Online Enrolment System – User Guide

To access the system via Internet

1. To access the online enrolment system, please click the link http://eng.hku.hk/Teaching-Learning/MSc/Course-Selection and select “Online Enrolment System”.

Login

2. All current MSc students and students who have been admitted to the MSc (Eng) curriculum in the Faculty of Engineering in academic year 2017-2018 will be assigned an User ID which is the University Number. Example: 3031234567

3. Your Password is the first 6 digits of your HKID Number (excluding the first letter). Examples: (a) For A123456(0), enter 123456; (b) For K685974(5), enter 685974.

4. If you have not provided your HKID Number to the University or you do not have an HKID Card, you will get a login password via the email address you provided in the application form (for 2017-18 intake students).

5. You can change your password after you have successfully logged into the system.

6. If you have forgotten your User ID and/or the password, you may login using the HKID Login Form provided in the system.

7. The enrolment instruction and enrolment schedule will be displayed under the option of “Announcement” when you log into the system. Please read the instructions carefully before selecting courses.

Selection of Courses

8. Before selecting courses, students should refer to the “Regulations and Syllabuses” for study scheme and check the latest teaching timetable information by selecting “Timetable” from the main menu on the top.

9. To add a course, click “Enrolment / Add Course” from the menu on the left. The discipline and elective courses of your curriculum offered in the current academic year will be available.

10. Locate the course which you want to take and put a tick (✓) to select the course. After you have selected the courses, press “Submit”.
11. The system will perform a preliminary check on your selections and ask you to confirm your choices. Then follow the instructions and press “Confirm” to complete the submission. Any selection without confirmation will be discarded by the system.

12. You are not allowed to add a course that has been taken before or clashes in timetable with the other courses selected.

**Checking the Course Selection**

13. You may click “View Enrolment Results” to check the list of courses you have successfully selected.

**Removing Courses Selected**

14. If you would like to remove a course from the course selection, please press “Cancel Enrolment Request” on the left menu.

**Exit the Course Selection**

15. Remember to “LOGOUT” the system after you have finished all your work under the enrolment system.

**Enrolment Results**

16. Any course enrolment request is subject to the approval by the department(s) concerned.

17. You can check the enrolment results via the system on or after August 25, 2017 by clicking “View Enrolment Results”. The list of courses you have been approved to take will be displayed under the table of “Enrolled Course(s)”.

**After Course Selection Period**

18. In the rare case that you fail to complete the enrolment during the course selection period, i.e. August 1 to August 10, 2017, you will have to enroll in the course(s) during the add/drop period, i.e. September 1 to September 14, 2017.

**Dropping Courses Enrolled**

19. If you would like to drop a course you have been approved to take during the add/drop period, click “Drop Course” on the left menu.

**Sudden Failure of the System**

20. In the event of serious system failure or network problems, which causes a large number of students failing to login the enrolment system, please pay attention to the latest announcement on the Faculty webpage: http://engg.hku.hk/Teaching-Learning/MSc/Course-Selection.