

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

User Guide on Student Email Account

SSOid (Single-Sign-On user ID) is a unique login account name for you to access all central IT services provided by the University, such as your HKBU email, Student Information System (SIS), Library System as well as other IT systems. **Being a new student, you should ACTIVATE your SSOid account** with reference to the following information.

**1. Email Address**

The email address of the student is generated based on the student ID number.

For example (1):

Student ID number: 12912345 → email address: [12912345@life.hkbu.edu.hk](mailto:12912345@life.hkbu.edu.hk)

**2. User Name**

The username is the 8-digit student ID.

For example (2):

Student ID number: 12912345 → username: 12912345

**3. Account Activation (Reference 1)**

Demo: [http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\\_activation\\_2012.html](http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid_activation_2012.html)

Start Account Activation: <https://iss.hkbu.edu.hk/buam/activation>

**4. Login to Your Email Account (Reference 2)**

<http://life.hkbu.edu.hk>

**5. Change Password (Reference 3)**

<http://www.hkbu.edu.hk/setpass>

**Enquiries:**

For enquiries on the use of the email accounts, please contact the Office of Information Technology.

Hotline: 3411 7899

Email address: [hotline@hkbu.edu.hk](mailto:hotline@hkbu.edu.hk)

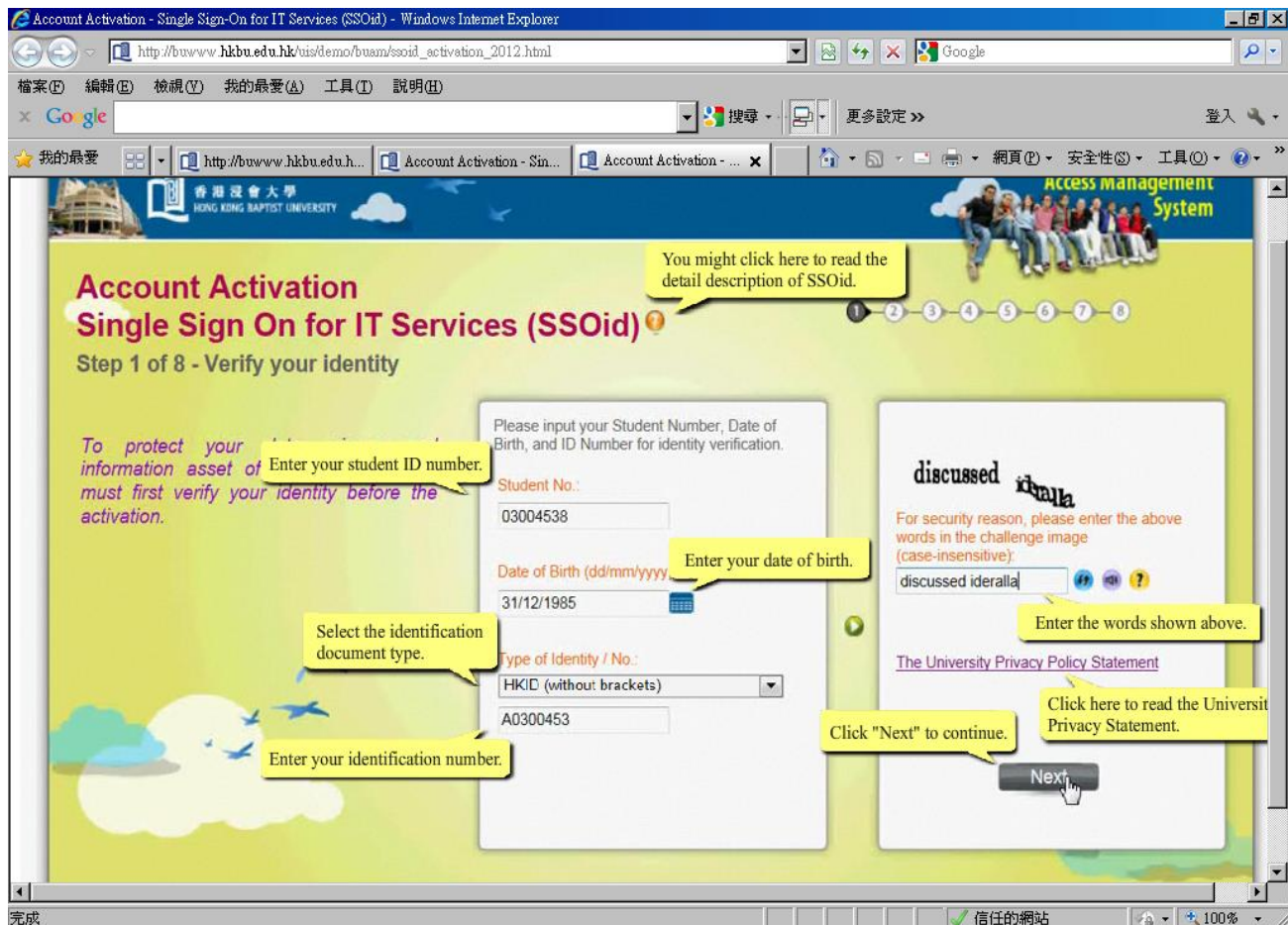
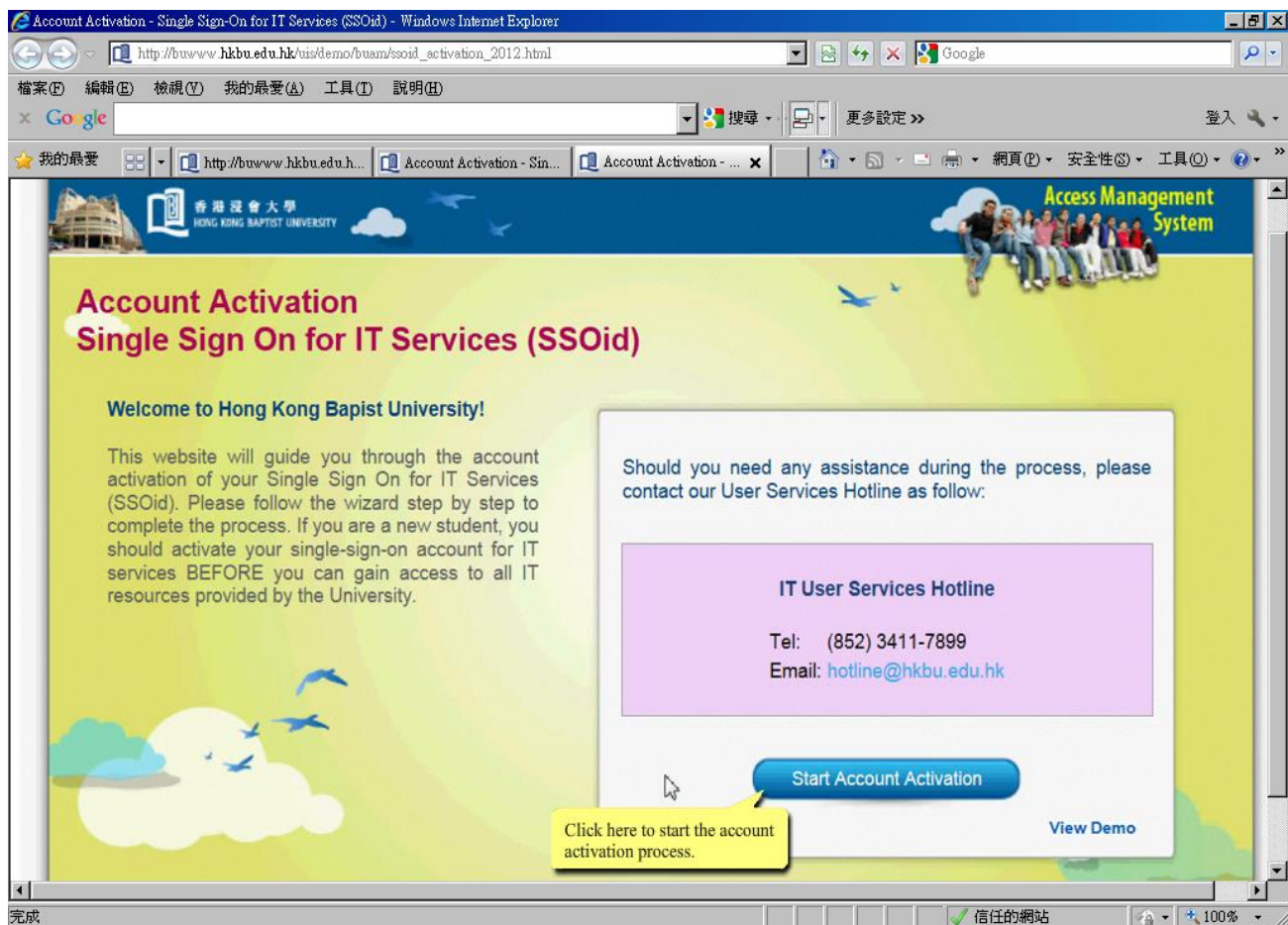
Help Desk: Room 303 (RRS 303), Sir Run Run Shaw Building, Ho Sin Hang Campus

