

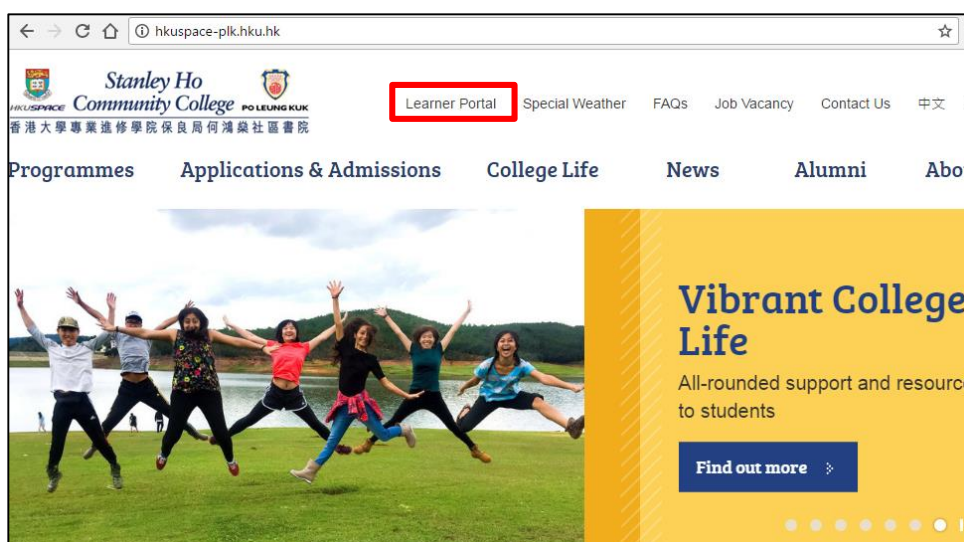
Before you start

- Use a desktop / laptop computer to access SCORE. Some mobile devices (e.g. iPhone) are not able to view the unofficial transcript via SCORE.
- Ensure your internet browser is set to allow pop-up window. The unofficial transcript generated in SCORE will be shown in the form of pop-up window.
- Contact the IT Help of Information Technology Services, HKU SPACE at it.help@hkuspace.hku.hk if you cannot log in to Learner Portal or SCORE.

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) If a landing page appears on the Learner Portal login page:
- Click the hyperlink at the end of the first sentence under “For HPSHCC students:”
 - Enter your Student ID number and password, and then click **Login** button to login


For HPSHCC students:

To access the assessment result, please access the SCORE system directly [here](#)

To continue and access Learner Portal for announcements and other resources, please click [here](#)

To access SOUL, please access SOUL directly <https://soul2.hkuspace.hku.hk>

To access Learner Webmail (Outlook), please click <https://learner.hkuspace.hku.hk/mail>

