

**Hong Kong Baptist University**  
**School of Continuing Education**

**Diploma of College Foundation**  
**Studies**

**Quick IT User Guide for New Students**

**2025-26 August**



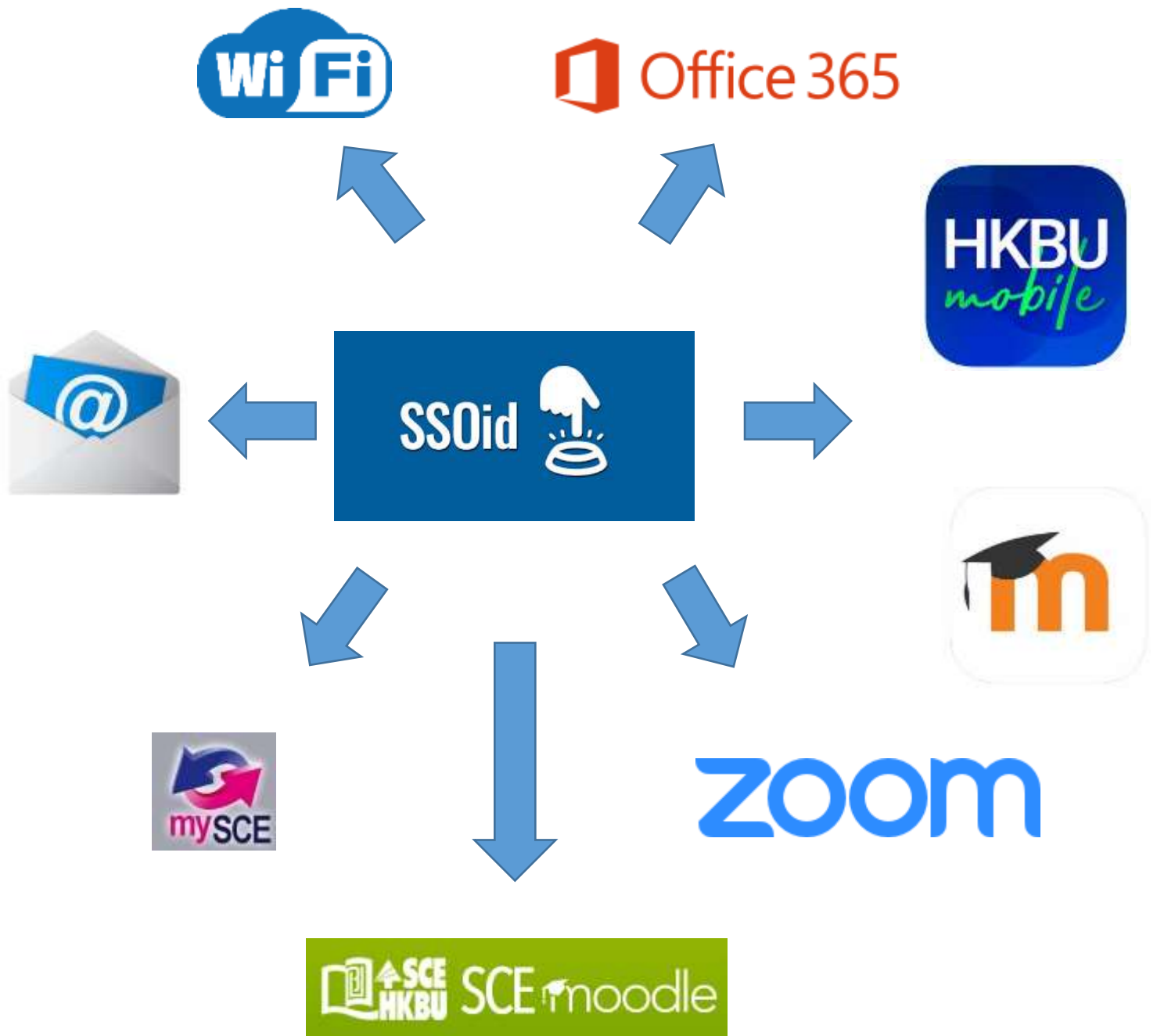
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## 1. Your SSOid Account 你的 SSOid 登入帳戶

Single Sign On user id (SSOid) is created for students to sign in to the U-wide IT services using one set of login credentials. You can enjoy the following IT services with a valid SSOid account:

學員會獲得一組單點登入帳戶 (SSOid)，此帳戶可用於登入我們的大學資訊科技服務。你可以使用 SSOid 嚮用以下服務：



## 1.1 New Student Account Activation (SSOid) 啟動新生單點登入帳戶

Please access the following link for activating your student account:

請到以下網址啟動新生帳戶：

<https://ssoid.hkbu.edu.hk>

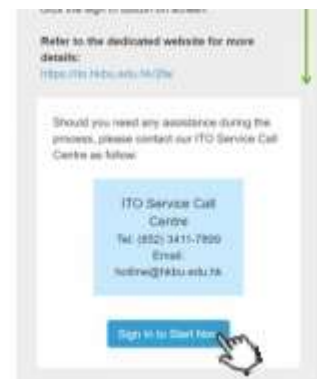


## 1.2 Duo Two-factor Authentication (2FA)

Two-factor Authentication (2FA) is an enhancement to the security of your SSOid by adding a simple step to the sign in process to validate your identity when you access certain HKBU IT resources.

兩步驗證 (2FA) 增強了 SSOid 的安全性，它在登錄過程中添加了一個簡單的步驟，以便你生使用浸大資源時驗證你的身份。

Register Your First Mobile Device Using Smartphone



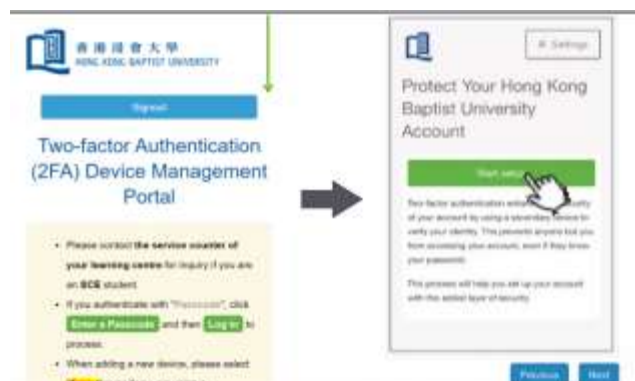
1. Search and install 'Duo Mobile' on your smartphone from [App Store](#), [Google Play](#) or download the APK [here](#) directly for Android device.  
請用的手機到 [App Store](#)、[Google Play](#) 搜索並安裝“Duo Mobile”或直接在此[此處](#)下載適用於 Android 的 APK。

2. Go to Device Management Portal (<https://iss.hkbu.edu.hk/buam/DuoReg>), scroll down to the lower part and click 'Sign In to Start Now'.  
前往 Device Management Portal (<https://iss.hkbu.edu.hk/buam/DuoReg>)，向下滾動至下方並點擊“Sign In to Start Now”。



3. Enter your 'SSOid' and password (on NEXT page). If you're using non-HKBK networks, you need to answer Security Question after that.  
Tips: 'SSOid' is staff username/student number (not email address)

輸入你的 'SSOid' 及密碼 (在下一頁)。如你是用非浸大網絡，你需要輸入保險問題  
提示：SSOid 是你的學生證號碼(不是電郵地址)

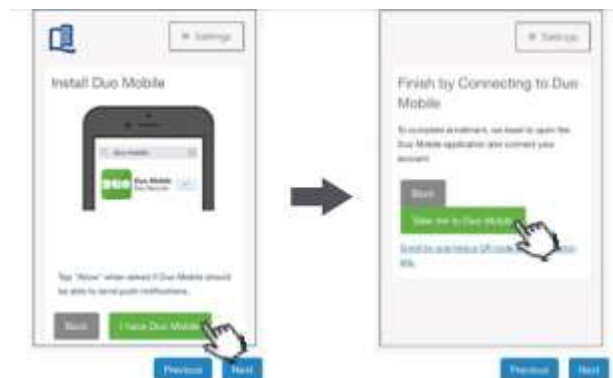


4. Upon successful verification, scroll down and click 'Start setup'.

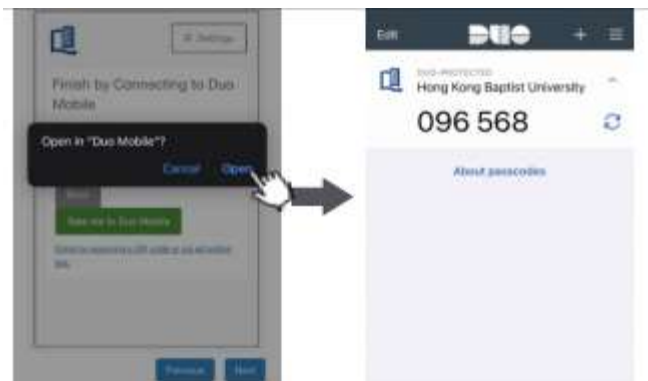
驗證成功後，向下滾動並點擊 "Start setup"。



5. Select 'Tablet' (even if you're using a smartphone) and click 'Continue'.  
選擇 'Tablet' (就算你用使的是智能電話) 並按 'Continue'



6. Click 'I have Duo Mobile'.  
Click 'Take me to Duo Mobile'.  
點擊 'I have Duo Mobile'  
點擊 'Take me to Duo Mobile'



7. Click 'Open' to complete the registration on your smartphone.

Tips: Keep it on your smartphone for future logins.

