

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

User Guide on Student Email Account and Two-Factor Authentication (2FA)

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 and register for the Two-Factor Authentication** 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)**

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

**4. Two-Factor Authentication (2FA) (Reference 2)**

Users requesting for HKBU's central IT services should be authenticated by Two-Factor Authentication (2FA). **Students will NOT be able to access to the HKBU email or SCE Moodle, as well as other important IT resources prior to the registration of the Two-Factor Authentication.**

**Register Your First Mobile Device & Login to Gmail with 2FA Enabled (User Guides and Videos):**

<https://ito.hkbu.edu.hk/2fa/>

**5. Login to Your Email Account (Reference 3)**

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

**6. Change Password (Reference 4)**

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

**Enquiries:**

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

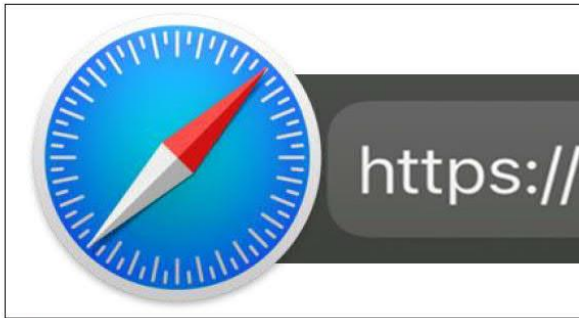
Hotline: 3411 7899

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

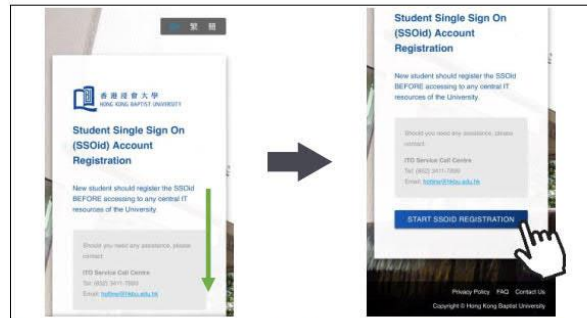
Help Desk: Room 303 (RRS 303), Sir Run Run Shaw Building, Ho Sin Hang Campus

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

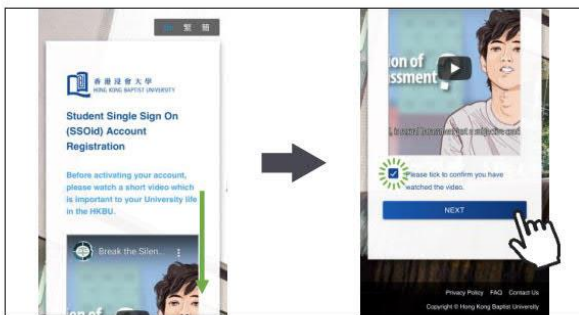
## Student Single Sign On (SSOid) Account Registration



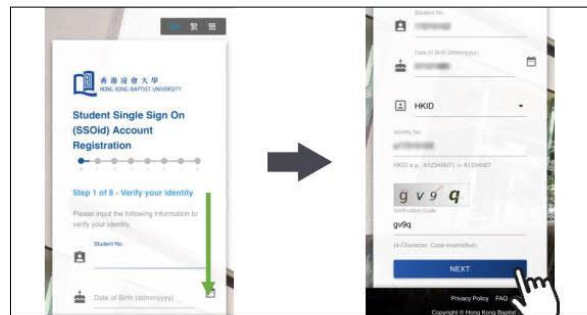
**1** Type in **'https://iss.hkbu.edu.hk/buam/buam2/activation/index.seam'** on the web browser to access your Single Sign On (SSOid) Account Registration.



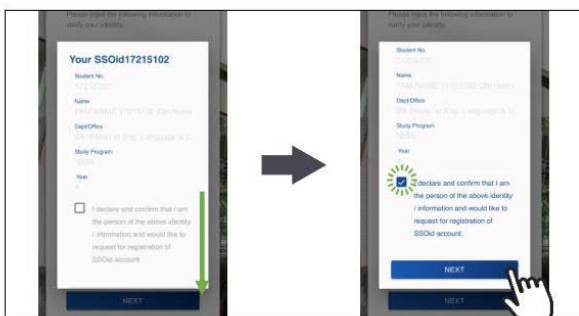
**2** Scroll down and click the **'START SSOID REGISTRATION'** button.