**HKU SPACE**
香港大學專業進修學院
HKU School of Professional and Continuing Education

HKU SPACE Central Authentication Service

Please enter your Student or Teacher No. and Password

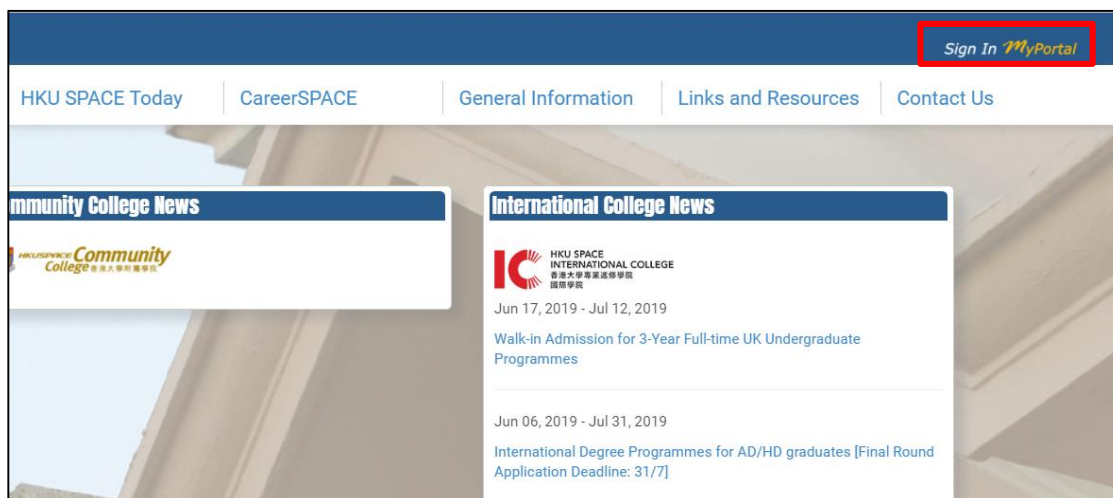
Login

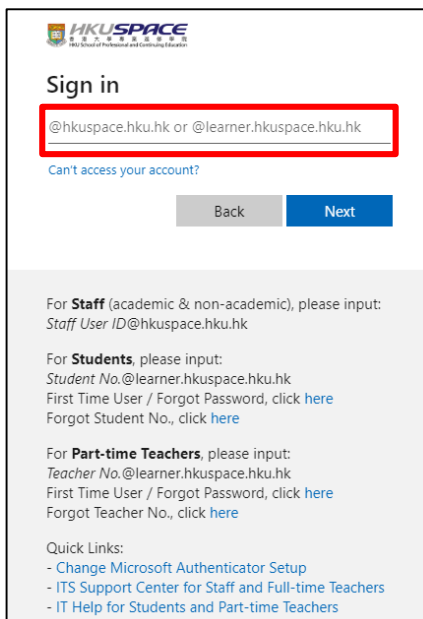
For Teachers:
First Time User / Forgot Password, click [here](#).
Forgot Teacher number(Full / Part time), click [here](#).

For Students / Alumni:
First Time User / Forgot Password, click [here](#).
Forgot Student number, click [here](#).

(iii) If a landing page does NOT appear on the Learner Portal login page:

- Click **Sign In MyPortal** located at the upper right hand corner of the web page
- 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" followed by a text input field containing "@hkuspace.hku.hk or @learner.hkuspace.hku.hk". This input field is highlighted with a red rectangle. Below the input field is a link "Can't access your account?". At the bottom are two buttons: "Back" and "Next". Below these buttons is a section with instructions for different user types: Staff, Students, and Part-time Teachers, each with their respective login IDs and links for forgot password or student/teacher numbers. At the very bottom are "Quick Links" for changing Microsoft Authenticator Setup, ITS Support Center, and IT Help.

HKUSPACE
The School of Professional and Continuing Education

Sign in

@hkuspace.hku.hk or @learner.hkuspace.hku.hk

[Can't access your account?](#)

[Back](#) [Next](#)

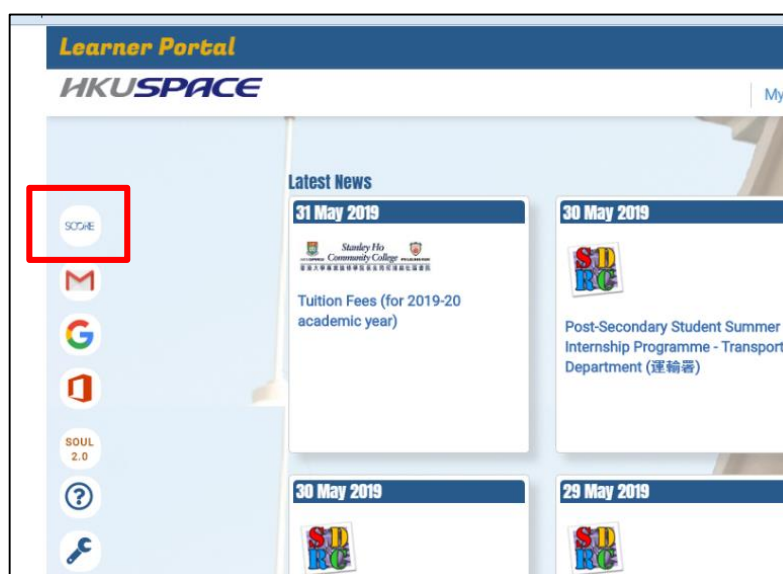
For **Staff** (academic & non-academic), please input:
Staff User ID@hkuspace.hku.hk

For **Students**, please input:
Student No.@learner.hkuspace.hku.hk
First Time User / Forgot Password, click [here](#)
Forgot Student No., click [here](#)

For **Part-time Teachers**, please input:
Teacher No.@learner.hkuspace.hku.hk
First Time User / Forgot Password, click [here](#)
Forgot Teacher No., click [here](#)

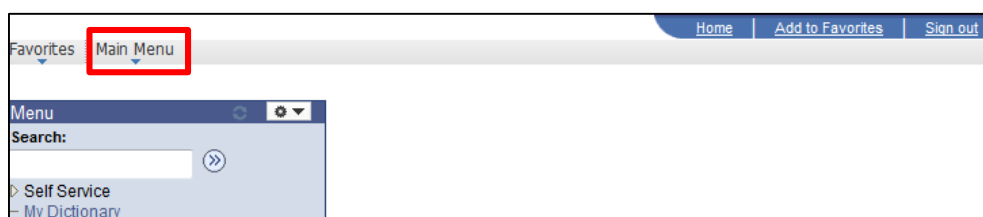
Quick Links:
- [Change Microsoft Authenticator Setup](#)
- [ITS Support Center for Staff and Full-time Teachers](#)
- [IT Help for Students and Part-time Teachers](#)

(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.