點擊‘開啟’經智能電話完成註冊手續



9. You will see the list of your registered 2FA device(s) and click 'Confirm'.

你會見到上面之版面，如正確請點擊‘Confirm’



8. Swipe back to the portal and click 'Next'.

返回之前的版面並點擊‘Next’



10. Scroll up and click 'Sign out' to complete the registration. Refer <https://ito.hkbu.edu.hk/2fa/> for more details.

向上滾動並點擊“退出”以完成註冊。其他詳情請參閱 <https://ito.hkbu.edu.hk/2fa/>。

### 1.3 Change your password 更改密碼

You should change your password regularly.

你應該定期更改密碼。

Please access the following link for changing your SSOid password:

請到以下網址更改你的 SSOid 密碼：

<http://www.hkbu.edu.hk/setpass>

Input your SSOid (i.e. student number), your existing password and your new password.

依指示輸入你的 SSOid (即你的學生編號)、你原來密碼及新密碼。

The screenshot shows the 'Change SSOid Password' page of Hong Kong Baptist University. At the top left is the HKBU logo and name. The main heading is '更改單點登入帳戶(SSOid)密碼'. To the right, a progress bar shows three steps: '步驟 1' (Step 1), '步驟 2' (Step 2), and '步驟 3' (Step 3). Below the progress bar is a '事項' (Notice) dropdown menu. The main form area has two input fields, each preceded by a key icon. The first field is labeled '新的單點登入帳戶 (SSOid) 密碼' (New SSOid Password) and the second is '再次輸入新密碼' (Re-enter new password). On the left side of the form, a grey box lists password rules: '密碼必須符合以下全部規則:' (Password must meet all the following rules:), followed by five checked items: '✓ 長度在8至14個字符之間' (Length between 8 and 14 characters), '✓ 包含大寫字符' (Contains uppercase letters), '✓ 包含小寫字符' (Contains lowercase letters), '✓ 包含數目字符' (Contains numbers), and '✓ 包含有以下其中一個特殊符號: !~\_@ (不接受其他特殊符號)' (Contains one of the following special characters: !~\_@ (Other special characters are not accepted)). At the bottom right are two buttons: '離開' (Leave) and '遞交' (Submit).

#### [Important] 重要

Pay attention to the rules when setting a new password.

在設定新密碼時注意有關規則

## 1.4 Forget your password 忘記密碼

Please access the following link if you forget your SSOid password:

如忘記你的 SSOid 密碼，請到以下網址：

<https://iss.hkbu.edu.hk/buam/resetSSOidpwd>

Step 1: Follow the instructions above to input your SSOid, Date of Birth, ID number and the verification code.

依指示輸入你的單點登入帳戶 SSOid (即你的學生編號)、出生日期、香港身份證號碼及驗證碼。

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

### 重設職員和學生單點登入帳戶 (SSOid) 密碼

你須要向我們提供一些個人資料以核實身份。

如你是浸會大學的校友，請 [按此](#) 重設你的密碼。

單點登入帳戶 (SSOid)

|

(請省略 @hkbu.edu.hk / @life.hkbu.edu.hk)

出生日期 (ddmmyyyy)

香港身份證號碼

識別號碼 (首五位英文字母及數字)

香港身份證號碼 e.g.: A1234xx(x) -> A1234

驗證碼

(4個字符，不區分大小寫)

下一步

Step 2: Please choose the way to validate your identity.

選擇認證你身份的方法。

The screenshot shows the Hong Kong Baptist University logo and the title "重設職員和學生單點登入帳戶 (SSOid) 密碼". A progress bar at the top right indicates three steps: Step 1 (completed), Step 2 (current), and Step 3. Below the title, the instruction "請選擇認證您身份的方法：" is followed by two radio button options: "Duo雙重認證" (selected) and "回答保安問題". At the bottom right, there are two buttons: "返回" (Return) and "下一步" (Next Step).

Step 3: Set up your NEW SSOid password.

設定你的新 SSOid 密碼。

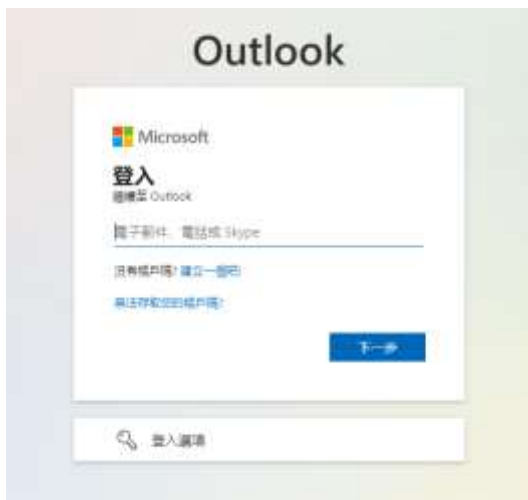
The screenshot shows the same header and progress bar as Step 2, but Step 2 is now completed and Step 3 is the current step. The instruction "請輸入你的新單點登入帳戶 (SSOid) 密碼。" is displayed. On the left, a grey box lists password requirements: "密碼必須符合以下全部規則:" followed by five checked items: "長度在8至14個字符之間", "包含大寫字符", "包含小寫字符", "包含數目字符", and "包含有以下其中一個特殊符號: !~\_@ (不接受其他特殊符號)". On the right, there are two password input fields with key icons, labeled "新的單點登入帳戶 (SSOid) 密碼：" and "再次輸入密碼". At the bottom right, there are two buttons: "離開" (Leave) and "遞交" (Submit).

## 2. Access your HKBU Emails 浸會大學電郵

HKBU Email service makes use of Outlook offered by Microsoft Office 365 (O365). You may also set up your mailboxes at various devices, e.g. iPhone, Android etc. 浸大電子郵件服務使用由 Microsoft Office 365 (O365) 服務提供的 Outlook。你也可以在各種設備上設定郵箱，例如 iPhone，Android 等。

### 2.1 Login via Outlook 經 Outlook 登入

Please log in to HKBU Email via outlook.com or [Outlook Mobile App](#):  
請到以下網址登入浸會大學電郵：  
<https://outlook.office.com/mail/>



Email: SSOid@life.hkbu.edu.hk (e.g. 24XXXXXX@life.hkbu.edu.hk)

Password: your SSOid Password

### 3. MySCE

MySCE is a student information system where you manage your study. You can read the school's notices, your timetable and exam schedule, download forms and handbooks, check your grades, etc. Please log in to MySCE regularly to check the latest information.

MySCE 是一個管理你的學習過程的學生資訊系統。你可以在此獲取學校通告、上課時間表、考試時間表、下載表格及手冊、考試成績等。請定期登入 MySCE 檢查最新資訊。

#### 3.1 Login to MySCE. 登入 MySCE

Please log in to mySCE using your SSoid:

請使用你的 SSoid 登入 mySCE：

<https://mysce.hkbu.edu.hk/>

#### 3.2 Notice Board 報告板

Students can read the school's updated information, notices and activities.

學員可在此獲取學院之最新資訊及活動。



### 3.3 Class Timetable 上課時間表

Students can read and download the updated class timetable.

