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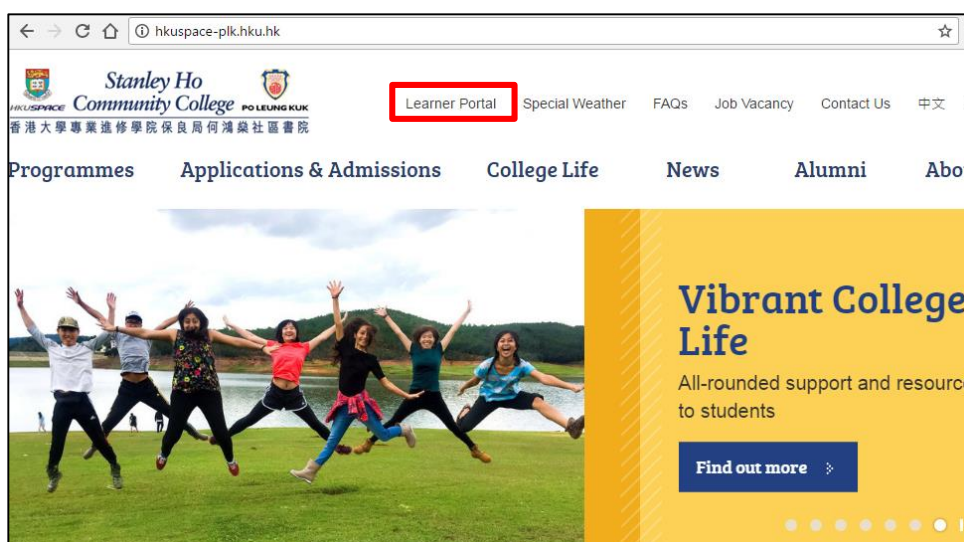
(ii) If a landing page appears on the Learner Portal login page:
- *Click the hyperlink at the end of the first sentence under "For HPSHCC students:"*
- *Enter your Student ID number and password, and then click **Login** button to login*

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
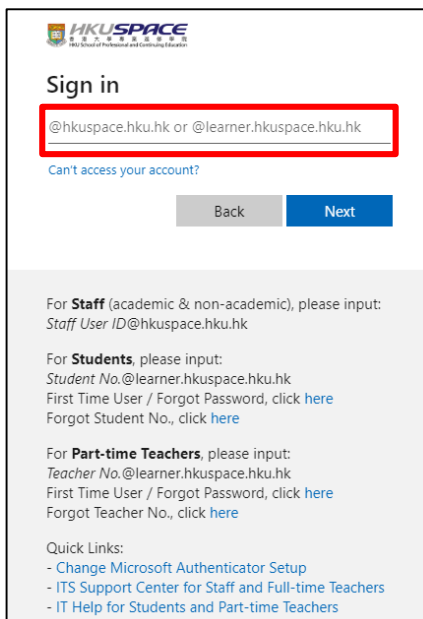
(iii) If a landing page <u>does NOT appear</u> on the Learner Portal login page:
- *Click **Sign In MyPortal** located at the upper right hand corner of the web page*
- *Enter your Student No.@learner.hkuspace.hku.hk and then click Next button. You will then be required to enter your password to login the Learner Portal*

(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.*
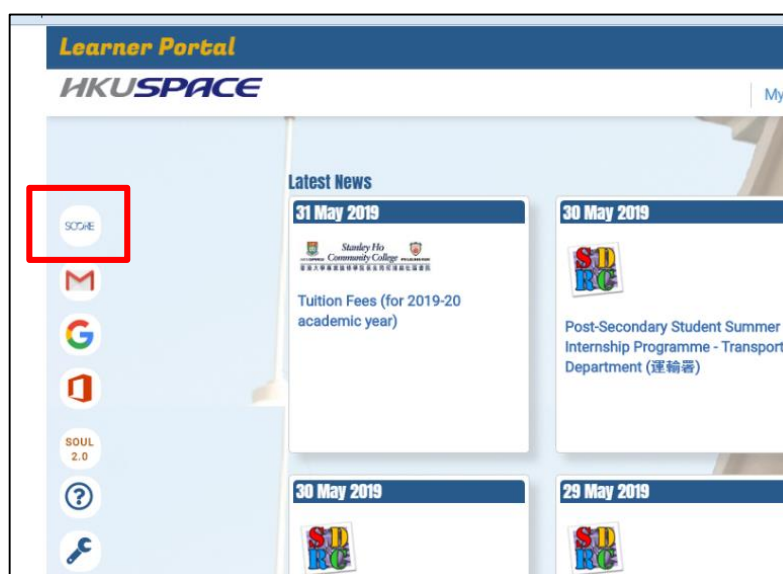
2. Generating an unofficial transcript in Student Center