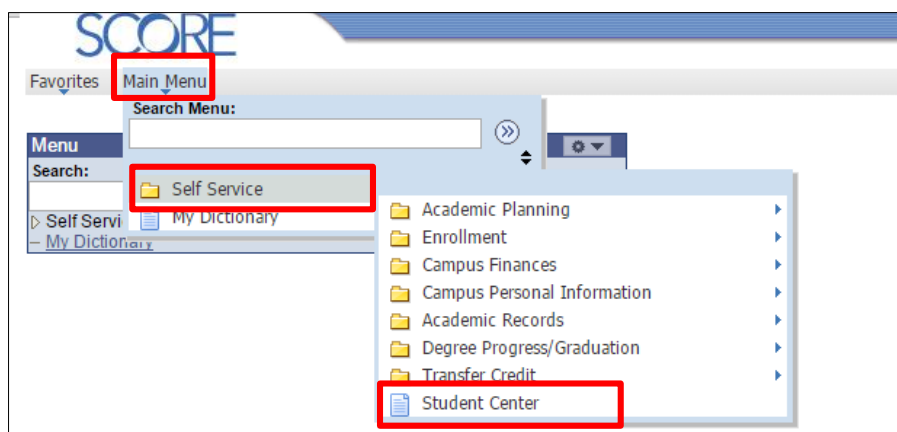


2. Generating an unofficial transcript in Student Center

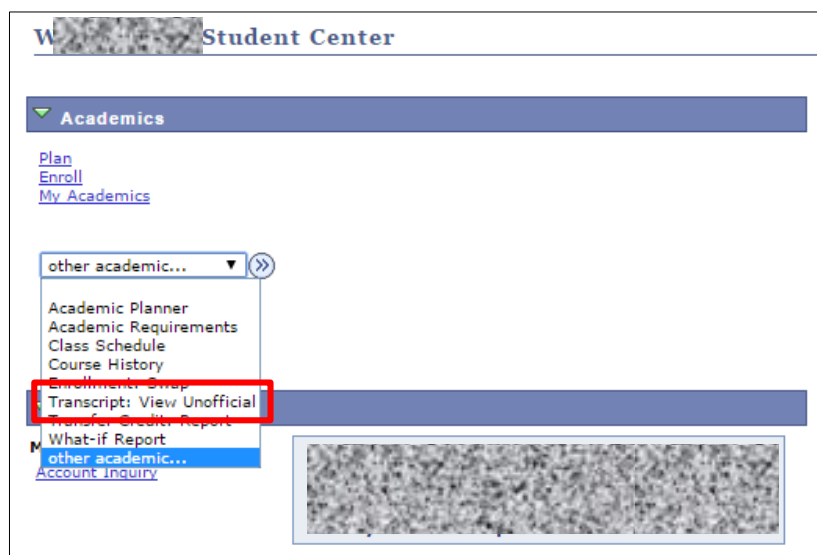
(i) After you have accessed SCORE, you will be directed to the **Main Menu** page.



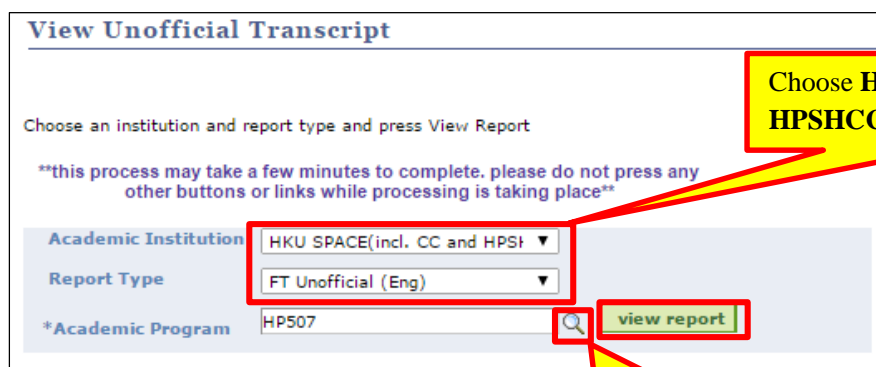
(ii) You can easily navigate to **Student Center** by clicking **Main Menu** and then **Self Service**.



(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**.



Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution: HKU SPACE(incl. CC and HPSHCC) ▼

Report Type: FT Unofficial (Eng) ▼

*Academic Program: HP507

view report

Choose **HKU SPACE(incl. CC and HPSHCC)** & **FT Unofficial (Eng)**

Choose your program of study by clicking this magnifier 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.*

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.