學員可在此獲取及下載最新上課時間表。



香港浸會大學持續教育學院  
SCHOOL OF CONTINUING EDUCATION  
HONG KONG BAPTIST UNIVERSITY

大專基礎教育文憑  
Diploma of College Foundation Studies

CLASS TIMETABLE

CLASS TIMETABLE

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上課時間表  
Timetable

	檔案名稱 File Name	最後更新日期 Last Updated
<a href="#">Class A</a>	<a href="#">2022-23 Term 2 Timetable (Class A)</a>  	22 Feb 2023
<a href="#">Class B</a>	<a href="#">2022-23 Term 2 Timetable (Class B)</a>  	11 Apr 2023
<a href="#">Class C</a>	<a href="#">2022-22 Term 2 Timetable (Class C)</a>  	22 Mar 2023
<a href="#">Class D</a>	<a href="#">2022-23 Term 2 Timetable (Class D)</a>  	22 Mar 2023
<a href="#">Class E</a>	<a href="#">2022-23 Term 2 Timetable (Class E)</a>  	17 Mar 2023
<a href="#">Class F</a>	<a href="#">2022-23 Term 2 Timetable (Class F)</a>  	20 Mar 2023

### 3.4 Examination Timetable & Regulations 考試時間表及規則

Students can read the examination timetable & regulations.  
學員可在此獲取考試時間表及規則。

The screenshot shows the 'EXAMINATION' page of the HKBU SCE website. The header includes the HKBU logo, 'SCE' (School of Continuing Education), and 'Diploma of College Foundation Studies'. A pink sidebar on the left contains a menu with items like HOME, NOTICE BOARD, CLASS TIMETABLE, EXAMINATION, COURSE ENROLLMENT, PERSONAL DATA, CHANGE PASSWORD, DOWNLOAD AREA, SITE MAP, CONTACT US, and LOGOUT. The main content area is titled 'EXAMINATION' and features a list of recent notices with dates and links to exam-related documents.

Date	Notice Title	Link
16 Jun 2023	2022-23 DCFS Term 2 Make-up and Supplementary Exam notice	<a href="#">View</a>
14 Apr 2023	2022-23 DCFS Term 2 Exam notice	<a href="#">View</a>
10 Feb 2023	2022-23 DCFS Term 1 Make-up and Supplementary Exam notice	<a href="#">View</a>
9 Dec 2022	Precautionary Measures for In-person Invigilated Examinations	<a href="#">View</a>
9 Dec 2022	2022-23 DCFS Term 1 Exam notice	<a href="#">View</a>
5 Sep 2022	Social Examination Arrangement	<a href="#">View</a>

### 3.5 Download Area 下載

Students can download important forms and student handbooks.  
學員可在此下載有用的表格及學生手冊。

The screenshot shows the 'DOWNLOAD AREA' page of the HKBU SCE website. The header is similar to the previous page. The sidebar menu is the same. The main content area is titled 'DOWNLOAD AREA' and features a table of downloadable forms and handbooks. The table has two columns: '檔案名稱 / File Name' and '最後更新日期 / Last Updated'.

檔案名稱 / File Name	最後更新日期 / Last Updated
<a href="#">Student Handbook (Part II)</a>	8 Sep 2022
<a href="#">Student Handbook (Part I)</a>	8 Sep 2022
<a href="#">IT User Guide</a>	29 Aug 2022
<a href="#">DCFS Academic Calendar 2022-23</a>	29 Aug 2022
<a href="#">Declaration of Student's Own Work</a>	29 Aug 2022
<a href="#">Application for Defer Payment of Tuition Fee</a>	29 Aug 2022
<a href="#">Application for Re-assessment of Academic Result</a>	29 Aug 2022

### 3.6 Course Enrollment 課程註冊

Students can check the enrollment record and course results, and download the debit note and receipt.


學員可在此參閱課程資訊、成績、下載繳費通知書及收據。



## Course Enrollment record 修讀科目紀錄

Students can check the enrollment record and grades.

學員可在此參閱修讀科目紀錄及成績。



香港浸會大學持續教育學院  
SCHOOL OF CONTINUING EDUCATION  
HONG KONG BAPTIST UNIVERSITY

大專基礎教育文憑  
Diploma of College Foundation Studies

COURSE ENROLLMENT

01 August, 2023

**COURSE ENROLLMENT**

**Course Enrollment Record**

HOME

NOTICE BOARD

CLASS TIMETABLE

EXAMINATION

PERSONAL DATA

CHANGE PASSWORD

DOWNLOAD AREA

SITE MAP

CONTACT US

LOGOUT

[Friendly Print](#)

**Student No.:**  
**Student Name:**  
**Programme:** Diploma of College Foundation Studies  
**Stream:**

**Course Enrollment Record**

**January 2023 - June 2023**

Course Code	Course Title	Unit	Grade	Remarks	Attendance
DFS1912	English Enhancement Workshop II		-		40% (as of 14/03 11:30)
DFS3102	Integrated English Skills II	10	D	UA*	67% (as of 08/05 09:26)
DFS3103	English in Daily Life	10	B		71% (as of 08/05 11:34)
DFS3201	Quantitative Analysis and Application	10	F	UA*	57% (as of 11/05 17:45)
DFS3401	English Language Test Preparation	2	D		96% (as of 11/05 17:47)

\*Unsatisfactory Attendance

(This is not an official document)

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**September 2022 - December 2022**

Course Code	Course Title	Unit	Grade	Remarks	Attendance
DFS1911	English Enhancement Workshop I		-		60% (as of 22/11 10:41)
DFS3101	Integrated English Skills I	10	D		77% (as of 05/01 16:58)
DFS3104	English Grammar in Use	10	D		73% (as of 05/01 09:50)
DFS3202	General Mathematics	10	D	UA*	67% (as of 06/01 10:19)
DFS3301	Personal Development Workshop	10	B		82% (as of 24/11 17:36)
DFS3406	Introduction to Sports Coaching	2	C		79% (as of 06/01 10:20)

\*Unsatisfactory Attendance

(This is not an official document)

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Data as of 01 August, 2023

## Download Debit Note and Official Receipt 下載繳費通知書及收據

To download the **Debit Note or Official Receipt**, please click “**COURSE ENROLLMENT**” then click “**Print Debit Note**” or “**Print Official Receipt**”.

下載繳費通知書及收據, 請按“**COURSE ENROLLMENT**”然後按“**Print Debit Note**” 或 “**Print Official Receipt**”。



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SCHOOL OF CONTINUING EDUCATION  
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大專基礎教育文憑  
Diploma of College Foundation Studies

COURSE ENROLLMENT

01 August, 2023

COURSE ENROLLMENT

Print Debit Note

HOME

NOTICE BOARD

CLASS TIMETABLE

EXAMINATION

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CHANGE PASSWORD

DOWNLOAD AREA

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Debit Note No.	Description	Amount	Due Date	Print Debit Note	Print Official Receipt
231234567890000	Late Penalty	\$100.00	10 January, 2023		<a href="#">Print</a>
230001234567890	Tuition Fee	\$21,500.00	14 December, 2022		<a href="#">Print</a>
771134567890000	Tuition Fee	\$21,500.00	28 July, 2022		<a href="#">Print</a>

Note: By default browsers will add the date, page number and URL to any page printed from the Internet. If you don't want text at the top and bottom of the printables on this site, please disable **Print Headers and Footers** in your browser.

## 4. SCE Moodle – e-Learning Platform

HKBUSCE Moodle is a collaborative environment to facilitate the use of innovative technology for teaching, learning and research among course instructors and students. Students can get learning materials and submit assignments through HKBUSCE Moodle.

