Notes on Using HKBU Email System and University Information System
(for Students Admitted in 2011)

A.   Accessing the HKBU Email System

1)   Go to HKBU Email Homepage http://studentmail.hkbu.edu.hk
2)   Enter your username and password
  - your username is same as your HKBU student number
  - the password is initially set to 14 digits according to the following format

a) Students with HKID number

annnnnnnddmmyy

the eight digits are your HKID number (alphabets and numbers) and 6 digits are your date of birth in DDMMYY format

Example:
HKID No. :   H981678(A)
Date of Birth: 21 Jan 1986
Password: H981678A210186
                      (please type alphabets in capital letter)

b) Students without HKID number :

H9999999ddmmyy

"ddmmyy" are your date of birth in DDMMYY format.

Example:
Date of Birth: 21 Jan 1986
Password: H9999999**210186**
                         (please type alphabets in capital letter)

B.   Accessing the HKBU University Information System (UIS)
Note: You have to obtain the UIS password from your University Email account.

1)   Go to HKBU Homepage http://www.hkbu.edu.hk
2)   Click 'Student' from the menu selection bar at the top of the University Homepage
3)   Click University Information System (UIS)
4)   Enter your student number as the User ID and UIS password retrieved from your University Email account.
5)   You can view your personal information, class information and updated enrolment record now, and examination time-table later via UIS.

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