To access the system via Internet

1. To access the online enrolment system, please click the link https://engg.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 2019-2020 will be assigned an User ID which is the University Number.
   Example: 3031234567

3. The default 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 2019-20 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 reset your account in the system.

7. The enrolment instructions 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 & 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 of the Department(s) concerned.

17. You can check the enrolment results via the system on or after January 15, 2020 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. December 14 to December 26, 2019, you will have to enrol in the course(s) during the
add/drop period, i.e. January 20 to February 14, 2020.

**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:
https://engg.hku.hk/Teaching-Learning/MSc/Course-Selection.