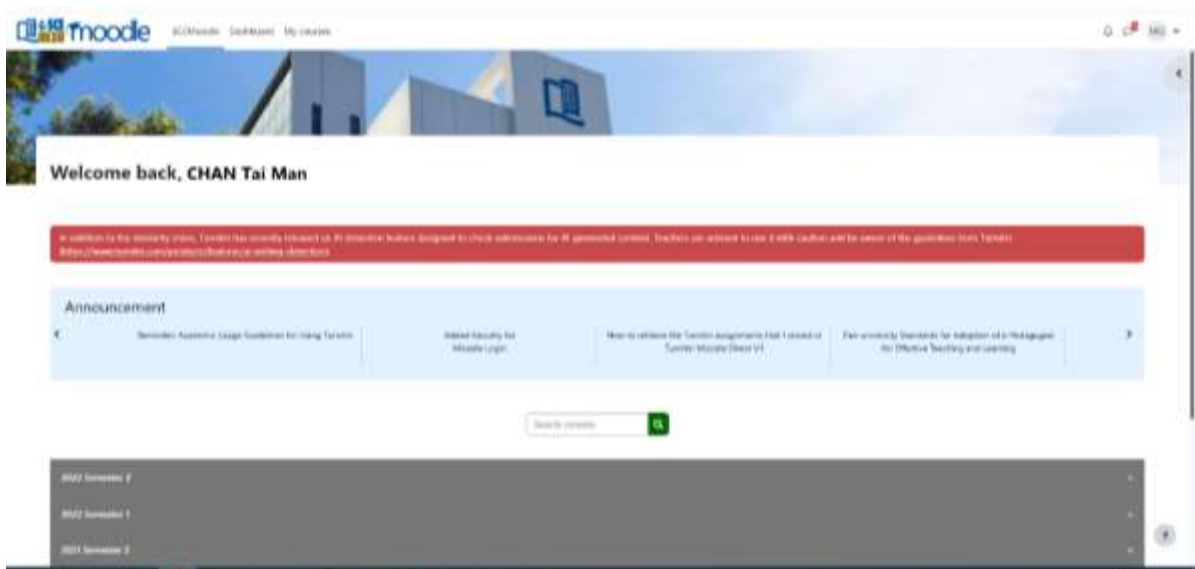
HKBUSCE Moodle 是一個協作平台，以創新技術幫助課程講師和學生在教學，學習和研究方面加強溝通。學生可以獲取學習材料，亦可通過 HKBUSCE Moodle 提交作業。

### 4.1 Login to SCE Moodle 登入 SCE Moodle

Please log in to SCE Moodle using your SSoid:

請使用你的 SSoid 登入 SCE Moodle：

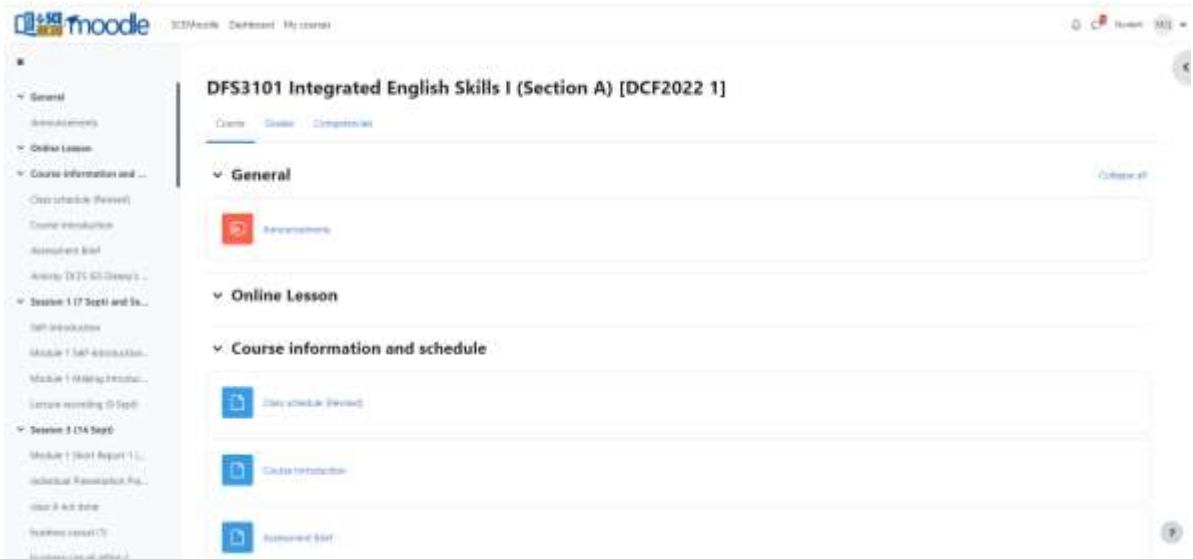
<https://scemoodle.hkbu.edu.hk/>



## 4.2 Browse the Course Rooms 瀏覽課室

Students can download course materials, submit assignments and send messages to instructors and classmates here.

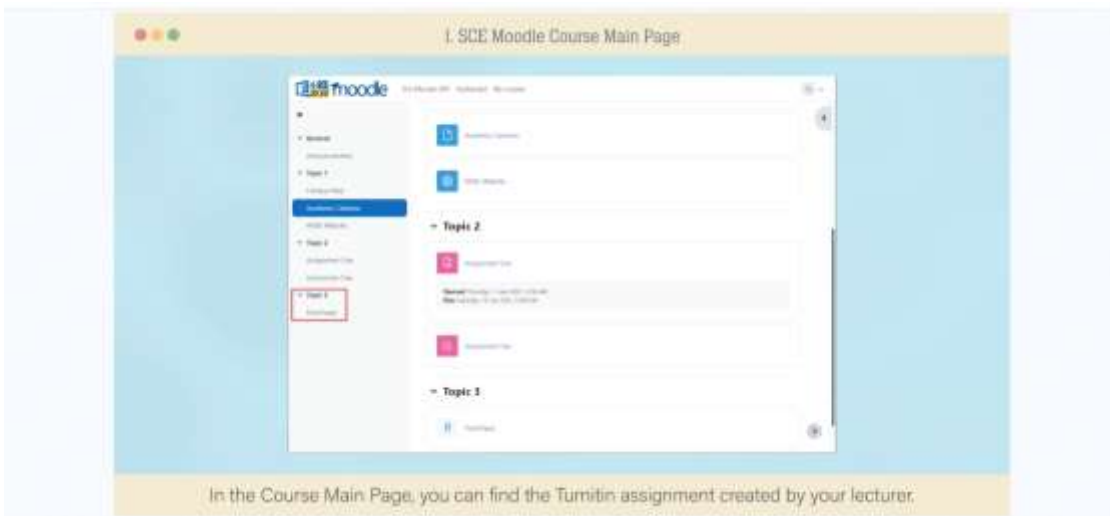
學員可在此下載課程講義、提交功課及發訊息給導師和同學。

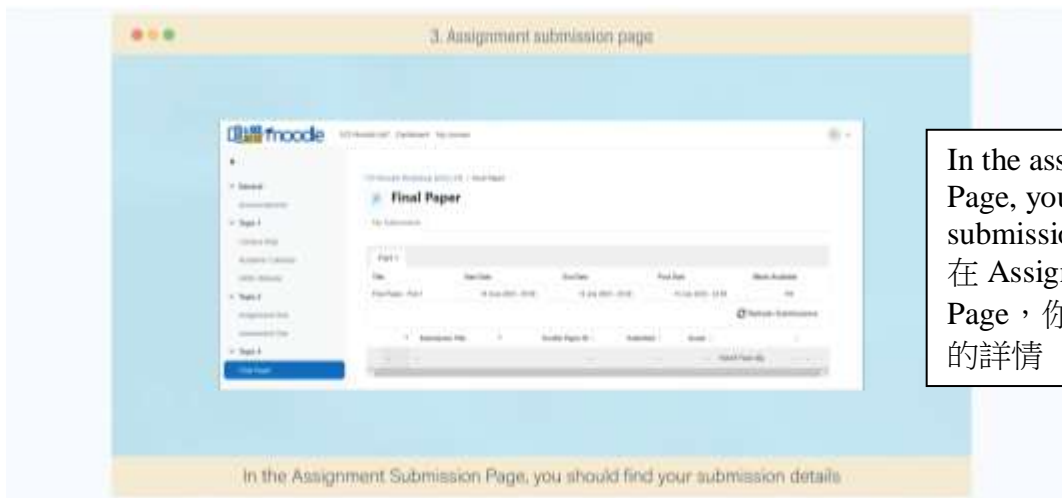


## 4.3 Submit an assignment 繳交作業

Student can submit your assignment via Moodle. Student can find the Turnitin Assignment created by your Lecturer in Main Course Page.