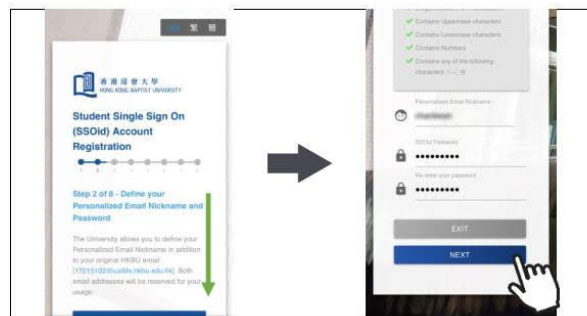
**3** Watch the video, scroll down, checked the box of **'Please tick to confirm you have watched the video'** and click the **'NEXT'** button.



**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.

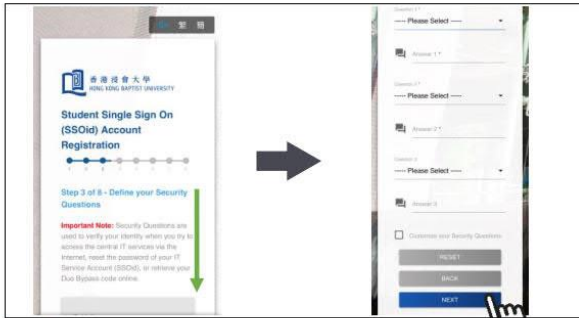


**6** Scroll down, enter your personalized email nickname, new SSOid password and click the **'NEXT'** button. Note: You CANNOT using the Email Nickname to login any ITO's service.

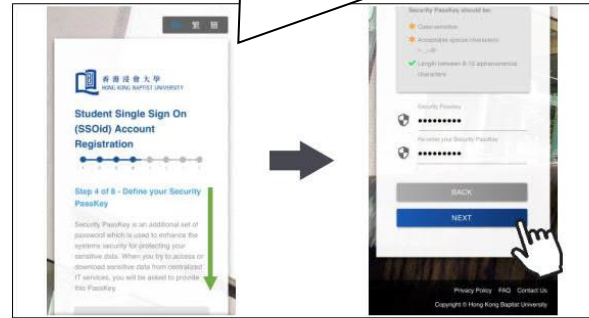
(extracted from ITO "Student Single Sign On (SSOid) Account Registration" User Guide)

The SSOid security paskey must comply with the following 5 rules:

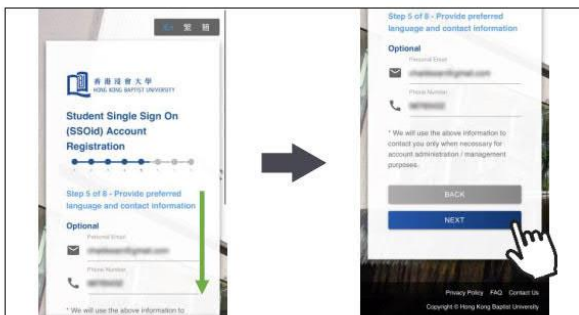
- Length between 8-14 characters
- Contains Uppercase characters
- Contains Lowercase characters
- Contains Numbers
- Contains any one of the following characters: !~\_@



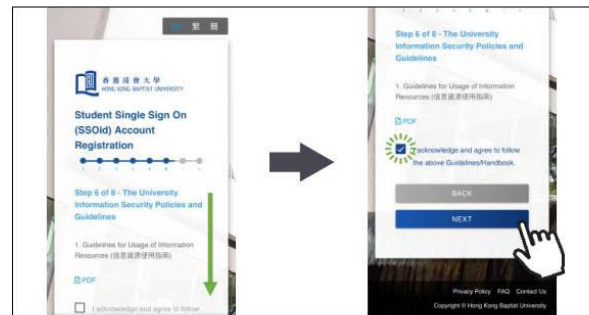
**7** Scroll down, select the predefined security questions and type in your answers and click the 'NEXT' button. Note: You also can check the box to customize your security questions.



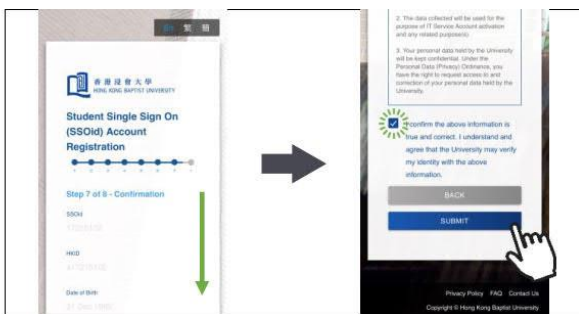
**8** Scroll down, type in your security paskey and click the 'NEXT' button.



