Guidelines for Retrieving CIE Student Number & Sign in to MyBU-Study

MyBU-Study (see Appendix 1) is a web-based system specially designed for students to check University and College e-announcements, view course enrollment, check timetables, update personal data and download the debit note for tuition fee payment, etc.

To access MyBU-Study, you are required to use your Student Number (available upon collecting your student card) to activate your New Student Account via the Single Sign On (SSOid) starting from 20 August 2015.

The steps for retrieving the Student Number are shown below:

- Go to the website: https://cie2.hkbu.edu.hk/student_no
- Enter your **HKID** or **Passport Number** and **Date of Birth**, and then click “Retrieve”
  - **HKID**: Enter your HKID Number (including the first alphabet (upper case) and the last digit in bracket) e.g. Z123456(7)
    
    *(For Hong Kong students)*
  
  - **Passport**: Enter your Mainland identity card or passport number
    
    *(For Mainland and non-local students)*
  
  - **Date of Birth**: Enter your Date of Birth (YYYYMMDD) e.g. 19971230

Please fill in the following information to retrieve your Student Number. (for new student only)

*For Mainland and non-local students, please enter your Mainland identity card or passport number in the input field "Passport".*

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 Retrieve | Close

i. Once you have retrieved your Student Number, you can set up your Single Sign On (SSOid) for IT Services, and your HKBU student email account. After that, you can sign in to MyBU-Study on the next day.

ii. Once you have retrieved your Student Number, you should go to the **SSOid Activation website** to activate your New Student Account via the SSOid for IT Services. The steps are listed below:

SSOid Activation website:  https://ssoid.hkbu.edu.hk/
(Please refer to the website and click “View Demo” for instruction of account activation.)
To verify your identity, please follow the steps below:

a. Enter your **Student Number** (e.g. 15678901)

b. Enter your **Date of Birth**

c. Select the **Identification Document Type*** (e.g. HKID)

*For Mainland and non-local students, please select “Passport No.”.

d. Enter your **Identification Number*** (HKID e.g. Z123456(7) → Z1234567)

*For Mainland and non-local students, please enter your Mainland identity card or passport number.
iii. Then, you can set up your **password** and **security passkey** for your SSOid and your account will be ready for use in a few minutes.

iv. You are advised to change your password **immediately** to protect your privacy.
Appendix 1 – MyBU-Study User Guide

About MyBU-Study

MyBU-Study is a system designed to support your study. You should check the information frequently to better manage the various aspects of your study.

There are 6 main pages on MyBU-Study and their functions are listed below:

1. My Notice
   You can find all College notices regarding special events, examinations, important deadlines and information, as well as policies and guidelines on this page. You are strongly recommended to check all these notices from time to time. You are also recommended to check HKBU e-Announcements regularly to keep yourself informed of the updated news in the University.

2. My Study
   You can complete your course registration and add/drop or change of section application via MyBU-Study. You may also view your course enrollment record and graduation checklist, and print your academic report, semester and examination timetable. Please note that the course registration and add/drop or change of section applications are only available during the designated period. You can also view the Student Handbook and College regulations, and download various application forms on this page.

3. My Learning Tools
   You can link to some useful resources benefit to learning, including SCE Moodle, English Support Service and Applied Chinese self-learning resource data bank.

4. My University Life
   You can view your University activities fulfillment related to graduation on this page. You should make sure the online tutorial on Academic Integrity and the Library Workshop are completed in order to fulfil the graduation requirements.
   
   You can also check the Co-curricular Learning (CCL) on this page. CCL courses are provided by the university departments as well as the CIE and are open to all students. CCL strives to promote student learning through means of non-formal educational modes including seminars, campus events, workshops, and experiential learning activities.

5. My Services
   You can view and update your personal particulars and emergency contact information on this page. Your official record in the College will automatically be updated and you will receive an email confirmation in your university mailbox once the changes have been made. You can also change your password on this page. Again, an email confirmation will be sent automatically to your university mailbox once the change has been made. You can also see the services provided by the University.

6. My Finance
   You can print your debit note for the tuition fee payment and payment instruction, and download the payment receipts on this page. You can also check the information on the application for bursary, grant & loan, scholarship and Continuing Education Fund.
Logout
You are strongly advised to logout the system to protect your privacy after you have finished using MyBU-Study.