學員可透過 Moodle 繳交作業。學員可於 Main Course Page 內找到老師建立的“Final Paper (Turnitin Assignment)”

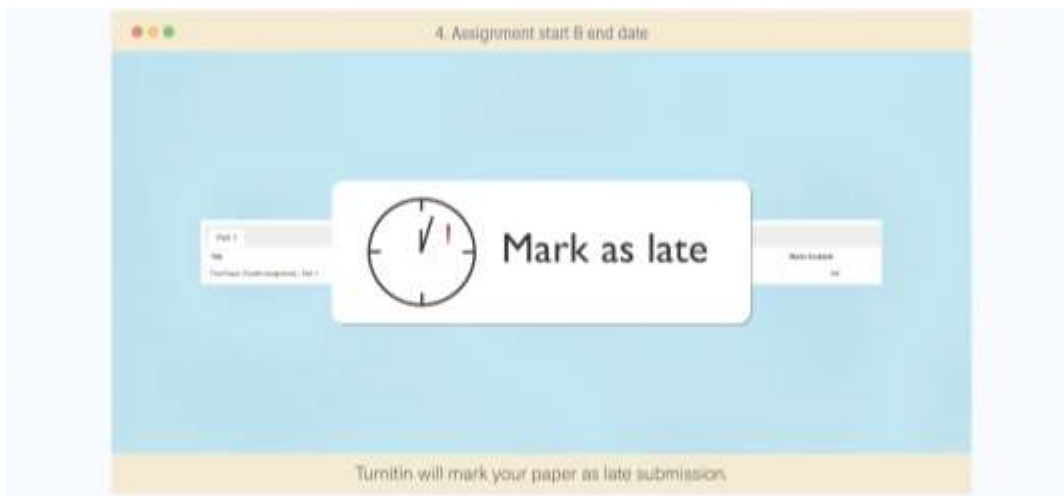
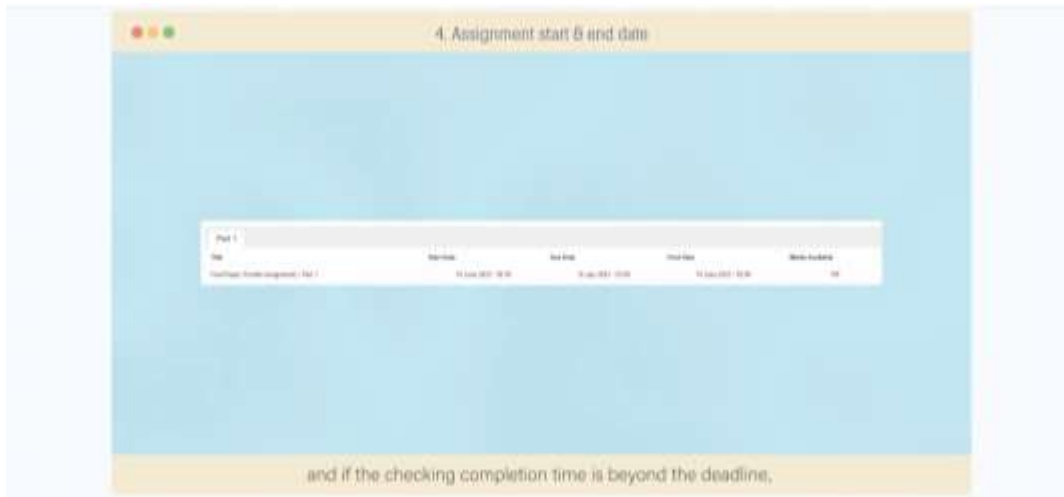




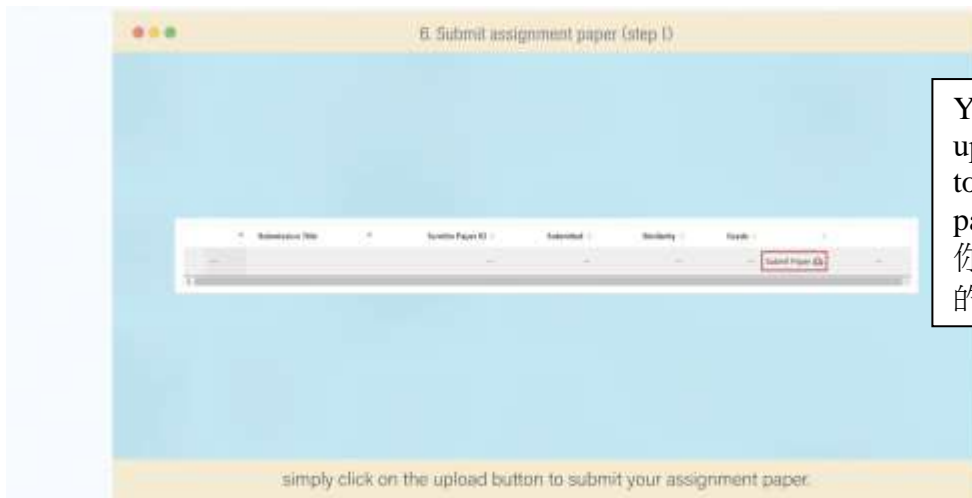
In the assignment Submission Page, you should find your submission details  
在 Assignment Submission Page, 你可以見到繳交作業的詳情



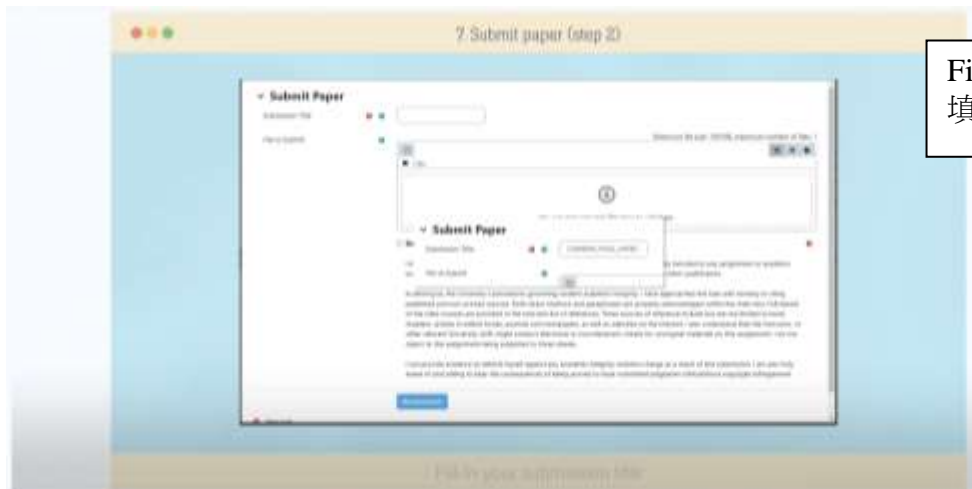
It is important to note that Turnitin needs considerable amount of time to check your paper and if the checking completion time is beyond the deadline, Turnitin will mark your paper as late submission.  
需要注意的是，Turnitin 需要一段時間來檢查你的作業，如果檢查完成時間超過截止日期，Turnitin 會將你的作業標為逾期提交。



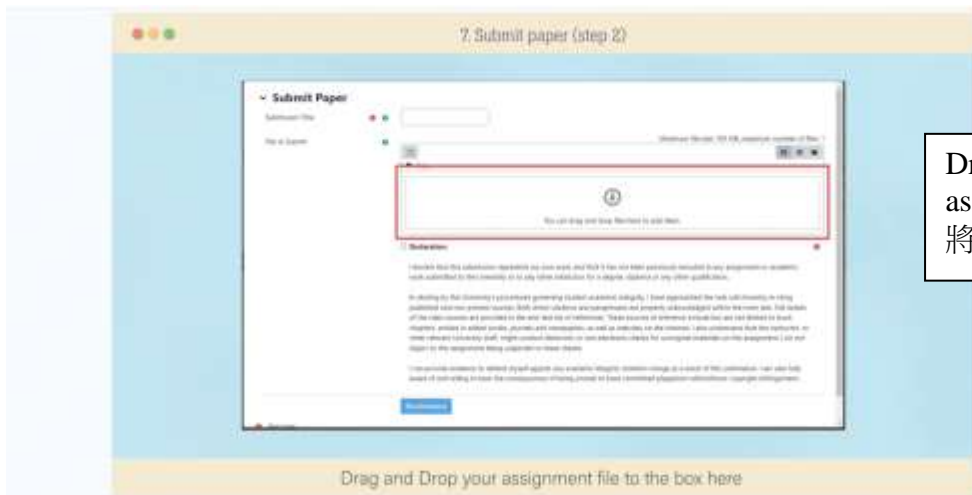
Therefore, you are reminded to submit your assignment at least 5 minutes before the submission deadline indicated by the due date. 因此，我們提醒你，最少需要在截止日期所示的提交截止日期前 5 分鐘提交作業。



