

### Before you start

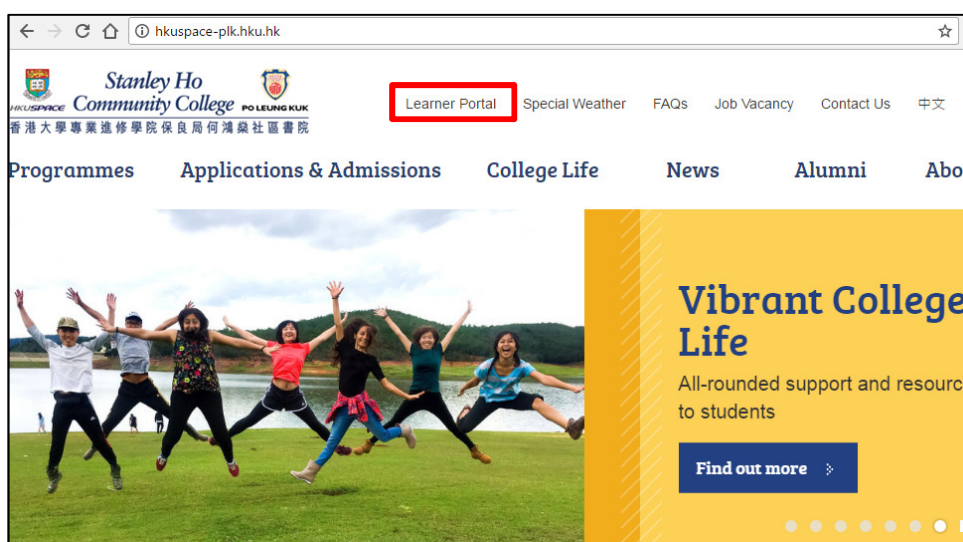
You need a Learner Portal Login name and password and a computer / mobile device which is connected to the internet. You are also recommended using a desktop / laptop computer to access SCORE. (Some mobile devices (e.g. iPhone) are not compatible to view the unofficial transcript in SCORE.)

If you cannot log in to the Learner Portal or SCORE, you should create a service ticket in “IT Help” which can be found under “Help” in the Learner Portal Login Page.

