

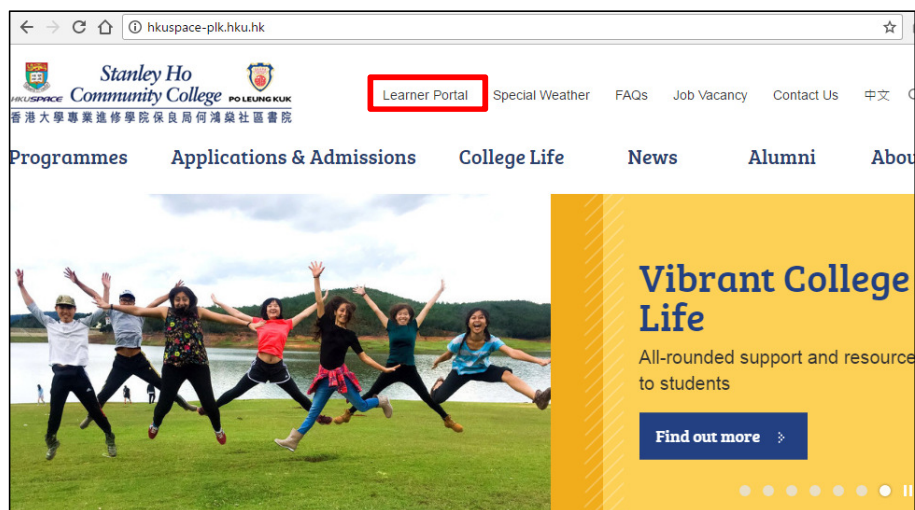
Before you start

- You are recommended using a desktop / laptop computer to access SCORE. Some mobile devices (e.g. iPhone) are not able to view the unofficial transcript in SCORE.
- The unofficial transcript generated in SCORE will be shown in the form of pop-up windows. Please ensure the pop-up blocker settings of your internet browser is set to allow to allow pop-up window.
- If you cannot log in to the Learner Portal or SCORE, you should click “IT Help for Students and Part-time Teachers” which can be found under “Quick Links” in the Learner Portal Login page to create a service ticket for IT support services.

