

Information Technology Services

The University of Hong Kong



Quick Tips for Using the Central IT Services

HCMS

(Human Capital Management System)

- Keep personal and family data up-to-date
- View employment information and benefits entitlement
- Apply/enquire various types of leave
- View/download Pay Slip and Annual Tax Return



Staff

SIS

(Student Information System)

- Maintain student records
- Create Course Catalog, Classes and Enrollment Requirements
- Maintain Learning Outcomes
- Quick Enroll and Program Guide setup
- Perform Grading and Grade Releasing
- Issue Transcript
- Perform Degree Audit
- Record Student Learning Experiences



HKU Email

- **HKUPortalUID@hku.hk**
- 15GB disk quota
- Running on on-premise Microsoft Exchange Server
- Accessible via My Email tab of HKU Portal, webmail.hku.hk, Microsoft Outlook or other supported mail clients



HKU Portal

Single sign-on portal for SIS, HCMS, HKU email, Moodle, Libraries, and booking of sports facilities, medical and dental services

Moodle

(Learning Management System)

- Access online course materials
- Participate in forums and online quizzes
- Submit assignments
- Connect to Panopto (Lecture Capture System) to view class videos



Software Download

