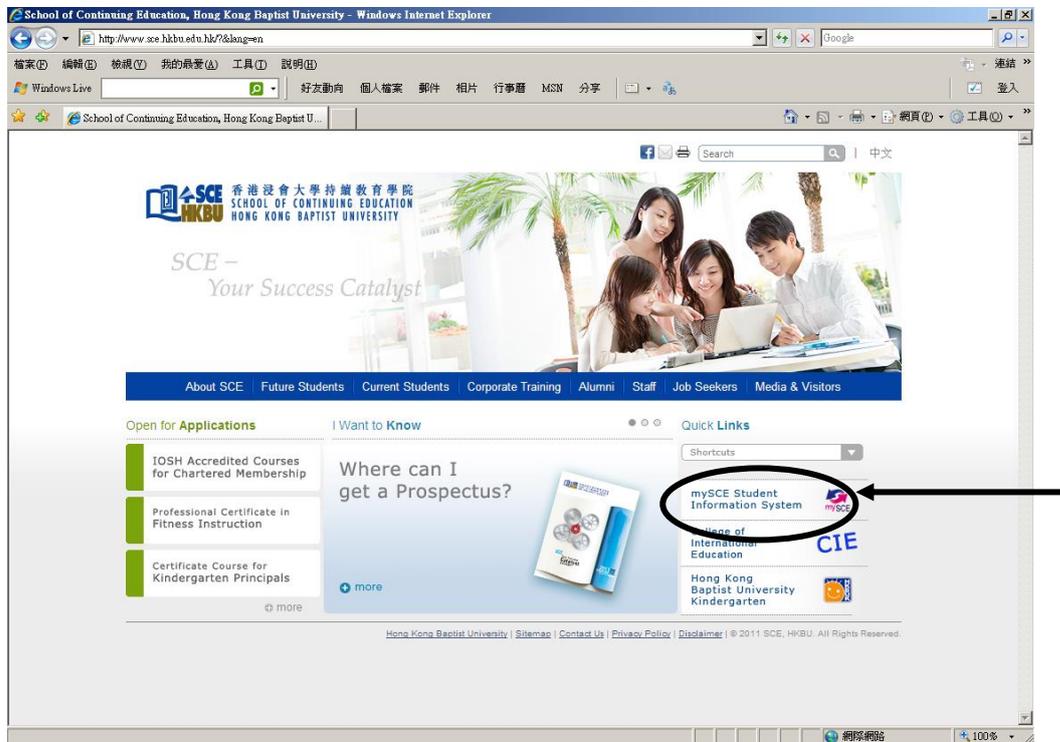
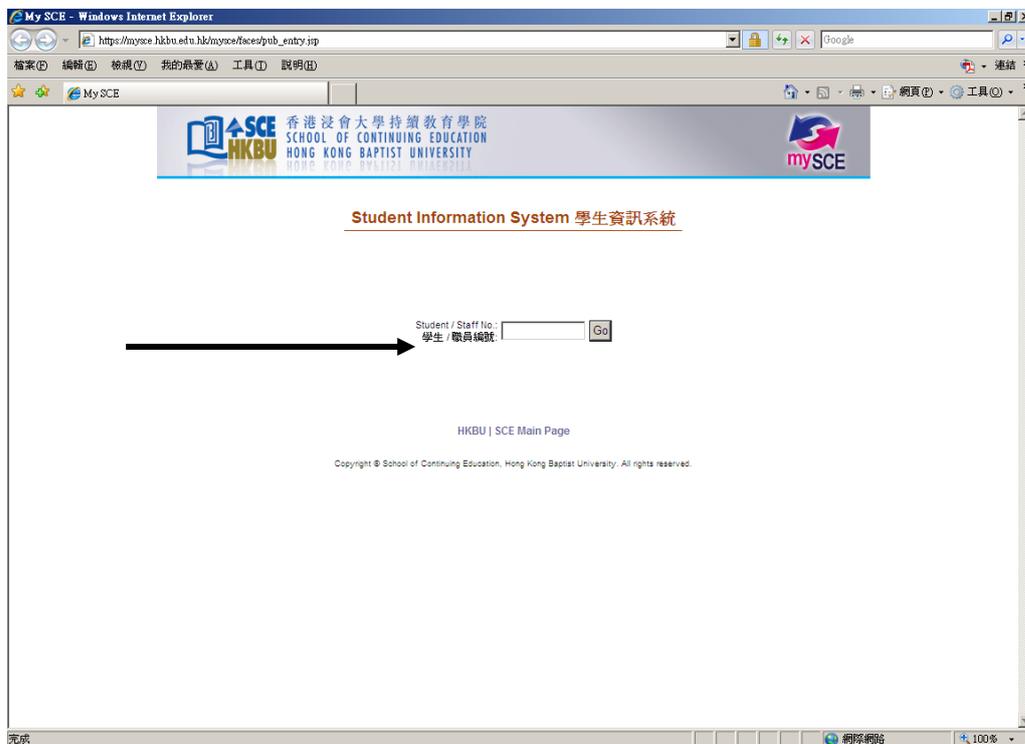