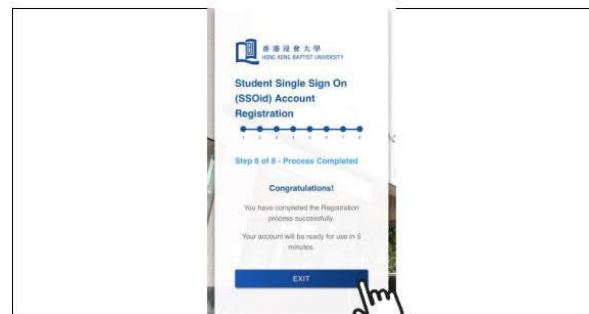
**9** Scroll down, type in your personal email, phone number and click the 'NEXT' button.



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



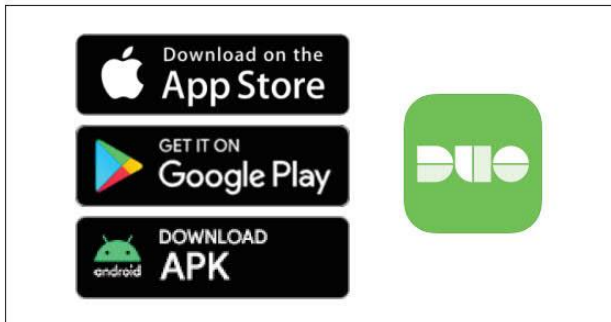
**11** Scroll down, verify the provided information, check the box 'I confirm the above information ...' after you verified and click the 'SUBMIT' button.



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

(extracted from ITO “Student Single Sign On (SSOid) Account Registration” User Guide)

## Duo 2FA - Register Your First Mobile Device Using Smartphone



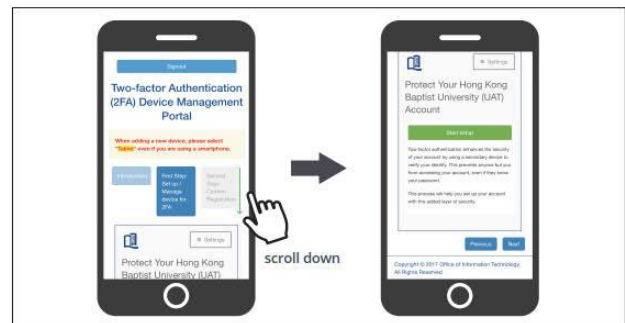
**1** Search and install 'Duo Mobile' from **App Store/Google Play**, or download the APK **here** directly for Android device.



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



**3** Duo to security reason, login using your SSOid and password is required. Note: A security question will be asked if connections are made through non-HKBU campus networks.



**4** Scroll down to the lower part and click the 'Start setup' button to start registering your first mobile device.

(extracted from ITO "Register Your First Mobile Device" User Guide)



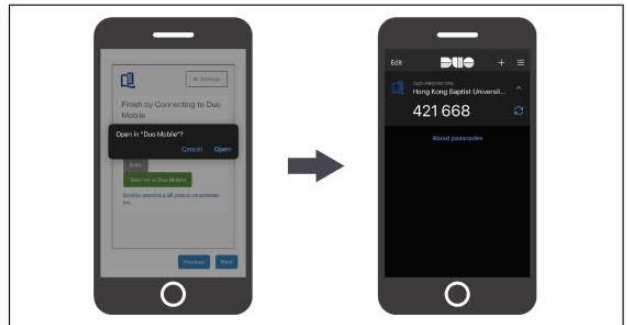
**5** Select **'Tablet'** (even if you are using a smartphone) and click the **"Continue"** button.