# Account Activation

(Reference 1)

The Account Activation Demo is available at:

[http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\\_activation\\_2012.html](http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid_activation_2012.html)



Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/ais/demo/buam/ssoid\_activation\_2012.html

Account Activation  
Single Sign On for IT Services (SSOid)  
Step 1 of 8 - Verify your identity

Your personal record details.

**Your SSOid: 03004538**

Student No.:	03004538	Study Program:	BBA ACCT Year 3
Name:	CHAN SIU MING	HKBU Email:	03004538@life.hkbu.edu.hk
Department/Office:	Department of Accountancy and Law (ACLW)	Personalized Email Nickname:	To be provided

I declare and confirm that I am the person of the above identity / information and would like to use my IT services account (SSOid).

Click "Next" to continue.

Next

Check this box to confirm your identity.

To protect your data and information asset of the University, you must first verify your identity.

Access Management System

1 2 3 4 5 6 7 8

Complete

Account Activation  
Single Sign On for IT Services (SSOid)  
Step 2 of 8 - Define your Personalized Email Nickname and Password

CHAN SIU MING

Here shows the current step. You can back to any previous step by clicking the step number.

Define your preferred Personalized Email Nickname.

Personalized Email Nickname: chansiuming@life.hkbu.edu.hk

Define your SSOid password.

SSOid Password: [password] Strong!

Enter the password again for confirmation.

Re-enter your password: [password]

Click "Next" to continue.

Back Next

The SSOid password must comply with the following 5 rules:

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

Read the definition rules carefully before defining your Personalized Email Nickname and SSOid Password.

The Nickname should be:

- case-insensitive
- begin with an English letter
- contain only alphanumeric characters
- Acceptable special characters: "-" (hyphen) and "." (underscore)

Access Management System

1 2 3 4 5 6 7 8

Complete

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\_activation\_2012.html

Access Management System

# Account Activation Single Sign On for IT Services

Step 3 of 8 - Define your Security Questions

CHAN SIU MING

You might click here to read the detail description of Security Questions.

1 2 3 4 5 6 7 8

Question and Answer should be defined as follows:

- At least 6 alphanumeric (or Chinese) characters
- Case sensitive

Select or enter your preferred Security Question.

Define at least two Security Question pairs.

Security Questions

You should define at least TWO Security Question pairs.

Question 1: he / full name of your mother / father / spouse? Answer 1: Tai Man

Question 2: your oldest sibling's birthday (YYYY-MM-DD)? Answer 2: 1983-12-19

Question 3: Select or enter your security question here.

Answer 3:

Important Note: Security Questions are used to verify your identity when you try to access the central IT services via the Internet, or RESET the password of your IT Service Account (SSOid).

Reset Back Next

Click "Next" to continue.

Define your answer.

Read the definition rules carefully before defining the Security Questions and Answers.

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\_activation\_2012.html

Access Management System

# Account Activation Single Sign On for IT Services (SSOid)

Step 4 of 8 - Define your Security PassKey

CHAN SIU MING

Security PassKey is an additional set of password which is used to enhance the systems security for protecting your sensitivity data. When you try to a download sensitive data from central services, you will be asked to provide this PassKey.

Security PassKey should be defined as follows:

- case-sensitive
- length between 8 - 15 alphanumeric characters
- Acceptable special characters: !, ~, @

Define your Security Passkey.

Read the definition rules carefully before defining the Security Passkey.

Your Security PassKey: \*\*\*\*\* Strong!

Re-enter your Security PassKey: \*\*\*\*\*

Enter the Passkey again for confirmation.

Click "Next" to continue.

Back Next

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\_activation\_2012.html

Google

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(I) 說明(H)

Google 搜尋 更多設定 >> 登入

我的最愛 http://buwww.hkbu.edu.hk Account Activation - Sin... Account Activation - ...