School of Continuing Education Hong Kong Baptist University Student Information System User's Guide

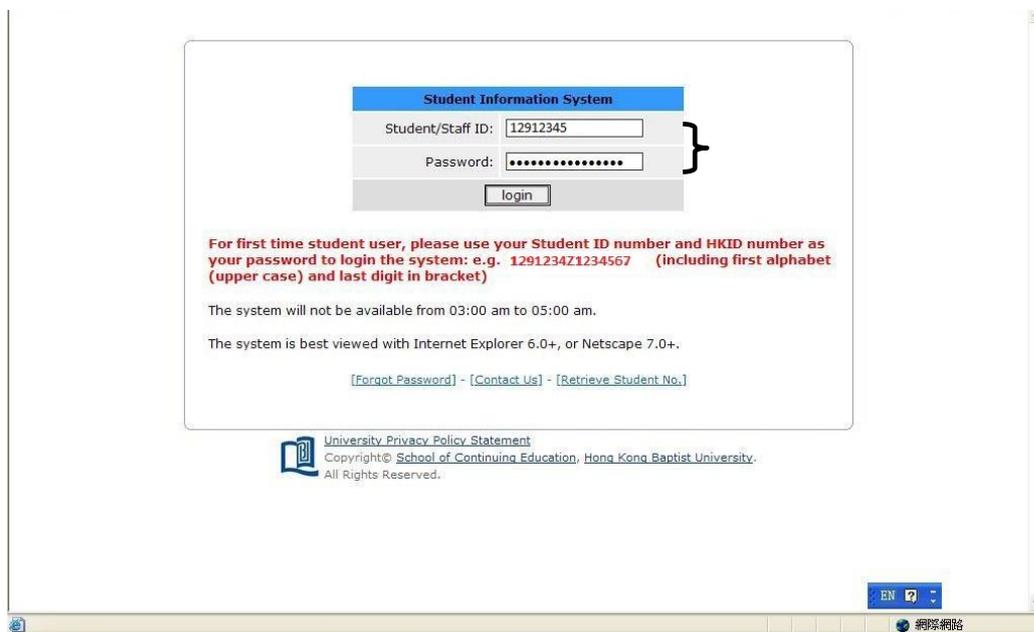
1. Go to the homepage of SCE at <http://www.sce.hkbu.edu.hk/> and click “mySCE Student Information System”.