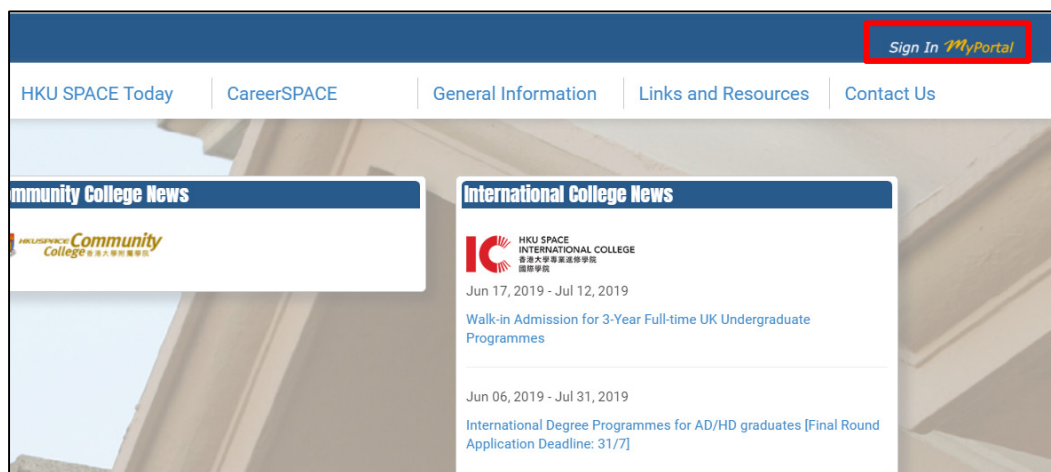
To view your results

1. Accessing SCORE

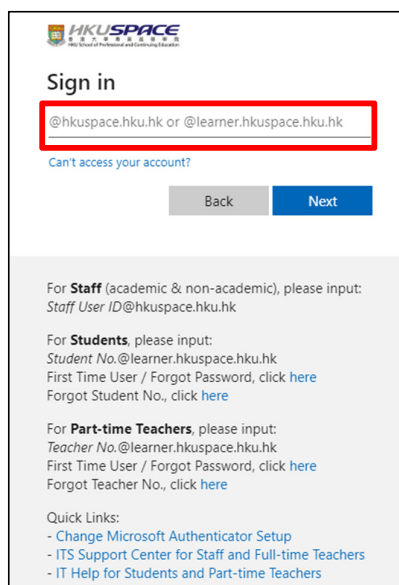
- (i) You can access SCORE through the Learner Portal. By clicking the **Learner Portal** hyperlink at the College website (<http://www.hkuspace-plk.hku.hk>), you will then be directed to the Learner Portal login page.



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

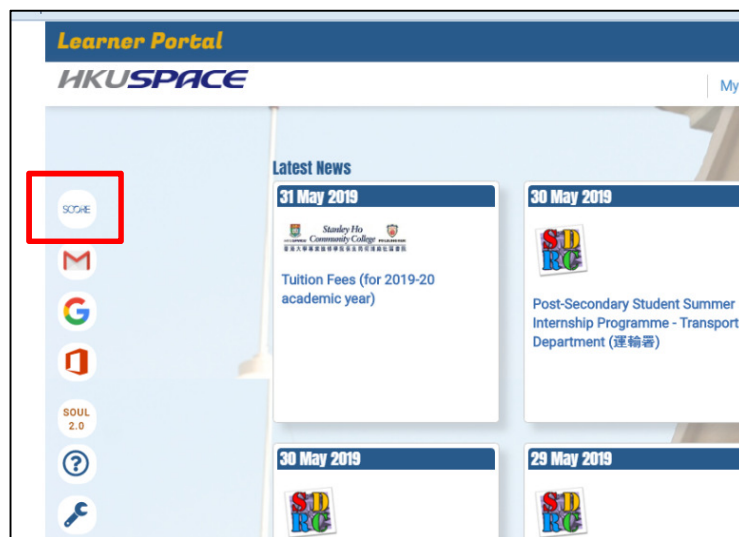


(iii) To login, enter your Student No.@learner.hkuspace.hku.hk and then click **Next** button. You will then be required to enter your password to login the Learner Portal.



The image shows the HKUSPACE Sign in page. At the top is the HKUSPACE logo. Below it is the text "Sign in". A red box highlights the input field containing "@hkuspace.hku.hk or @learner.hkuspace.hku.hk". Below the input field is a link "Can't access your account?". There are two buttons: "Back" and "Next". Below these buttons is a section for "For Staff (academic & non-academic), please input: Staff User ID@hkuspace.hku.hk". Another section is for "For Students, please input: Student No.@learner.hkuspace.hku.hk", with links for "First Time User / Forgot Password, click here" and "Forgot Student No., click here". A third section is for "For Part-time Teachers, please input: Teacher No.@learner.hkuspace.hku.hk", with links for "First Time User / Forgot Password, click here" and "Forgot Teacher No., click here". At the bottom are "Quick Links" for "Change Microsoft Authenticator Setup", "ITS Support Center for Staff and Full-time Teachers", and "IT Help for Students and Part-time Teachers".

(iv) After you have successfully logged in, click the button named "SCORE" at the left hand corner of the web page. You will then be navigated to SCORE directly.