You simply click on the upload button “Submit Paper” to submit your assignment paper  
你只需要點擊 “Submit Paper” 的按鍵，以繳交你的作業。



Filling submission title  
填寫作業的主旨



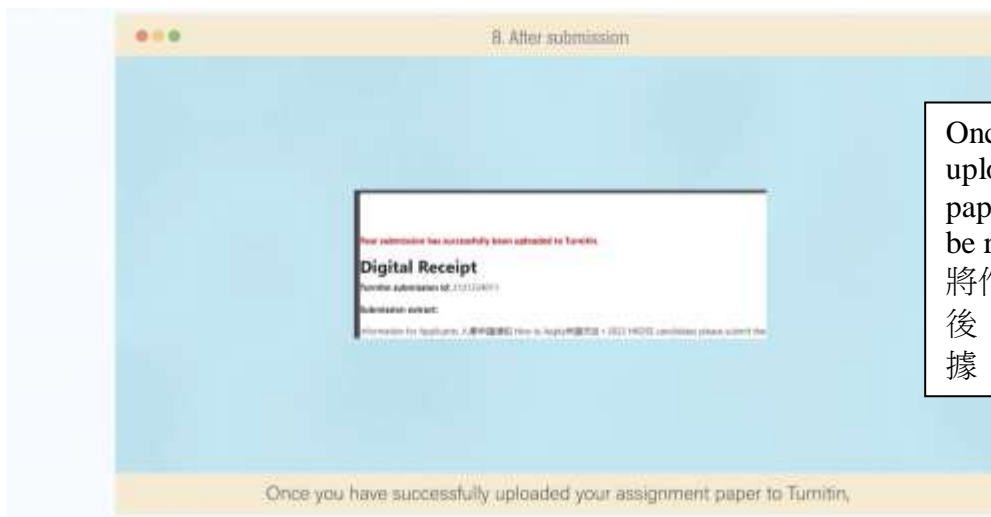
Drag and Drop your assignment file to the box.  
將作業文件拖到框中



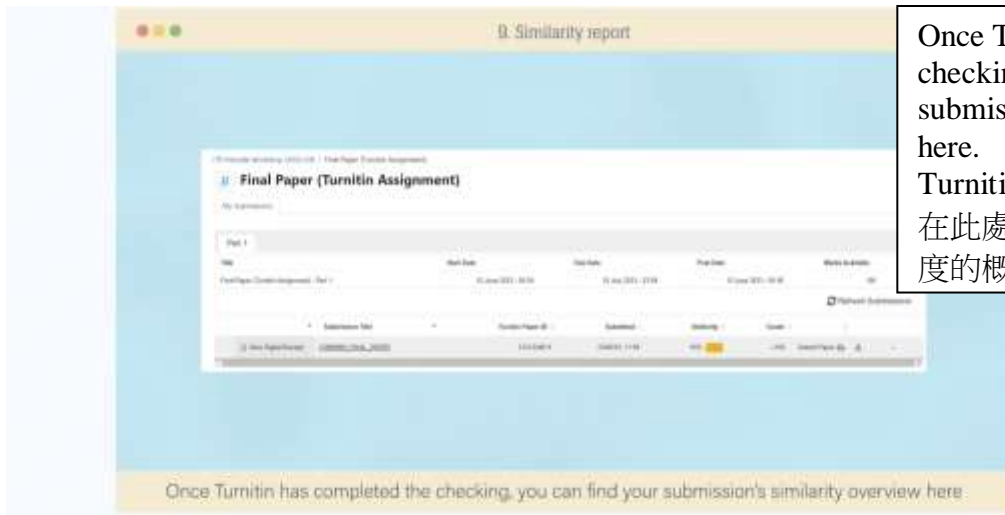
Once the file is uploaded successfully, you should see your uploaded file icon here. 當你上載你的作業檔案後，你會在這裡看到你的檔案文件的標誌。



Read the declaration and check the checkbox  
細閱相關聲明書及點擊有關方格



Once you have successfully uploaded your assignment paper to Turnitin, you should be received a digital receipt 將作業成功上傳到 Turnitin 後，你將會收到一張電子收據



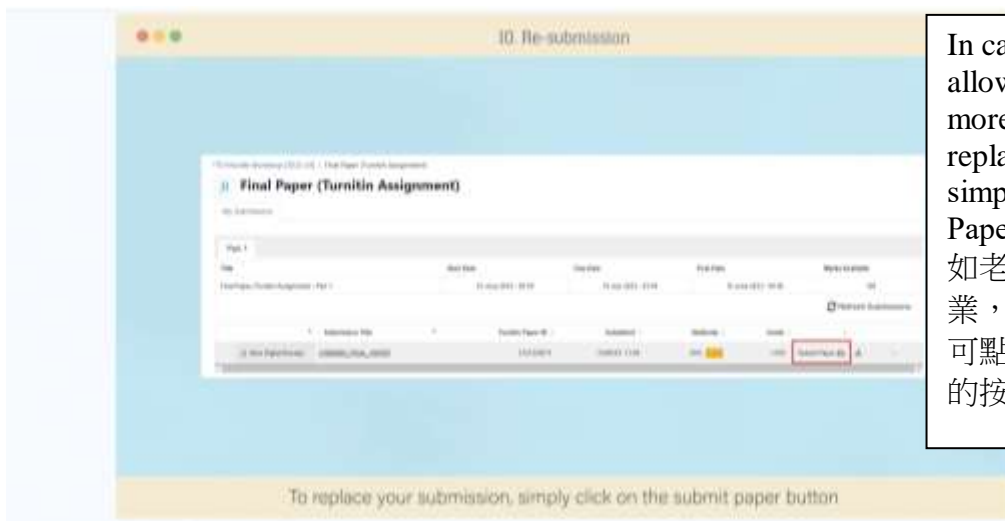
Once Turnitin has completed the checking, you can find your submission similarity overview here.

Turnitin 完成檢查後，你可以在此處看到該作業的有關相似度的概述



A full Turnitin similarity report looks like this

Turnitin 相似度的報告會是這樣



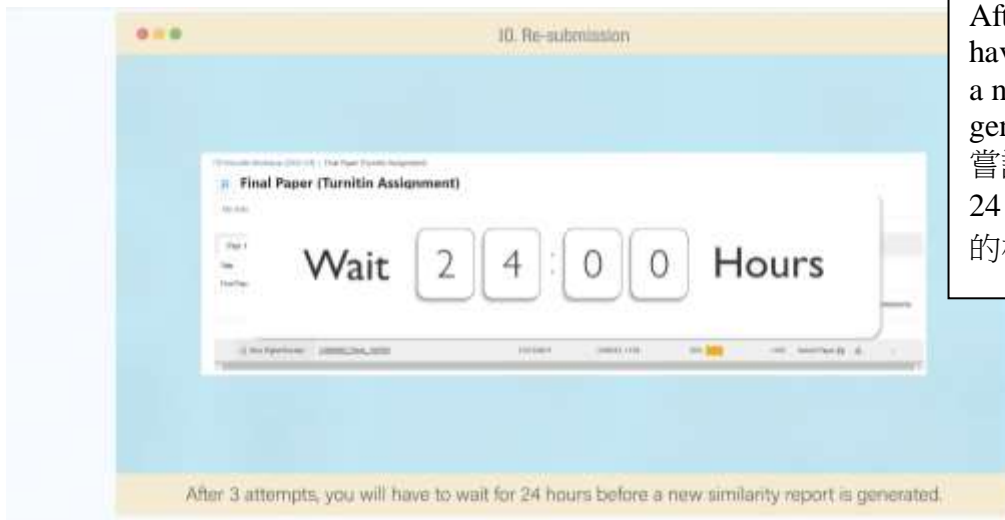
In case your Lecturer may allow to submit your paper more than once, you may replace your submission, simply click on the “Submit Paper” button

如老師容許你重新繳交作業，要重新繳交你的作業，可點擊這裡“Submit Paper”的按鍵。



Please note that for the first 3 resubmission attempts, Turnitin will generate the similarity report immediately.