2. Enter your “Student No.” and press “Go”.

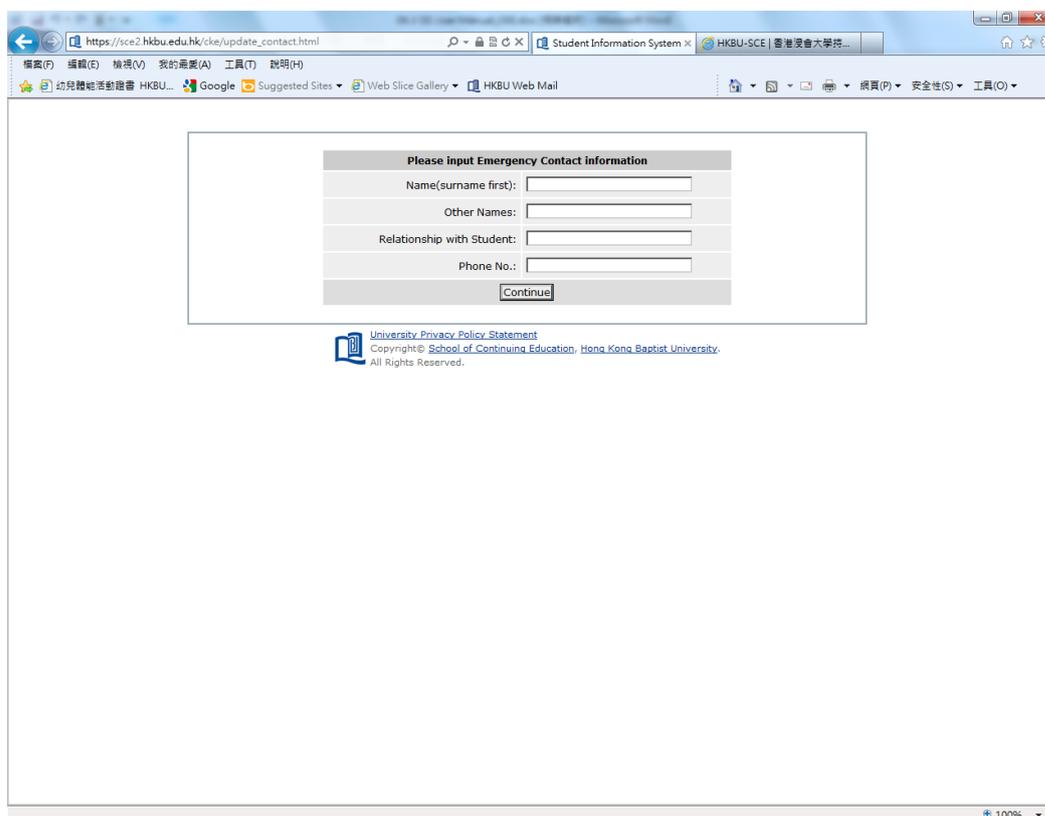


3. Enter your password and press “login”. The defaulted password is your Student ID number and HKID number (including the first alphabet and last digit in bracket) e.g. 12912345Z1234567. All English letters must be input in capital letters. If you press “Forgot password”, a new password will be sent to your email account.



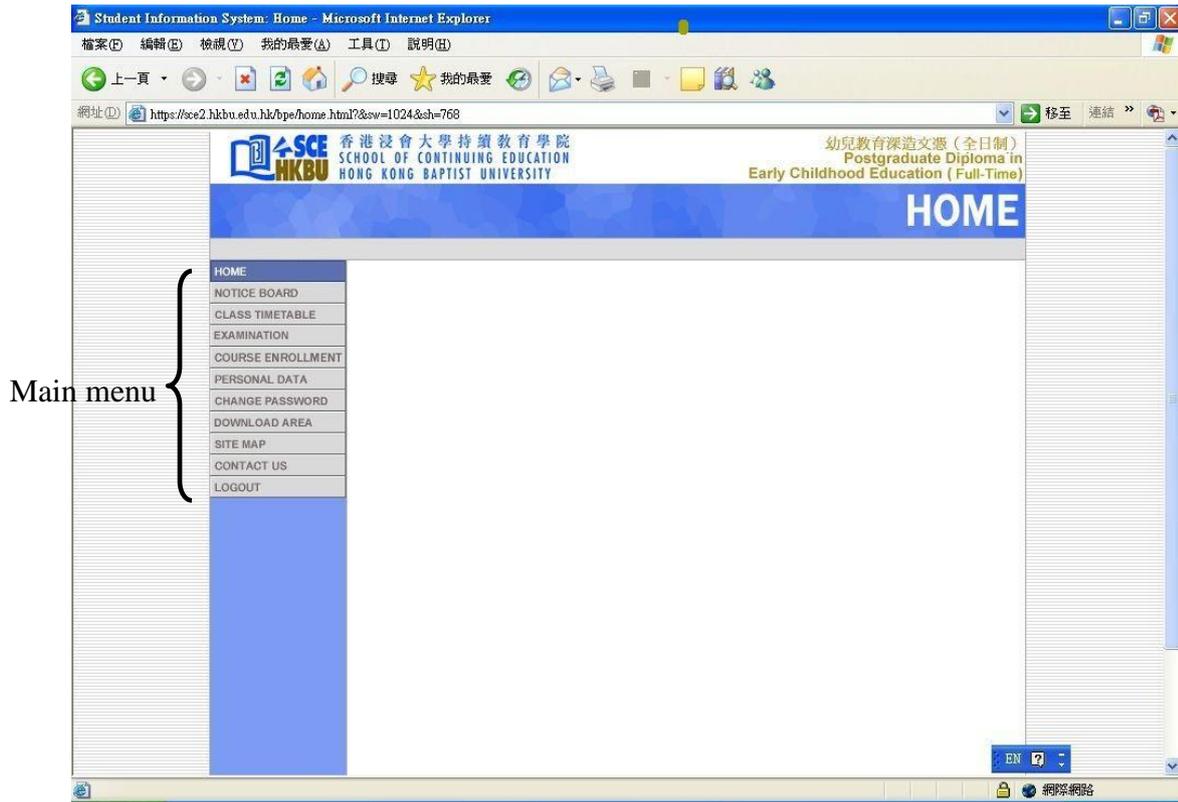
The screenshot shows a web browser window displaying the login page for the Student Information System. The page has a white background with a blue header bar that says "Student Information System". Below the header, there are two input fields: "Student/Staff ID:" with the value "12912345" and "Password:" with a masked password "*****". A "login" button is positioned below the password field. A large right-facing curly bracket groups the ID and password fields. Below the login fields, there is a red text instruction: "For first time student user, please use your Student ID number and HKID number as your password to login the system: e.g. 1291234Z1234567 (including first alphabet (upper case) and last digit in bracket)". Below this instruction, there are two lines of text: "The system will not be available from 03:00 am to 05:00 am." and "The system is best viewed with Internet Explorer 6.0+, or Netscape 7.0+.". At the bottom of the main content area, there are three links: "[Forgot Password]", "[Contact Us]", and "[Retrieve Student No.]". At the very bottom of the page, there is a footer with a logo and text: "University Privacy Policy Statement", "Copyright © School of Continuing Education, Hong Kong Baptist University.", and "All Rights Reserved.". The browser's address bar shows "https://sce2.hkbu.edu.hk/cke/update_contact.html".