**6** Click the **'I have Duo Mobile'** button.



**7** Click the **'Take me to Duo Mobile'** button.



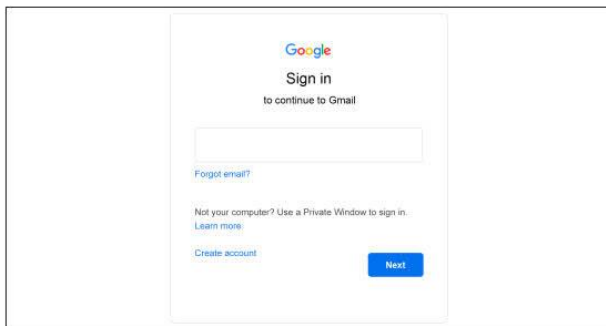
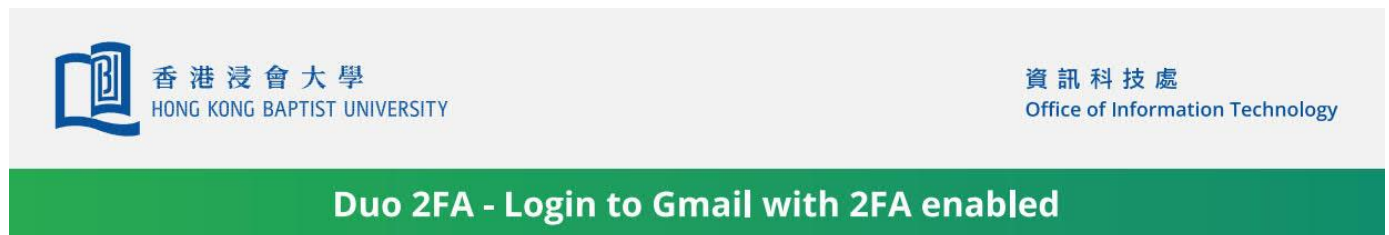
**8** Click **'Open'** to complete the registration.

Please keep the "Duo Mobile" app on your mobile phone. You will need it again for future logins.

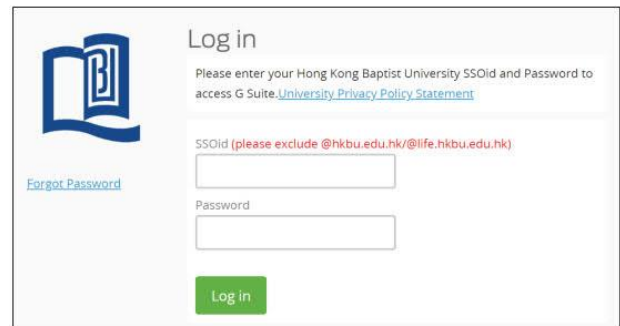
Refer to dedicated website for more details of Duo 2FA, <https://ito.hkbu.edu.hk/2fa>

(extracted from ITO "Register Your First Mobile Device" User Guide)

Please go to the homepage at <http://life.hkbu.edu.hk> and follow step 2 to step 7 as shown below to login.

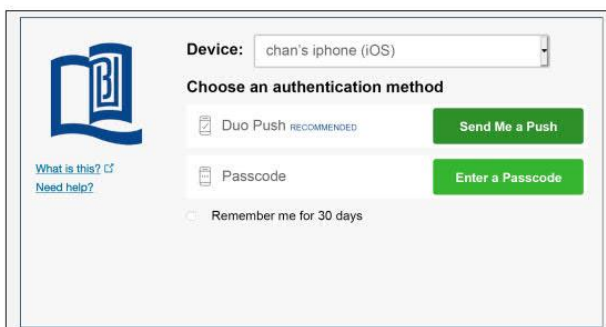


**1** Enter your email address at Gmail login page as usual.

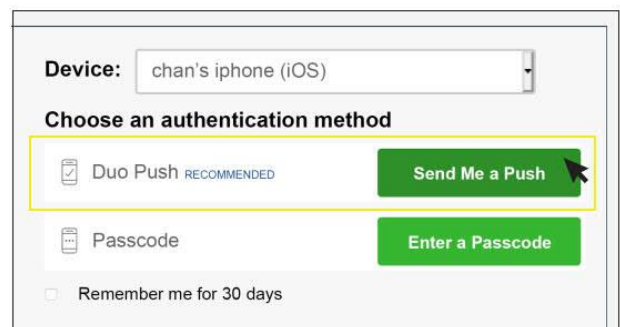


**2** You will be redirected to a dedicated HKBU login page. Enter your SSOid and password.

Tips: be reminded to exclude '@hkbu.edu.hk/@life.hkbu.edu.hk' when entering your SSOid.



**3** After inputting your login information, you will be asked to either respond to a push message OR enter a one-time passcode to confirm your identity - both can be done via your mobile devices.

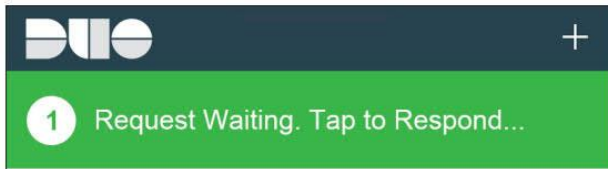


**4** If your mobile device has Internet access, you are recommended to use Duo Push. This is the easiest and quickest way to confirm your identity.