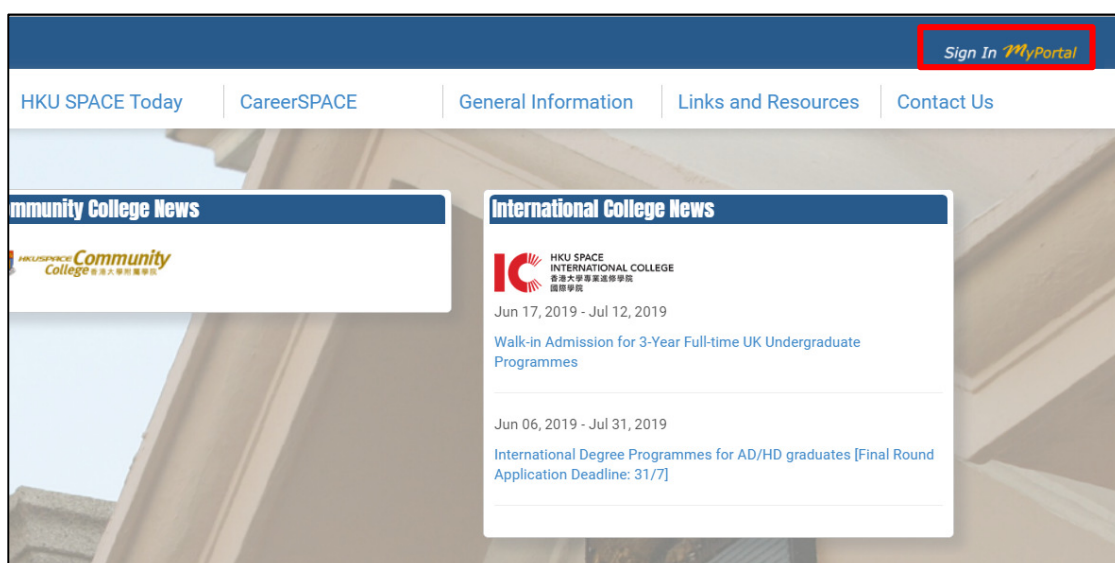
### To view your results

#### 1. Accessing SCORE

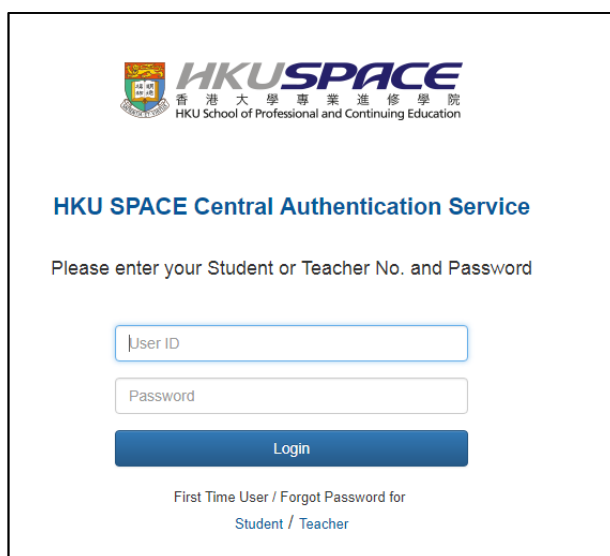
- (i) You can access SCORE through the Learner Portal. By clicking the **Learner Portal** hyperlink at the College website (<http://www.hkuspace-plk.hku.hk>), you will then be directed to the Learner Portal login page.



- (ii) Click **Sign In MyPortal** located at the upper right hand corner of the web page.

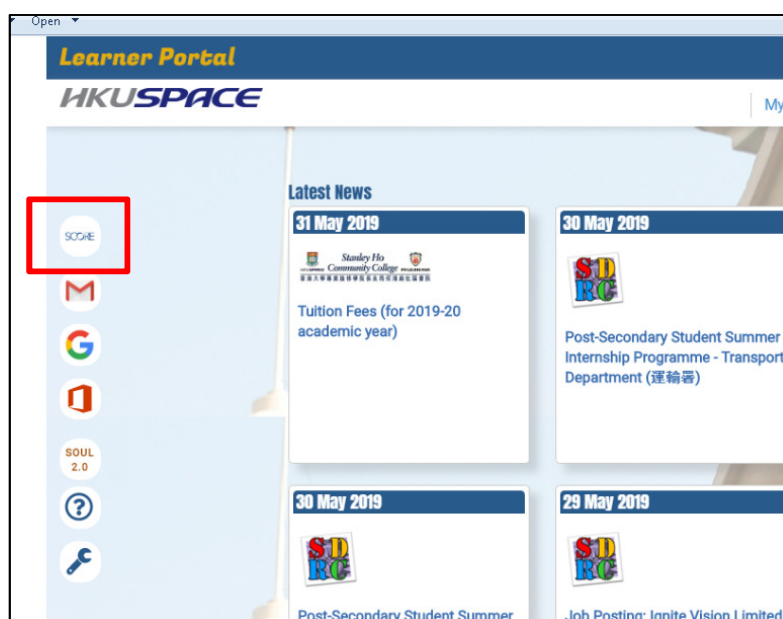


(iii) To login, enter your Student ID number and password, and then click **Login** button.



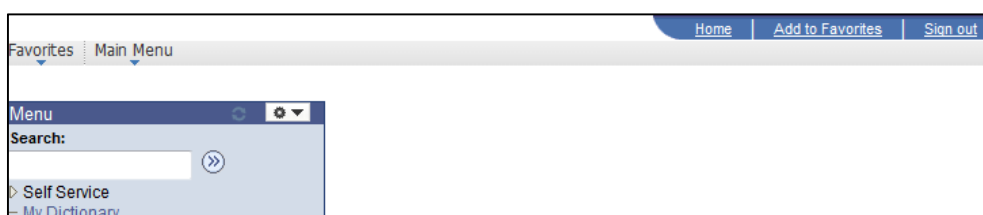
The image shows the HKU SPACE Central Authentication Service login page. At the top is the HKU SPACE logo with the text '香港大學專業進修學院' and 'HKU School of Professional and Continuing Education'. Below the logo is the title 'HKU SPACE Central Authentication Service'. A prompt says 'Please enter your Student or Teacher No. and Password'. There are two input fields: 'User ID' and 'Password'. Below these is a blue 'Login' button. At the bottom, there is a link: 'First Time User / Forgot Password for Student / Teacher'.

(iv) Click the button named “SCORE” at the left hand corner of the web page. You will then be navigated to SCORE directly.

