輸入你的 SSOid 和密碼。

提示：在此登入頁面無需輸入 '@life.hkbu.edu.hk' 部分。

A Duo Push
Click 'Send Me a Push' if your mobile device has the Internet access.

- i) Go to **Duo Mobile app** on your registered device.
- ii) Click the 'prompt' message.
- iii) Click 'Approve' to confirm the access.

B Passcode
Click 'Enter a Passcode' when your registered device have no Internet access.

- i) Go to **Duo Mobile app** on your registered device.
- ii) Click 'Show' to reveal the passcode and note it down.
- iii) Or, click 'C' to refresh a new passcode.

iv) Type in the obtained **Passcode** and click 'Log In'.

更改密碼

請輸入網址 www.hkbu.edu.hk/setpass，學員請根據指示輸入所需資料，然後按「Submit」。

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Change SSOid Password

Notes ▾

Single Sign-On ID (SSOid)
(please exclude @hkbu.edu.hk / @life.hkbu.edu.hk)

Password must comply with ALL the following rules:

- ✓ Length between 8-14 characters
- ✓ Contains Uppercase characters
- ✓ Contains Lowercase characters
- ✓ Contains Numbers
- ✓ Contains any of the following characters: !~_@

Existing SSOid Password

Your New SSOid Password

Re-Enter Your New Password

9 2 7 4 Verification Code
(4-Character, Case-insensitive)

SUBMIT