4. After login, please input the Emergency Contact information, then press “Continue”

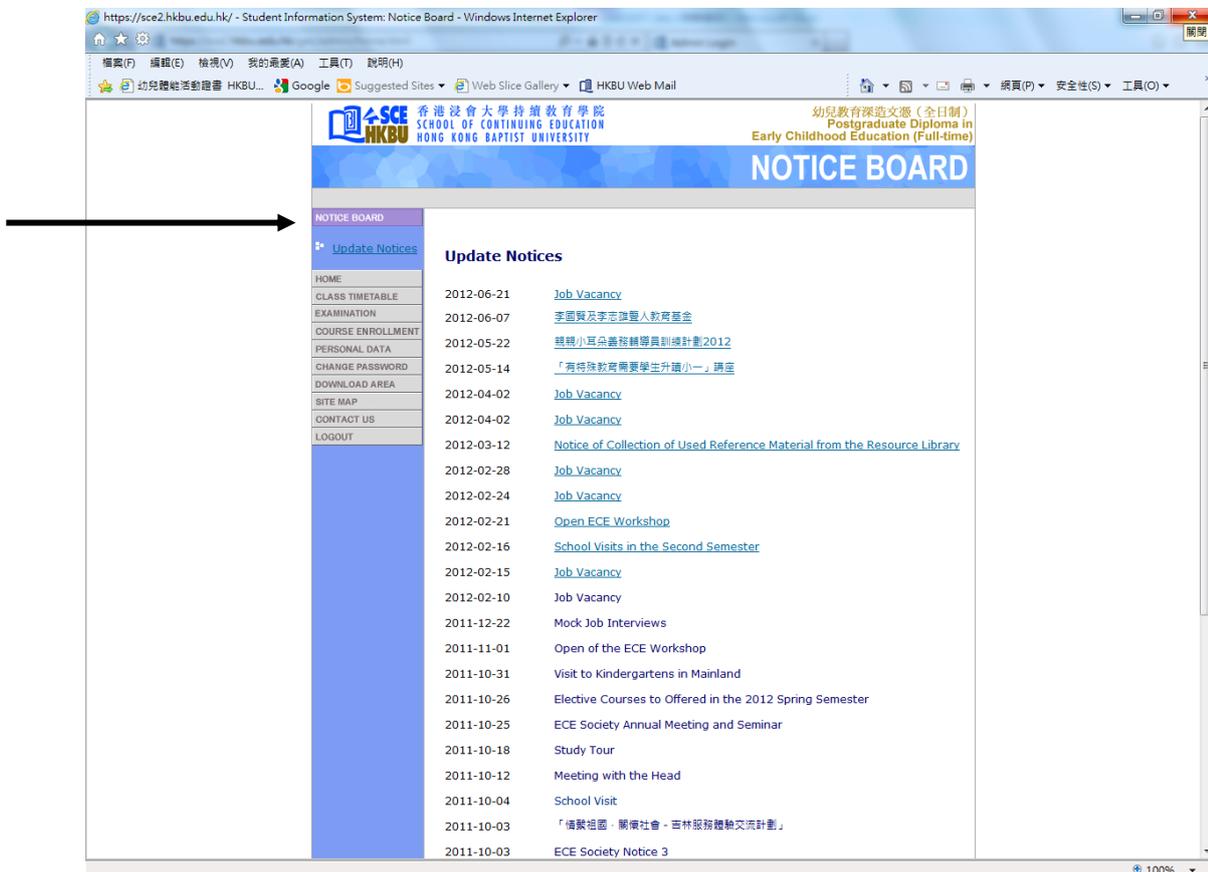


The screenshot shows a web browser window displaying the "Please input Emergency Contact information" form. The form is centered on the page and has a white background with a grey border. It contains four input fields: "Name(surname first):", "Other Names:", "Relationship with Student:", and "Phone No.:". A "Continue" button is located at the bottom of the form. Below the form, there is a footer with a logo and text: "University Privacy Policy Statement", "Copyright © School of Continuing Education, Hong Kong Baptist University.", and "All Rights Reserved.". The browser's address bar shows "https://sce2.hkbu.edu.hk/cke/update_contact.html".

5. You will find the main menu of the system after successful login.



6. Click "NOTICE BOARD" on the main menu to view/download the most updated notices of the programme.



7. Click ‘CLASS TIMETABLE’ for the class timetable of the current semester.

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

幼兒教育深造文憑 (全日制)
Postgraduate Diploma in
Early Childhood Education (Full-time)

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	檔案名稱	最後更新日期
File Format	File Name	Last Updated
	Class Timetable for 2012 Spring Semester (Intake 2011 Autumn)	17 April 2012
	HKBU Campus Map	1 September 2011

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

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8. Click ‘COURSE ENROLLMENT’, then ‘COURSE ENROLLMENT RECORD’ to view your enrollment record.

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幼兒教育深造文憑 (全日制)
Postgraduate Diploma in
Early Childhood Education (Full-Time)

COURSE ENROLLMENT

COURSE ENROLLMENT

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

Course Enrollment Record
View past and present enrollment record and unit as reference.

[HOME]-[NOTICE BOARD]-[CLASS TIMETABLE]-[EXAMINATION]-[COURSE ENROLLMENT]-[PERSONAL DATA]-[CHANGE

9. You can print your enrollment record by clicking “Friendly Print”.

The screenshot shows the 'COURSE ENROLLMENT' page for student Chan Tai Man. The page includes a sidebar menu with options like HOME, NOTICE BOARD, and COURSE ENROLLMENT. The main content area displays student details and a table of enrolled courses for Semester One, 2012-2013. A 'Friendly Print' button is located in the top right corner of the main content area, indicated by a black arrow.

Student No.: 12912345
Student Name: Chan Tai Man
Programme: Postgraduate Diploma in Early Childhood Education

Course Enrollment Record

Total Units Attempted: -
 Total Units Gained: -

Semester One, 2012-2013

Course Code	Course Title	Unit	Grade
CECE7101	Early Childhood Development	3	-
CECE7102	Using Observation In Early Childhood Education	3	-
CECE7103	Understanding How Children Learn	3	-

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

(This is not an official document)

10. You can check or update your personal particulars by clicking “PERSONAL DATA” on the main menu.

The screenshot shows the 'PERSONAL DATA' page. The sidebar menu has 'PERSONAL DATA' highlighted, with a black arrow pointing to it. The main content area displays 'Programme Information' and 'Personal Information' sections.