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Access Management System

# Account Activation

## Single Sign On for IT Services (SSOid)

Step 5 of 8 - Provide preferred language and contact information

CHAN SIU MING

Select your preferred language.

Preferred language: English

Optional:

Personal Email: chansiuming@gmail.com Enter your personal email and phone number or you can leave it blank.

Phone Number: 95011111

Click "Next" to continue.

Back Next

\* We will use the above information to contact you only when necessary for account administration / management purpose.

完成 信任(按兩下以變更安全性設定) 100%

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid\_activation\_2012.html

Google

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(I) 說明(H)

Google 搜尋 更多設定 >> 登入

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Access Management System

# Account Activation

## Single Sign On for IT Services (SSOid)

Step 6 of 8 - Guidelines for Usage of Information Resources

CHAN SIU MING

The Guidelines for Usage of Information Resources ("Guidelines") provides guidance to assist you in understanding your rights and responsibilities when using the IT resources provided by the University. The Guideline may be amended at any time by the University from time to time without specific notice to you. The latest Guidelines will be posted on the following website, and you should review and agree the Guidelines prior to using all IT Resources provided by the University.

Click here to read the Guidelines.

Check this box to accept the Guidelines.

accept and agree the Guidelines

Click "Next" to continue.

Back Next

完成 信任的網址 100%

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/ais/demo/buam/ssoid\_activation\_2012.html

Account Activation - Single Sign On for IT Services (SSOid)

Step 7 of 8 - Confirmation

CHAN SIU MING

**Details of the information entered.**

SSOid: 03004538

Password:  **Strong!**

Security Passkey:  **Strong!**

Identity

HKID: A0300453

Date of Birth (dd/mm/yy):  **Check this box to confirm your information's correctness.**

Contact Information:

HKBU Email after successful activation: 03004538@life.hkbu.edu.hk

Personalized Email Nickname: chansiuming@life.hkbu.edu.hk

Personal Email: chansiuming@gmail.com

Phone Number: 95011111

**Security Questions: Important Note**

Question 1: What is the nickname / full name of your mother / father / spouse?  
Answer 1: Tai Man

Question 2: What is your oldest sibling's birthday (YYYY-MM-DD)?  
Answer 2: 1983-12-19

Question 3: Nil  
Answer 3: Nil

Preferred Language: English

I confirm the above information is true and correct. I understand and agree the University to prove my identity with the above information.

**Personal Data Collection Statement:**

- Please provide the personal data as requested and ensure that the data are complete and accurate.
- The data collected will be used for the purpose of IT Service Account activation and any related purpose(s).
- Your personal data held by the University will be kept confidential Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by the University.

Click "Submit" to complete the Activation process.

Back Submit

完成

Account Activation - Single Sign-On for IT Services (SSOid) - Windows Internet Explorer

http://buwww.hkbu.edu.hk/ais/demo/buam/ssoid\_activation\_2012.html

Account Activation - Single Sign On for IT Services (SSOid)

Step 8 of 8 - Process Completed

CHAN SIU MING

**Congratulations!**  
You have completed the Activation process successfully.  
Your account will be ready for use in 5 minutes.

Login UIS Exit

Activation process completed, click Login for going to the login page or click Exit for going back to HKBU front page.

