

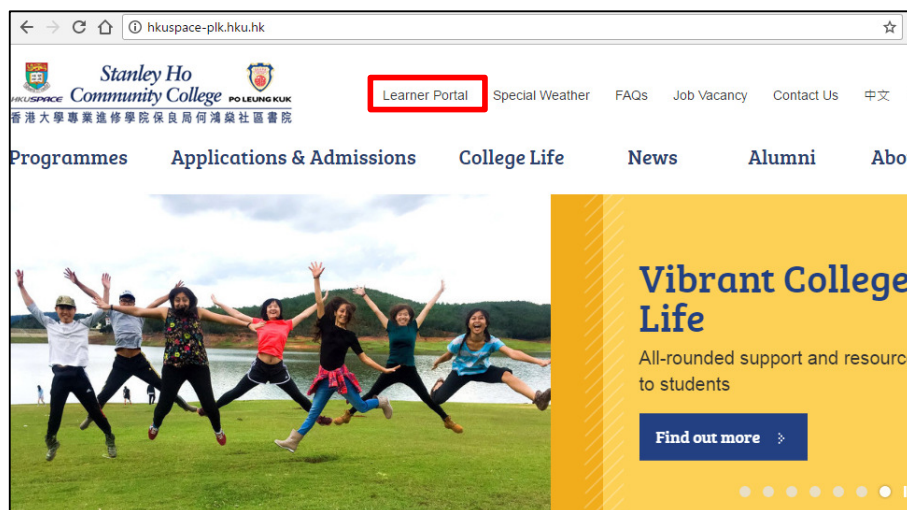
Before you start

- Use desktop / laptop to access SCORE. Some mobile devices (e.g. iPhone) cannot view the unofficial transcript.
- Allow pop-ups in your browser to view the unofficial transcript in SCORE.

To view your results

1. Accessing SCORE

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

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](#)

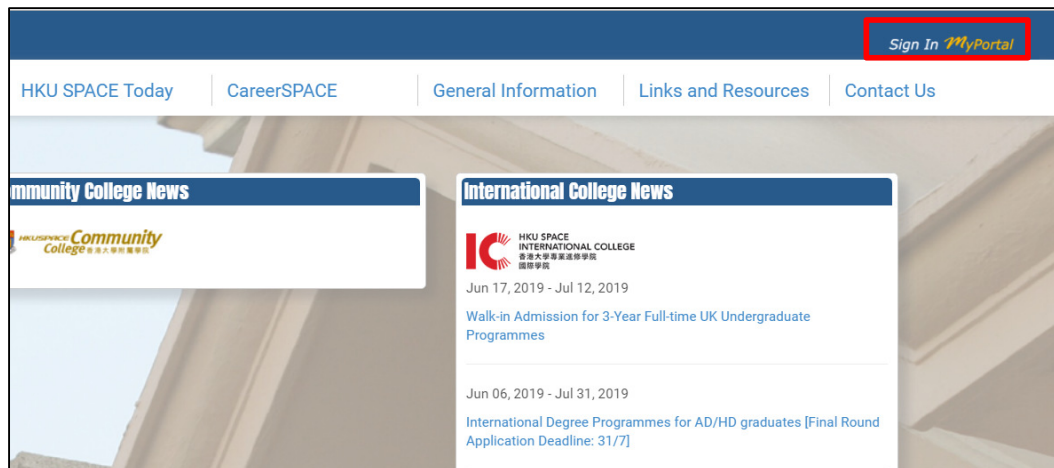
To access SOUL, please access SOUL directly <https://soul2.hkuspace.hku.hk>

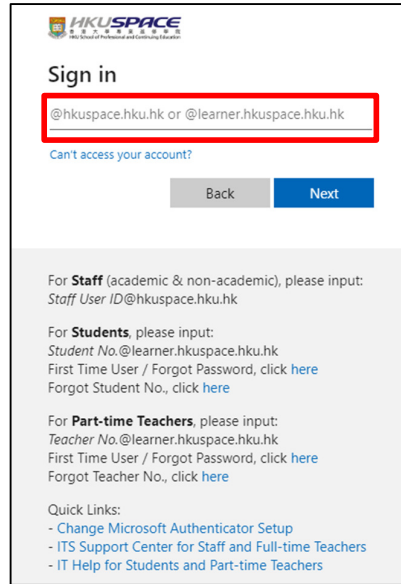
To access Learner Webmail (Outlook), please click <https://learner.hkuspace.hku.hk/mail>

The screenshot shows the HKU SPACE Central Authentication Service login page. At the top left 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 reads '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 are links for 'For Teachers' and 'For Students / Alumni', each with sub-links for 'First Time User / Forgot Password' and 'Forgot [User Type] number'.