(i) *After you have accessed SCORE, you will be directed to the **Main Menu** page.*
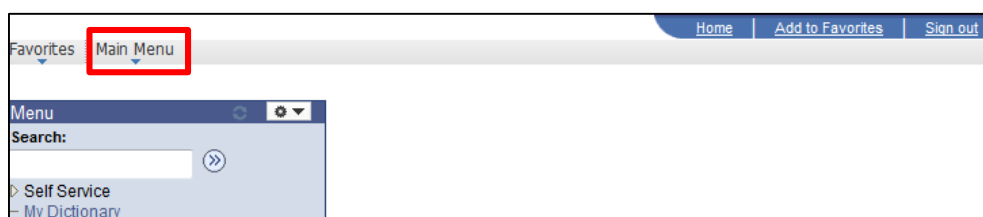
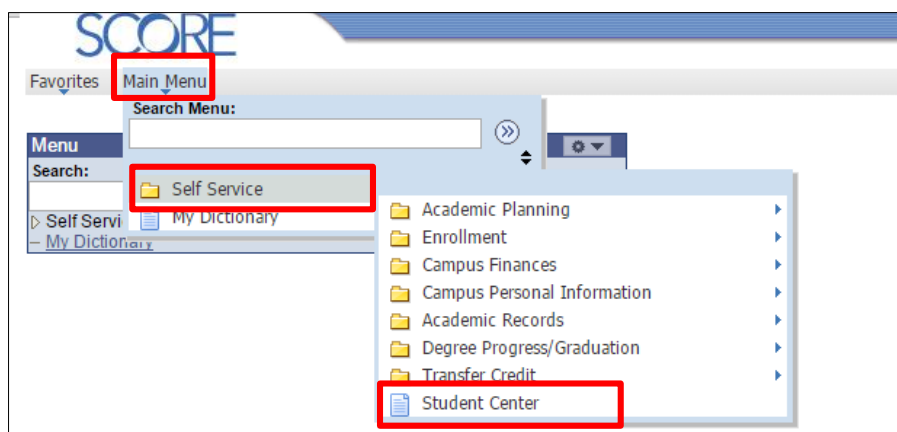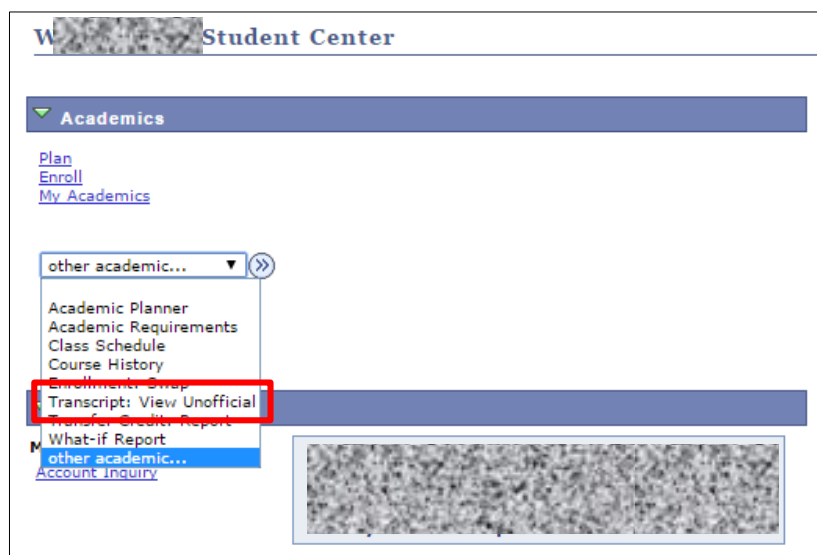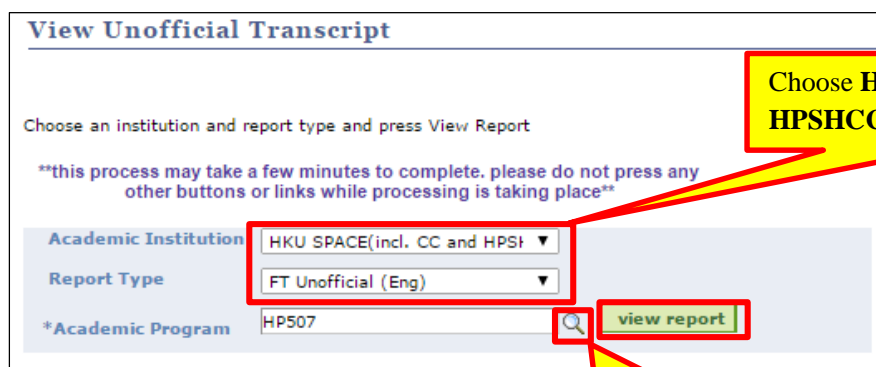*(ii) You can easily navigate to **Student Center** by clicking Main Menu and then Self Service.*

*(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**.*

(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.