PERSONAL DATA

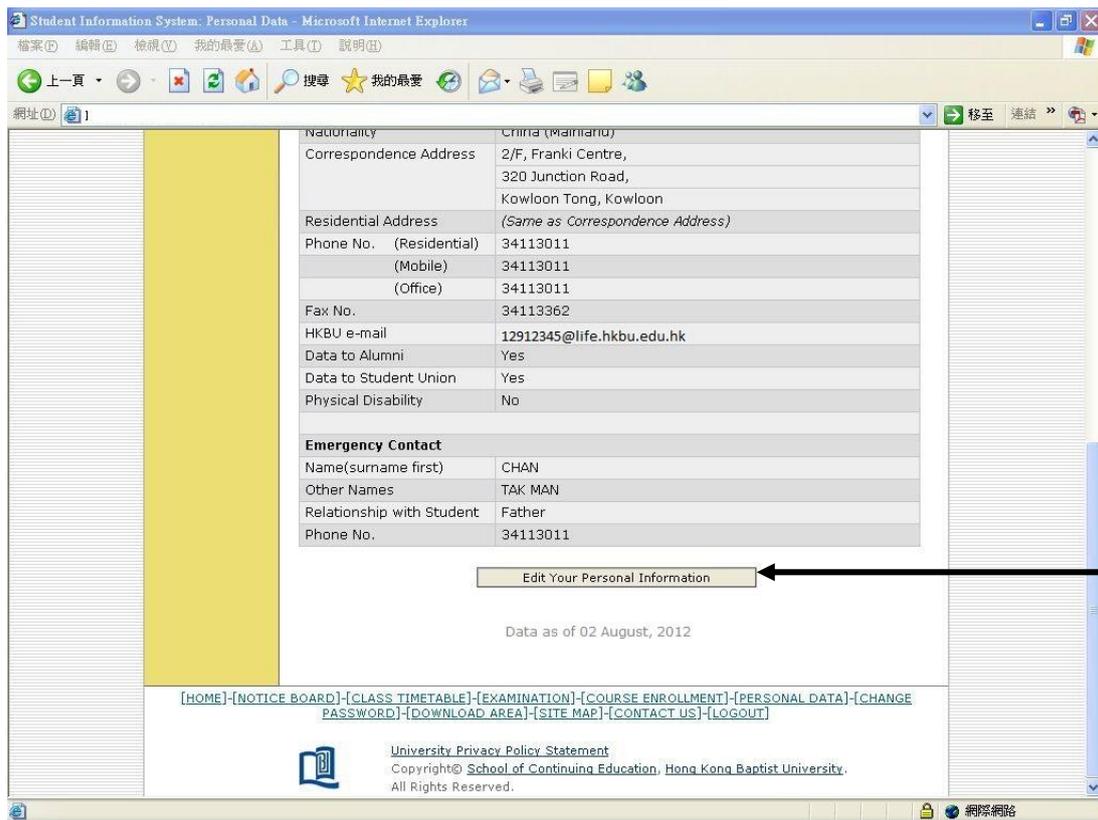
Programme Information

Study Programme	Postgraduate Diploma in Early Childhood Education
Intake Year/Term	2012/1
Study Status	Active
Concentration	na
Stream/Level	na
Expected Completion Year/Term	-

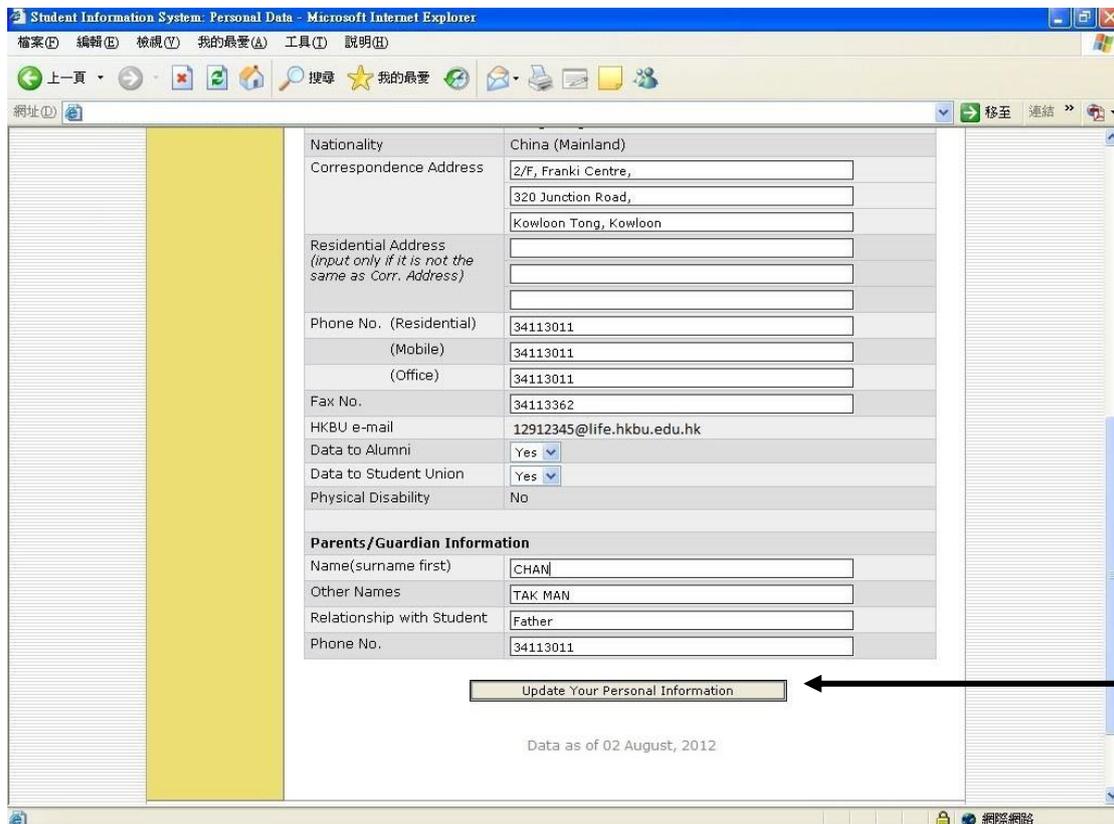
Personal Information

Student Name	Chan Tai Man
Chinese Name	陳太文
Student No.	12912345
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
Residential Address	(Same as Correspondence Address)

