



# Online Reporting System

# Invitation Email & Log-In

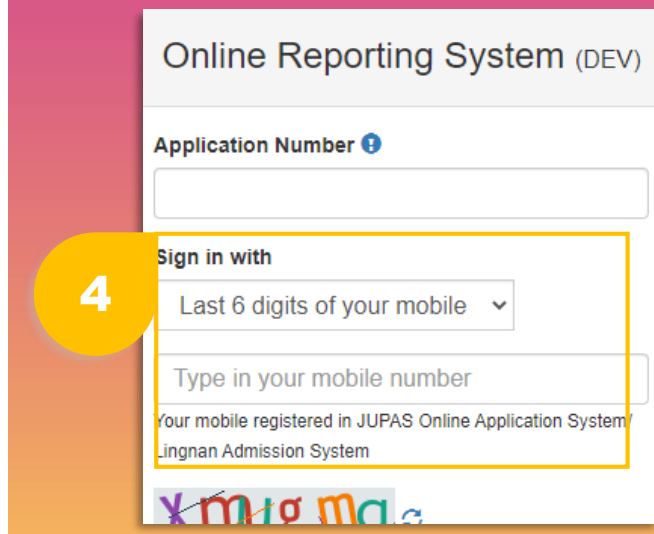
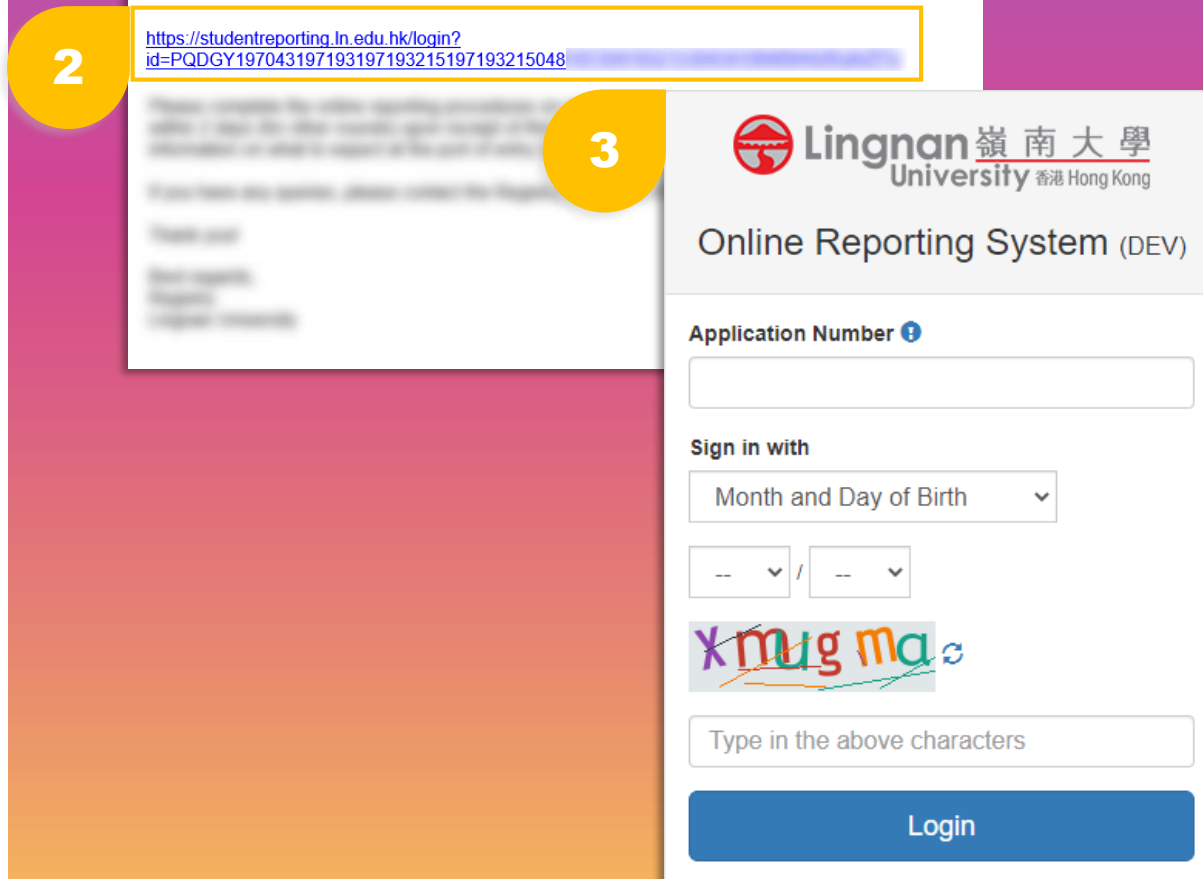
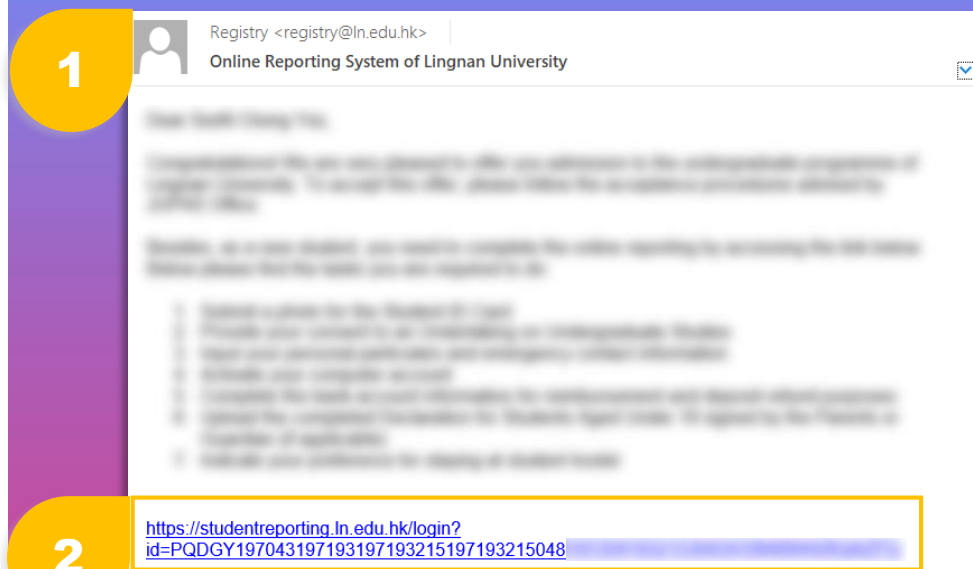
1. Check your mail box