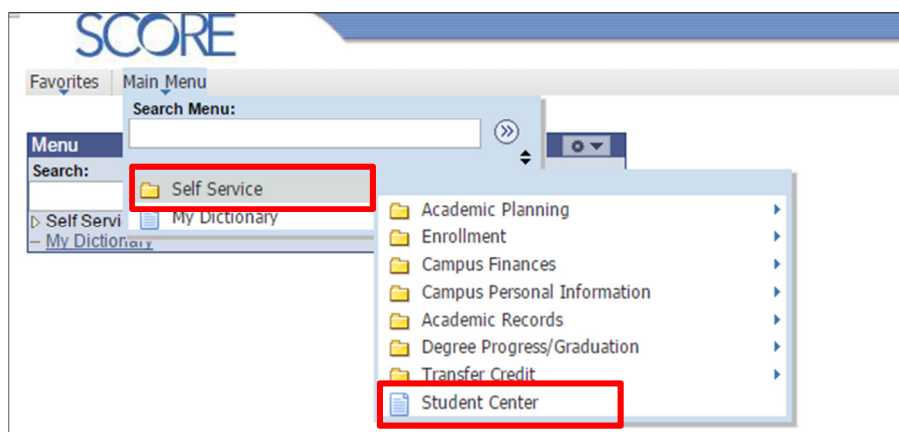


## 2. Generating an unofficial transcript in Student Center

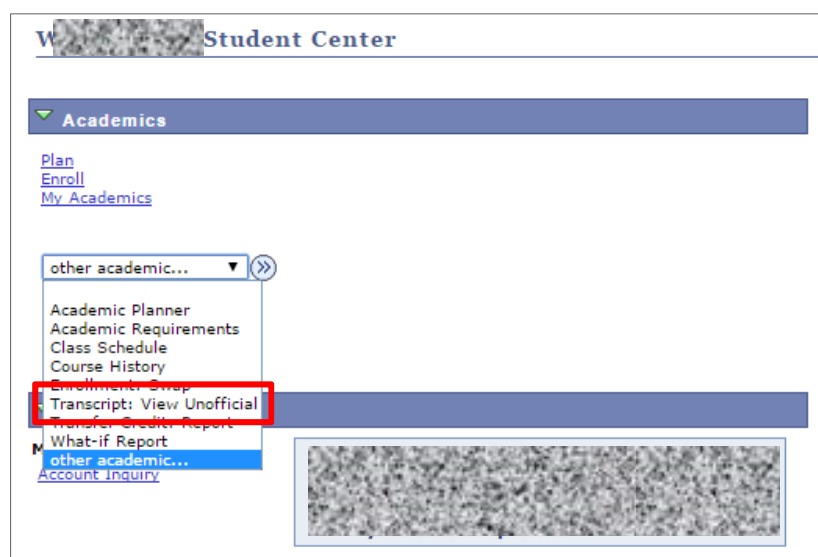
(i) After you have accessed SCORE, you will be directed to the **Main Menu** page.



(ii) You can easily navigate to **Student Center** by clicking **Main Menu** and then **Self Service**.



(iii) You can obtain the complete record of course results of your study at the College by generating an unofficial transcript via **Transcript: View Unofficial** in a dropdown menu under "Academics".



(iv) You will then be directed to the page below. Select **Academic Institution: HKU SPACE(incl. CC and HPSHCC)** and **Report Type: FT Unofficial (Eng)** from dropdown menu and select **Academic Program** by clicking the magnifier button to choose your program and then click **view report**.

A screenshot of the 'View Unofficial Transcript' form. The form has a title 'View Unofficial Transcript' and a subtitle 'Choose an institution and report type and press View Report'. Below this, a warning message states: '\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*'. The form contains three main input areas: 'Academic Institution' with a dropdown menu showing 'HKU SPACE(incl. CC and HPSHCC)' (highlighted with a red box), 'Report Type' with a dropdown menu showing 'FT Unofficial (Eng)' (highlighted with a red box), and '\*Academic Program' with a text input field showing 'HP507' and a magnifier button (highlighted with a red box). To the right of the magnifier button is a green 'view report' button (highlighted with a red box).

## **Appendix**

- (v) *The unofficial transcript will be generated in PDF format and shown in the form of pop-up window. You could save a copy of it for retention where necessary. If you need an official transcript, you could apply it from the College Office by submitting a completed application form Application for Transcript (HP42-TRN) and an application fee to the College Office. The normal processing time for an application is **at least two weeks**.*

### **Pop-up blocker settings**

**The unofficial transcript generated in SCORE will be shown in the form of pop-up windows. If your internet browser is set to block pop-up windows, you may not be able to view the unofficial transcript. If you have clicked “view report” button under “View Unofficial Transcript” in SCORE and no unofficial transcript appears, please change your pop-up blocker settings (i.e. to allow the pop-up window).**

## **Enquiries**

If you have any questions, please contact the College Office at 3923 7000 during office hours or send an email to [enquiry@hkuspace-plk.hku.hk](mailto:enquiry@hkuspace-plk.hku.hk).