## **Before you start**

You need a Learner Portal Login ID 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 (<u>http://www.hkuspace-plk.hku.hk</u>), 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.

KUSPACE     香港大學専業進修學院     HKU School of Professional and Continuing Education	
HKU SPACE Central Authentication Service	
Please enter your Student or Teacher No. and Password	ł
User ID	
Password	
Login	
For Teachers: First Time User / Forgot Password, click here. Forgot Teacher number(Full / Part time), click here.	
For Students / Alumni: First Time User / Forgot Password, click here.	

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

Learner Port	al	
HKUSPA	CE	My I
SOME	Latest News 31 May 2019 Commity College TEXTER AND ADDRESS OF A	30 May 2019
G	Tuition Fees (for 2019-20 academic year)	Post-Secondary Student Summer Internship Programme - Transport Department (運輸署)
SOUL 2.0		
?	30 May 2019	29 May 2019
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- 2. Generating an unofficial transcript in Student Center
- (i) After you have accessed SCORE, you will be directed to the Main Menu page.

		<u>Home</u>	Add to Favorites
prites Main Men	u		
Menu	0 •		
earch:			
	>>>		
> Self Service			
- <u>My Dictionary</u>			

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

SCORE		
Favorites Main Menu		
Search Menu:		
Self Service Self Service My Dictionary My Dictionary	<ul> <li>Academic Planning</li> <li>Enrollment</li> <li>Campus Finances</li> <li>Campus Personal Information</li> <li>Academic Records</li> <li>Degree Progress/Graduation</li> <li>Transfer Credit</li> <li>Student Center</li> </ul>	) ) ) ) )

(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".

W Studen	t Center
Academics	
<u>Plan</u> <u>Enroll</u> <u>My Academics</u>	
other academic   Academic Planner Academic Planner Academic Requirements Class Schedule Course History Findiments Supp Transcript: View Unofficial Materia Report other academic Account Ingury	

(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.

View Unofficial	Transcript	
Choose an institution and	report type and press View Report	
**this process may take other buttons	a few minutes to complete. pleas or links while processing is taki	se do not press any ng place**
Academic Institution	HKU SPACE(incl. CC and HPS)	•
Report Type	FT Unofficial (Eng)	▼
*Academic Program	HP507	Q view report
		Choose your program of study
		by clicking this magnifier
4		button

# **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. The unofficial transcript lists all the courses and grades a student has attained and is not a formal certificate of assessment results. 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 <u>at least two weeks</u>.

#### **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 <u>exam.records@hkuspace-plk.hku.hk</u>.