完成

## Login to Your Email Account

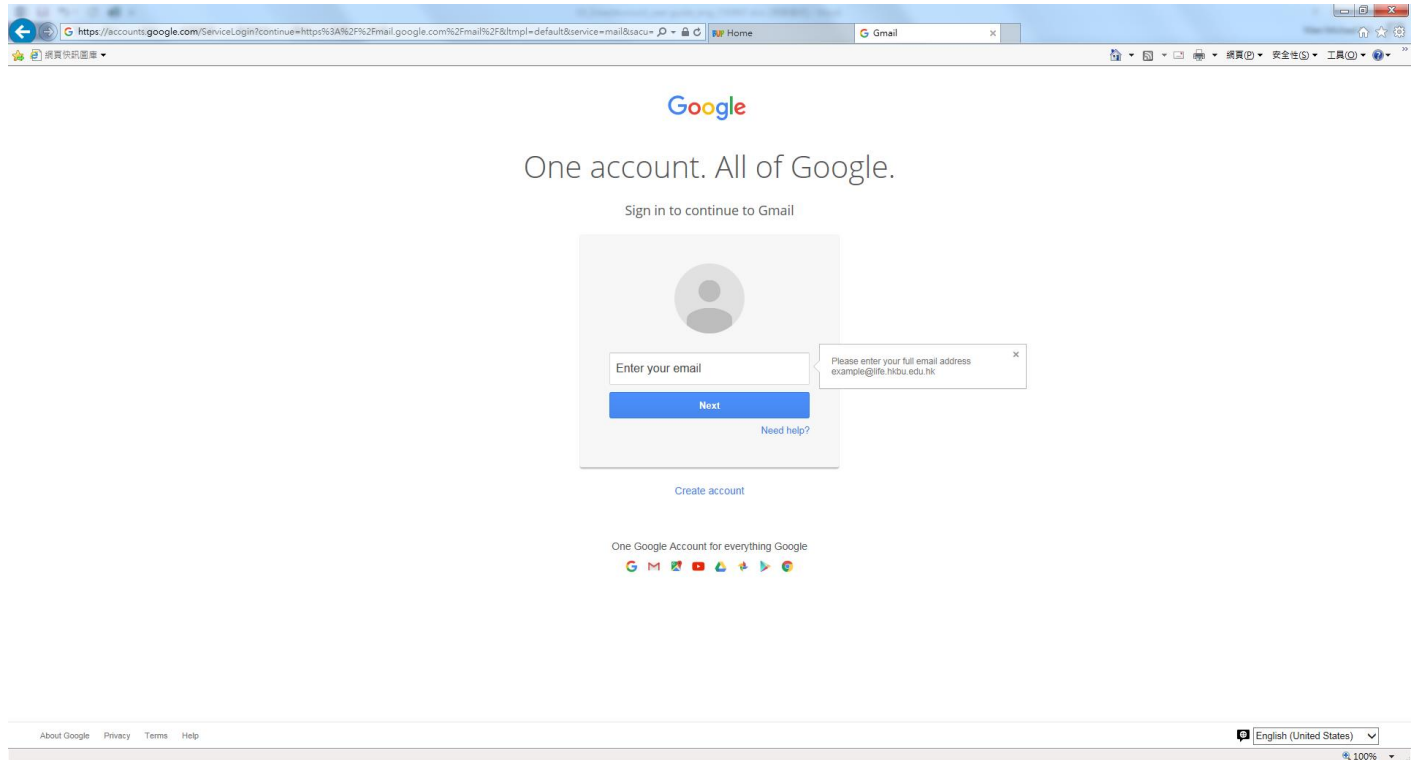
(Reference 2)

Please go to the homepage at <http://life.hkbu.edu.hk>

Sign in with your “Full email address” and “Password”

**Please enter your full email address in in the login page:**

[example@life.hkbu.edu.hk](mailto:example@life.hkbu.edu.hk)



# Change Password

(Reference 3)

Please go to the homepage at <http://www.hkbu.edu.hk/setpass>

Follow the screen instructions and enter the required information. Then press "Submit"

**Change Password**

*Important Notes:*

1. BEFORE entering your password, verify the digital certificate of this website first. The URL of this website always begins with <https://iss.hkbu.edu.hk/buam/>, otherwise DO NOT continue.
2. Password for your HKBU email and other IT services (e.g. UIS, Email, Moodle, etc) will be synchronized with this SSOid Password within 5 minutes after they have been successfully changed.
3. You may have to re-enter / configure your mobile devices with this New SSOid Password in order to access your HKBU emails.
4. You are required to change your SSOid Password regularly, at least every 180-days.
5. For assistance and enquiries, please contact us as follows:

**Office of Information Technology (ITO)**  
Tel : (852) 3411-7899, Email : [info@hkbu.edu.hk](mailto:info@hkbu.edu.hk)  
RRS329, 3/F, Sir Run Run Building,  
Ho Sin Hang Campus, HKBU.

Password is:  
- case-sensitive  
- with length between 8 - 14.  
- alpha numerical characters  
- while spaces are not allowed.

Acceptable special characters :  
! - \_ ~ @  
(exclamation mark, hyphen, full stop, underscore, tilde and the "at" sign)

Single Sign-On Username (SSOid) :  
  
(account name of your HKBU Email)

Existing SSOid Password :

Your New SSOid Password :

Re-Enter Your New Password :

CAPTCHA Verification :  
  
Enter the words above (case-insensitive):

Cancel Submit