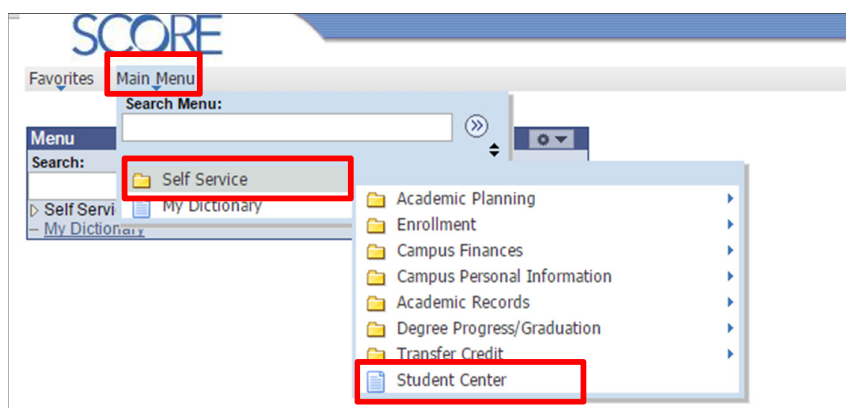
2. Generating an unofficial transcript in Student Center

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

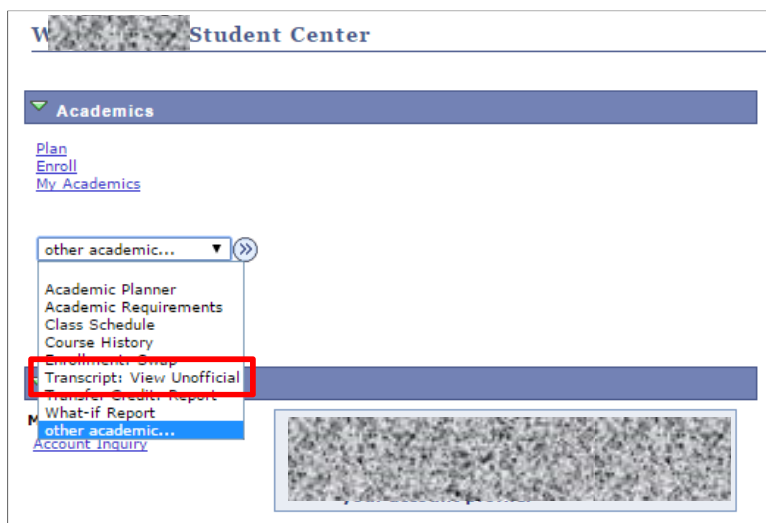


Appendix

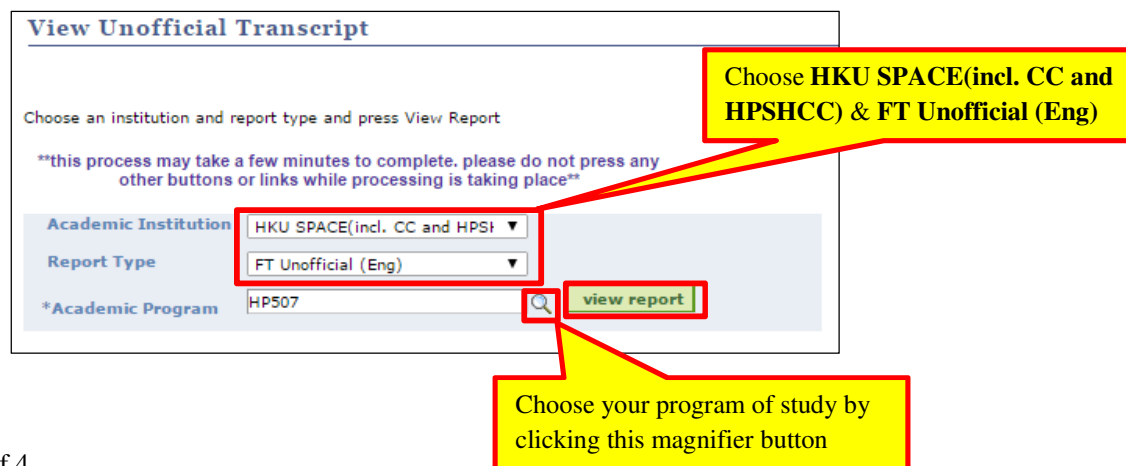
(ii) You can easily navigate to **Student Center** by clicking Main Menu and then Self Service.



(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**.



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.*

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 email to exam.records@hkuspace-plk.hku.hk.