請注意，學員可嘗試 3 次重新提交，Turnitin 將立即發出相似性報告。



After 3 attempts, you will have to wait 24 hours before a new similarity report is generated.

嘗試 3 次後，你必須等待 24 小時後 Turnitin 才會有的相似性報告產生。

For details, you may click the following link to refer to the video – Use of Moodle (Anti-Plagiarism Checking on SCE Moodle):

詳情請點擊以下連結，以參閱「Use of Moodle (Anti-Plagiarism Checking on SCE Moodle)」的影片。

<https://vod02.hkbu.edu.hk/video/file/v.php?f=ito/moodle/Anti-Plagiarism-Checking-on-SCE-Moodle.mp4>

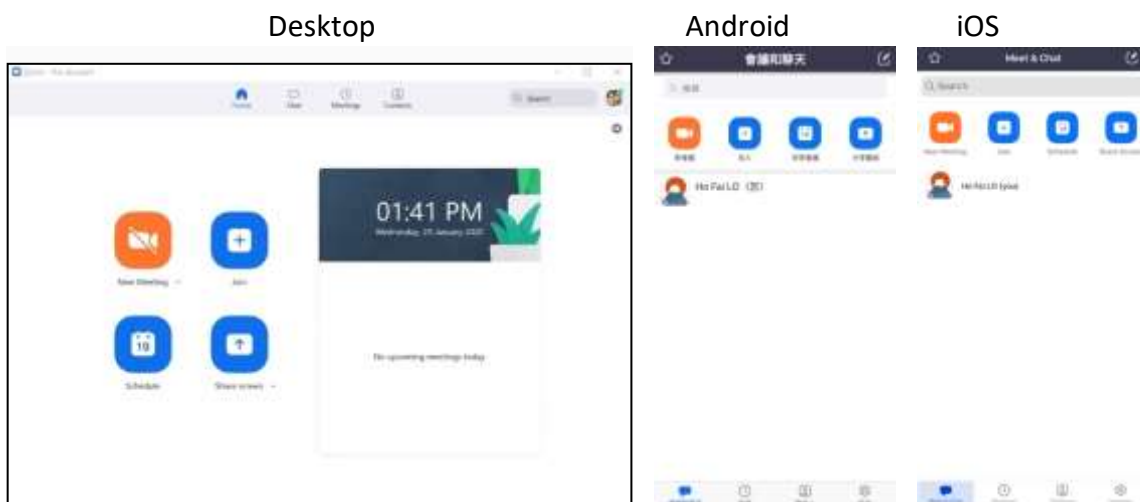
## 5. HKBU Zoom – Synchronous Online Classes

### 5.1 Sign in to HKBU Zoom

1. Install [Zoom Desktop Client](#) onto your computer or **Zoom Cloud Meetings** app onto your mobile phone.  
在電腦上安裝 [Zoom Desktop Client](#) 或在手機上安裝 **Zoom Cloud Meetings** 應用程式。
2. Please sign in to HKBU Zoom using your SSOid:  
請使用你的 SSOid 登入 HKBU Zoom :  
<https://hkbu.zoom.us/>



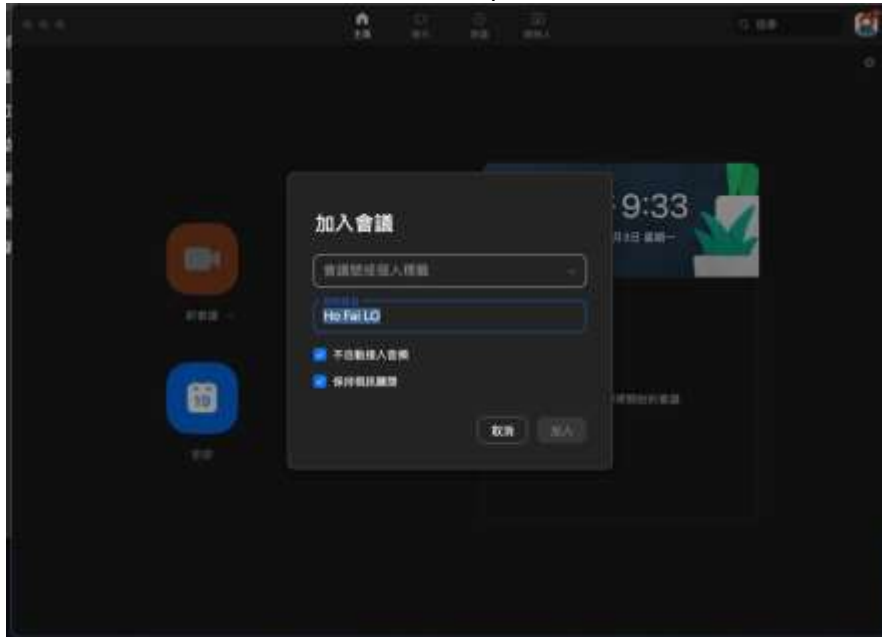
3. After signing in, you will see the **Home** tab, where you can click these options:  
登錄後，你會看到主頁內以下之選項：



## 5.2 Join a Zoom Meeting 加入會議

1. Click “Join”.  
按“加入”。
2. Input the Meeting ID to join the meeting.  
輸入會議號加入會議。

Desktop



Android



iOS



**\*Please use your FULL NAME. Otherwise, instructors may not count your attendance.**  
請使用你的英文全名，否則導師有可能不能確認你的課堂出席率。

### 5.3 Schedule a Zoom Meeting 排程會議

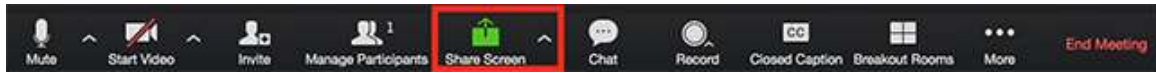
1. Click “Schedule”.  
按“安排會議”。
2. Students can set the meeting title, date, time, duration and Meeting ID.  
學員可在此設定主題、日期、時間、會議 ID。



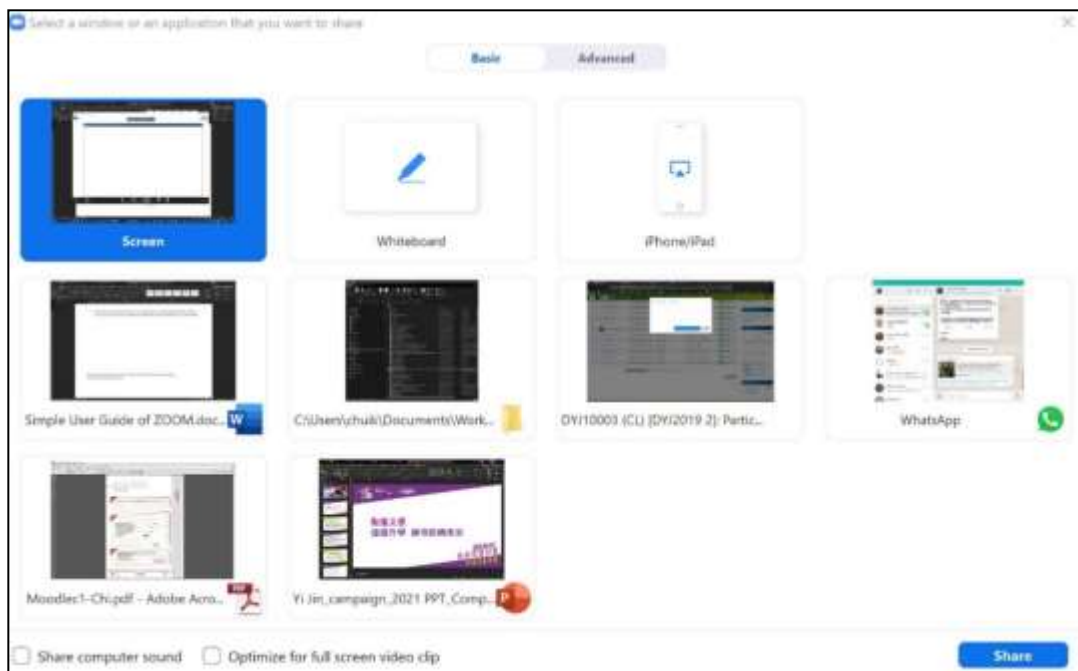
取消	安排會議	完成	Cancel	Schedule Meeting	Done
Ho Fai LO's Zoom Meeting			Ho Fai LO's Zoom Meeting		
日期	3/8/2020 >		Starts	Today at 23:00 >	
開始	23:00 >		Duration	1 hour >	
結束	23:30 >		Time Zone	Hong Kong >	
時區	GMT+8:00, 香港標準時間 >		Repeat	Never >	
重複	永不 >		Calendar	iCalendar >	
使用個人會議 ID (PMI)	<input type="checkbox"/>		Use Personal Meeting ID	<input type="checkbox"/>	
771 125 6010			771 125 6010		
如果啟用此選項，您在此更改的會議選項將應用於使用您個人會議 ID 的所有會議。			If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID		
密碼			PASSWORD		
會議密碼	<input checked="" type="checkbox"/>		Require Meeting Password	<input checked="" type="checkbox"/>	
密碼	272215		Password	053284	
會議選項			MEETING OPTIONS		
會議主持人視訊開啟	<input type="checkbox"/>		Host Video On	<input type="checkbox"/>	
啟用與會者視訊	<input type="checkbox"/>		Participant Video On	<input type="checkbox"/>	
音訊選項	電話和裝置音訊 >		Audio Option	Telephone and Device Audio >	
中國香港 和 美國			Enable Waiting Room	<input checked="" type="checkbox"/>	
			Advanced Options		