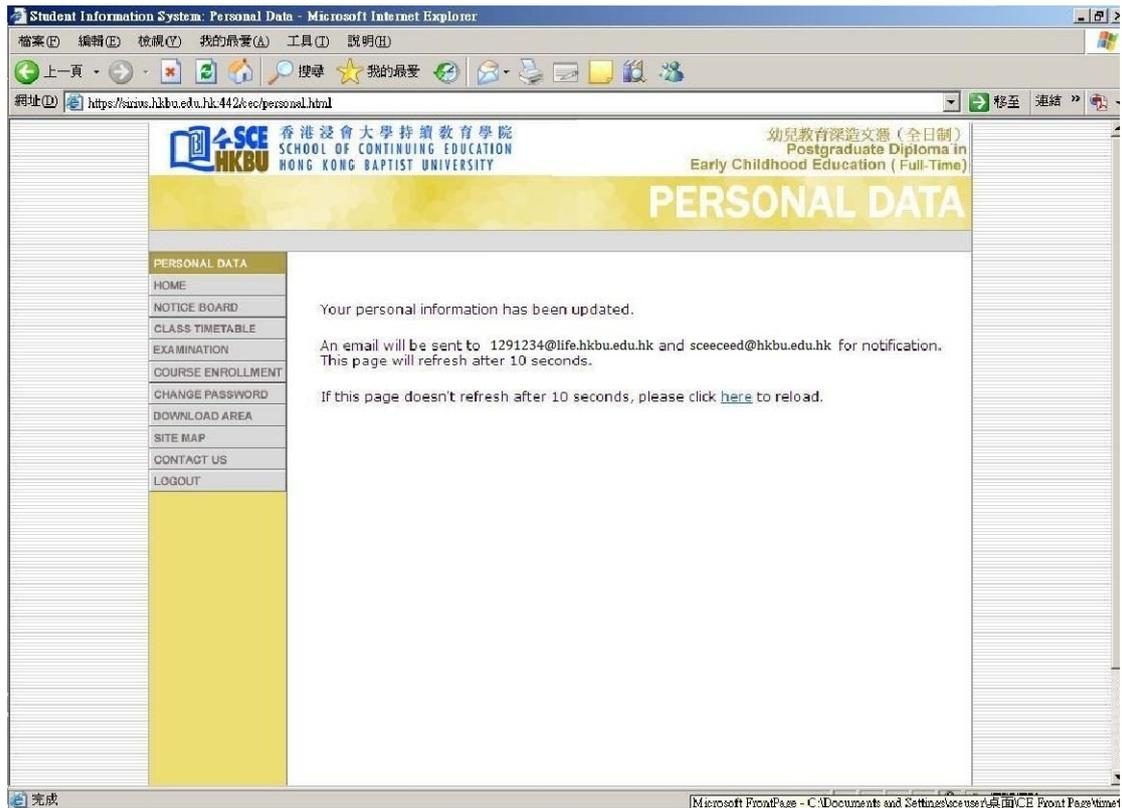
11. Choose “Edit Your Personal Information” to update your personal data, such as your address, telephone numbers, etc. if necessary.