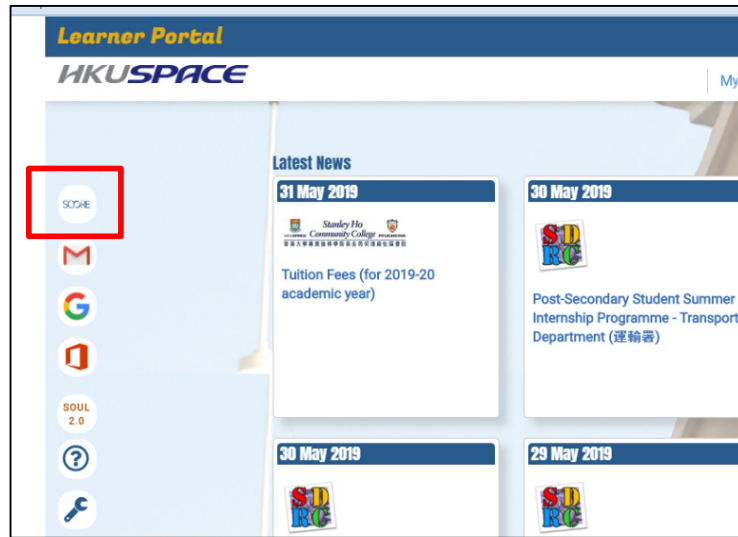
(iii) If a landing page does NOT appear on the Learner Portal login page:

- Click **Sign In MyPortal** located at the upper right hand corner of the web page
- Enter your Student No.@learner.hkuspace.hku.hk, then click **Next** button. You will then be required to enter your password to login the Learner Portal





(iv) Once logged in, click the “SCORE” button located at the upper left of the web page. You will then be directed to SCORE.



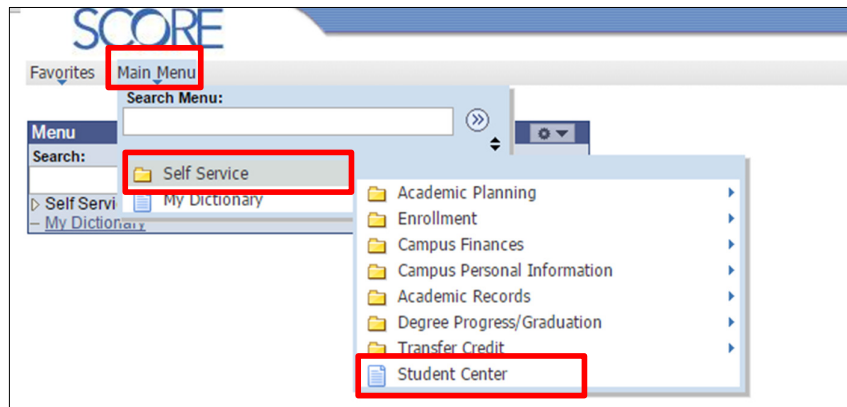
2. Generating an unofficial transcript in Student Center

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

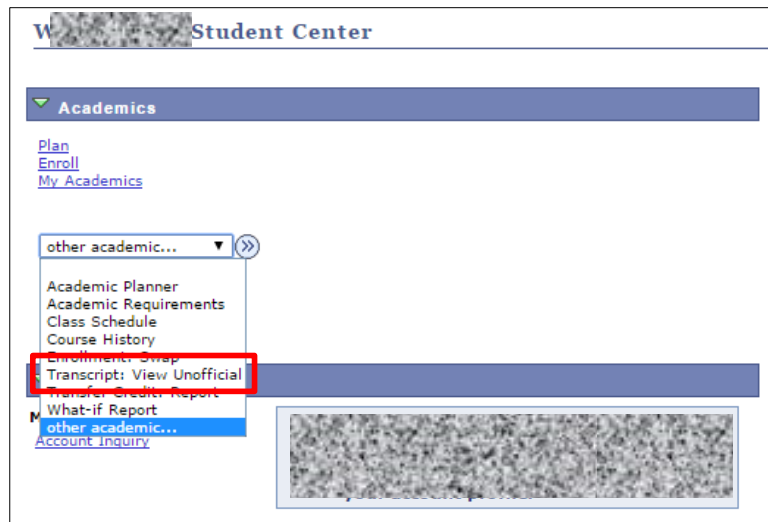


Appendix

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



(iii) You can generate your unofficial transcript via **Transcript: View Unofficial** in a dropdown menu under “Academics”.



(iv) You will then be directed to the page below:

1. Select **Academic Institution: HKU SPACE(incl. CC and HPSHCC)** and **Report Type: FT Unofficial (Eng)** from dropdown menu
2. Select **Academic Program** by clicking the magnifier button to choose your program
3. Click **view report**.

View Unofficial Transcript

Choose an institution and report type and press View Report

Step 1 Choose **HKU SPACE(incl. CC and HPSHCC)** & **FT Unofficial (Eng)**

Step 2 Choose your program of study by clicking this magnifier button

Step 3 Click **view report**

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

Report Type: FT Unofficial (Eng)

*Academic Program: HP507

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

Appendix

4. *The unofficial transcript is generated in PDF format and shown in the form of pop-up window. You can save a copy of it from SCORE if necessary. Please note that it is not a formal certificate of assessment results, you can apply for official transcript from the College Office if you need a formal certificate.*

Pop-up blocker settings

To view your unofficial transcript in SCORE, ensure pop-up windows are allowed in your browser. If you click "view report" under "View Unofficial Transcript" and it doesn't appear, adjust your pop-up blocker settings to allow pop-ups.

Enquiries

If you cannot log in to Learner Portal or SCORE, contact the IT Help of Information Technology Services, HKU SPACE at it.help@hkuspace.hku.hk.

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.