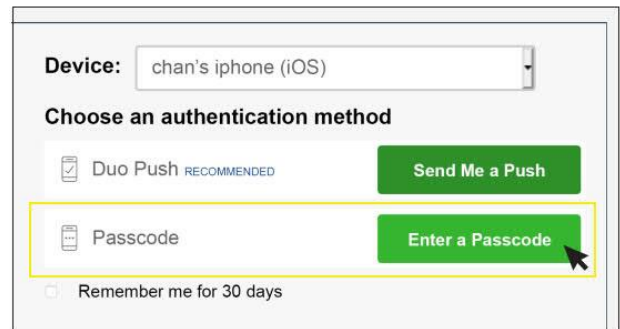
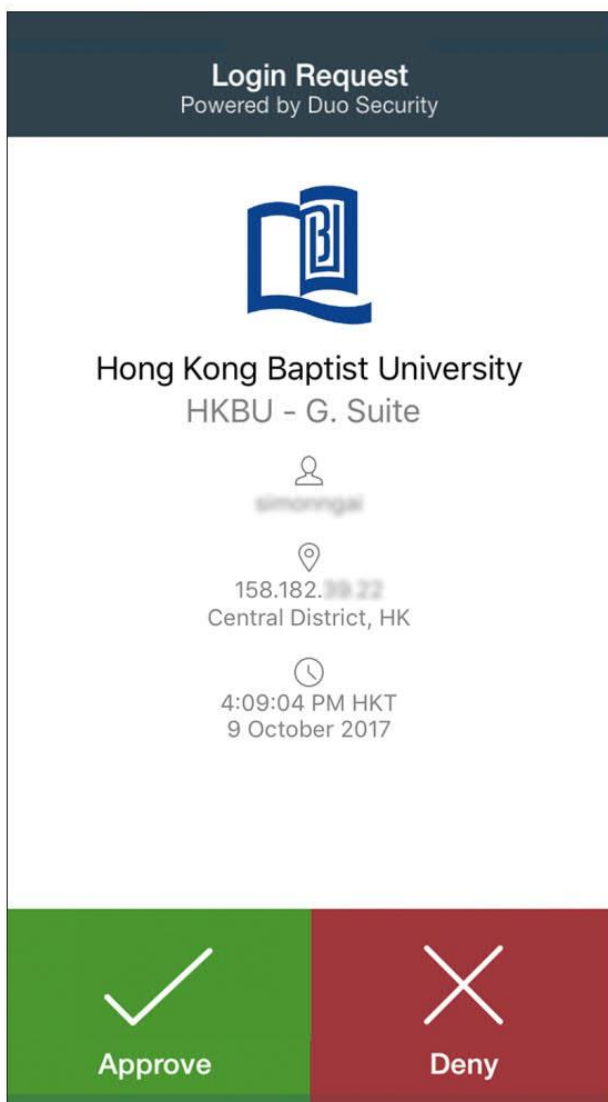
If at this stage you manage to have logged into Gmail without being prompted to 'Choose an authentication method' as shown below, follow through the mobile device registration process again and make sure that you register your device successfully.



(extracted from ITO "Login to Gmail with 2FA Enabled" User Guide)

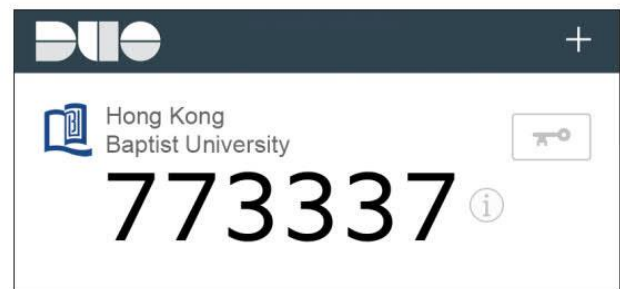
- 5** To use Duo Push:
- Click 'Send Me a Push' button
  - Open your Duo Mobile app. You will be prompted to respond to the authentication request. Tap on the green area.



- The 'Login Request' screen appears. Tap 'Approve' to grant access.



- 6** If your mobile device does not have Internet access, you can still have your identity verified by entering a passcode. To do so,
- Click 'Enter a Passcode' button. You will be prompted to enter a passcode.
  - Open your Duo Mobile app. Tap on the  icon (iOS) /  icon (Android) next to your account. You will see a passcode generated.



- Enter the passcode as shown and click the 'Log In' button to complete the verification.

- 7** You are now securely logged in.

(extracted from ITO "Login to Gmail with 2FA Enabled" User Guide)

## Change Password

(Reference 4)

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

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

香港浸會大學  
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### Change SSOid Password

Notes ▾

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

Existing SSOid Password

Your New SSOid Password

Re-Enter Your New Password

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

**SUBMIT**

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: !~\_@

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