## 5.4 Share your screen 共享你的屏幕

1. Click the **Share Screen** button located in your meeting controls.  
點擊會議控件中的共享屏幕按鈕。



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer (e.g. PowerPoint or pdf file), the desktop, a [whiteboard](#), or an [iPhone/iPad](#).  
選擇要共享的屏幕。你還可以選擇電腦內已打開的應用程式（例如 PowerPoint 或 pdf 文件），桌面，白板或 iPhone / iPad。



3. Select the screen you want to share and click **Share**.  
選擇要共享的屏幕，然後點擊共享。
4. While sharing, you can use the annotate tools to highlight your document.  
共享時，你可以使用註釋工具突出顯示你的文檔。



Need more help and video instructions? Please visit the official support website. 需要更多幫助和視頻說明嗎？請點擊進入官方網站：<https://support.zoom.us/hc/en-us>

## 6. Useful Apps 有用的應用程式

### HKBU Mobile



**iOS:**

<https://itunes.apple.com/hk/app/hkbu-mobile/id1459974346>

**Android:**

<https://play.google.com/store/apps/details?id=hk.edu.hkbu.ito.hkbumobile>

### Moodle



**iOS:**

<https://itunes.apple.com/au/app/moodle/id633359593?mt=8>

**Android:**

[https://play.google.com/store/apps/details?id=com.moodle.moodlemobile&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.moodle.moodlemobile&hl=en_AU)

### ZOOM



**iOS:**

<https://itunes.apple.com/us/app/id546505307>

**Android:**

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

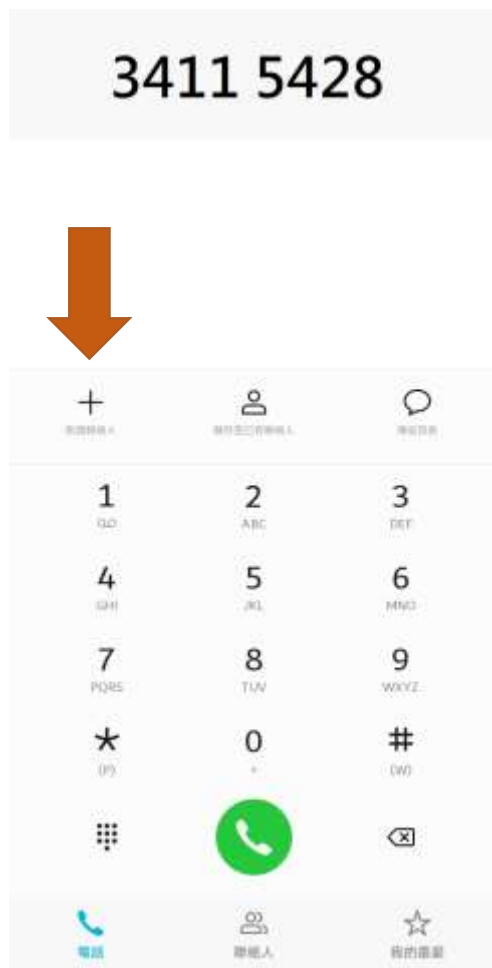
## 7. Other Communication Channels 其他通訊頻道

### 7.1 Receive WhatsApp Broadcast Messages 收取 Whatsapp 廣播訊息

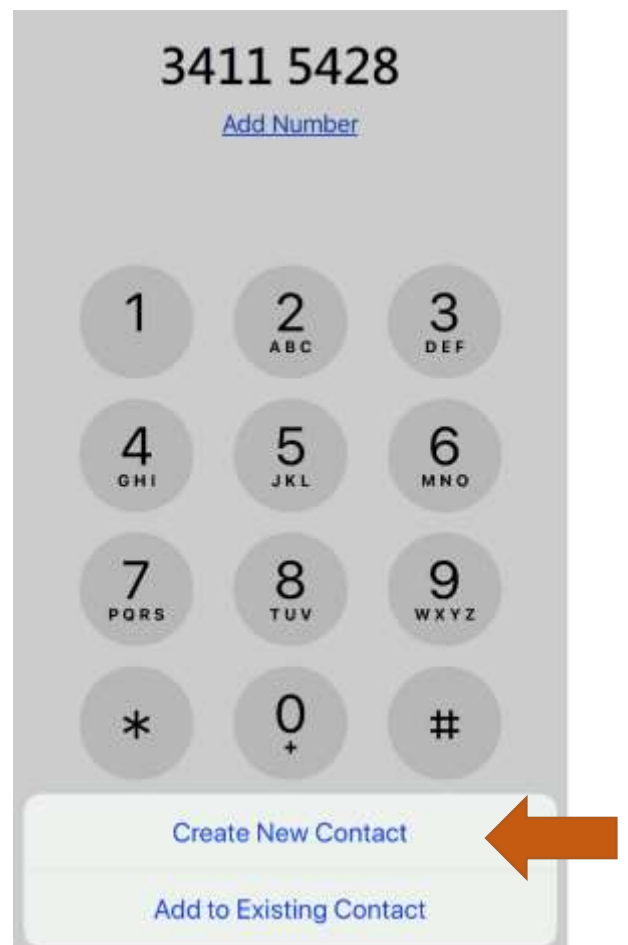
The Programme Administration Team would use WhatsApp broadcast to announce important messages to students. Please add our DCFS programme Whatsapp Number: 3411 5428 in your phonebook to receive our broadcast message.

課程行政部將會使用 WhatsApp 廣播發送重要訊息通知學員。請在你的電話簿中添加我們的 DCFS 課程 Whatsapp 電話號碼：3411 5428 以接收我們的廣播訊息。

Android



iOS



#### [Important]

The Programme Team only sends important and urgent messages through WhatsApp. Please log in to MySCE regularly to check the latest School information.

課程部只會用 WhatsApp 發送重要及緊急訊息。請行常登入 MySCE 收取最新學校資訊。

## 7.2 Getting help for IT Support 尋求資訊科技協助

### ITO Service Call Centre (SSOid, HKBU Email, Wifi)

- Website: <https://ito.hkbu.edu.hk/>
- Email: [hotline@hkbu.edu.hk](mailto:hotline@hkbu.edu.hk)
- Hotline: 3411 7899

### BU eLearning Support Team (SCE Moodle, Zoom)

- Web Site : eLearning@HKBU
- E-Mail : [scemoodle@hkbu.edu.hk](mailto:scemoodle@hkbu.edu.hk)
- Hotline(Technical): 3411 7899
- Hotline(Pedagogical): 3411 5348

### Programme Admin Team (MySCE, WhatsApp)

Diploma of College Foundation Studies

- Email: [scedcfs@hkbu.edu.hk](mailto:scedcfs@hkbu.edu.hk)
- Hotline: 3411 5428

### Software & Services

- Microsoft Office: <https://o365.hkbu.edu.hk/>
- ESET Internet Security: <https://endpointprotect.hkbu.edu.hk/>
- Wi-Fi: <https://ito.hkbu.edu.hk/index.php/services-2/wi-fi-network-access/hkbu-wifi-services/>