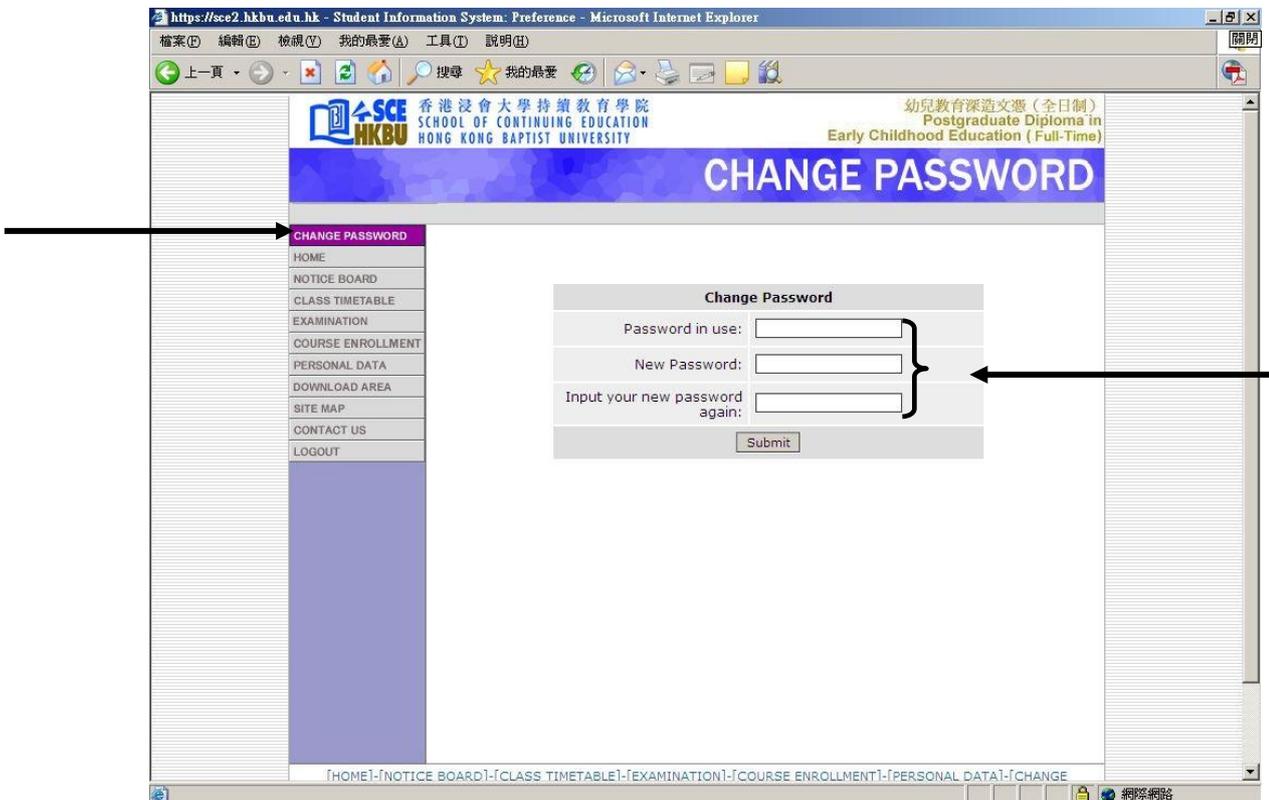
12. Click “Update Your Personal Information” to confirm the change.



13. An email will be sent to your e-mail account to confirm the change.



14. You can choose "CHANGE PASSWORD" to change your password in the system. Click "submit" to confirm.



15. You can download forms from the “DOWNLOAD AREA”.

The screenshot shows the 'DOWNLOAD AREA' page of the SCE HKBU Student Information System. The page includes a navigation menu on the left with options like HOME, NOTICE BOARD, and EXAMINATION. The main content area is titled 'DOWNLOAD AREA' and contains a table of forms to download. A red box highlights the table, and a bracket on the right indicates its content.

檔案類型 File Format	檔案名稱 File Name	最後更新日期 Last Updated
	Assignment Assessment Form	26 July 2012
	Application for Replacement of Student ID Card	24 Dec 2008
	Remarking of Assignment/ Appeal against Course-based Assessment	24 Dec 2008
	Application for Official Withdrawal	24 Dec 2008
	Student Information System User Manual	21 Aug 2009
	SCE Moodle Student Guide	17 Aug 2010
	HKBU Campus Map	21 Aug 2009
	2010-2012 School Calendar	03 Aug 2011
	Student Hand book	23 March 2012

16. You can view the e-mail address, mailing address, phone number and fax number of the programme by clicking “CONTACT US”.

The screenshot shows the 'CONTACT US' page of the SCE HKBU Student Information System. The page includes a navigation menu on the left with options like HOME, NOTICE BOARD, and EXAMINATION. The main content area is titled 'CONTACT US' and contains contact information for the programme. A red box highlights the contact information, and an arrow points to the 'CONTACT US' menu item.

Contact Us	
Thank you for visiting the Student Information System. Send us your feedback via	
E-mail:	sceceed@hkbu.edu.hk
Mail:	Postgraduate Diploma in Early Childhood Education (Full-time) 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建新中心二樓 香港浸會大學持續教育學院 【幼兒教育深造文憑(全日制)】
Phone:	(852) 3411 4309
Fax:	(852) 3411 4302

17. Click “LOGOUT” to exit the Student Information System.