2. Log in through your  
unique URL

3. Input the required  
information

4. You may sign in with:

- ◆ Date of birth
- ◆ Last 6 digits of your mobile registered in JUPAS Online Application System/ Lingnan Admission System



# Milestone

1. Go through Steps 1 – 4 by stipulated deadlines
2. “Step 1b” is only applicable to students who are under 18 years of age
3. “Step 4” is only applicable to LOCAL students. Non-local students are not required to make any applications
4. After completion, a tick will be given
5. Step 3 should be done after activating your computer account (Step 2)
6. Tip is given when mouse over the “ ! ”

**User Guide**

- Step 1: Reporting (Deadline: DD-MM-YYYY)
- Step 1b: Upload Declaration by parents or Guardians (Deadline: DD-MM-YYYY)
- Step 2: Activate Computer Account (Deadline: DD-MM-YYYY) The system will update the status after 2 hours
- Step 3: Academic Advising (Deadline: DD-MM-YYYY)
- Step 4: Student Hostel Application (Deadline: DD-MM-YYYY)

Key Dates  
Important Notes  
Contact Us

2 Step 1b: Upload Declaration by parents or Guardians (Deadline: DD-MM-YYYY)

3 Step 4: Student Hostel Application (Deadline: DD-MM-YYYY)

4 Step 1: Reporting (Deadline: DD-MM-YYYY)

5 Step 3: Academic Advising (Deadline: DD-MM-YYYY)

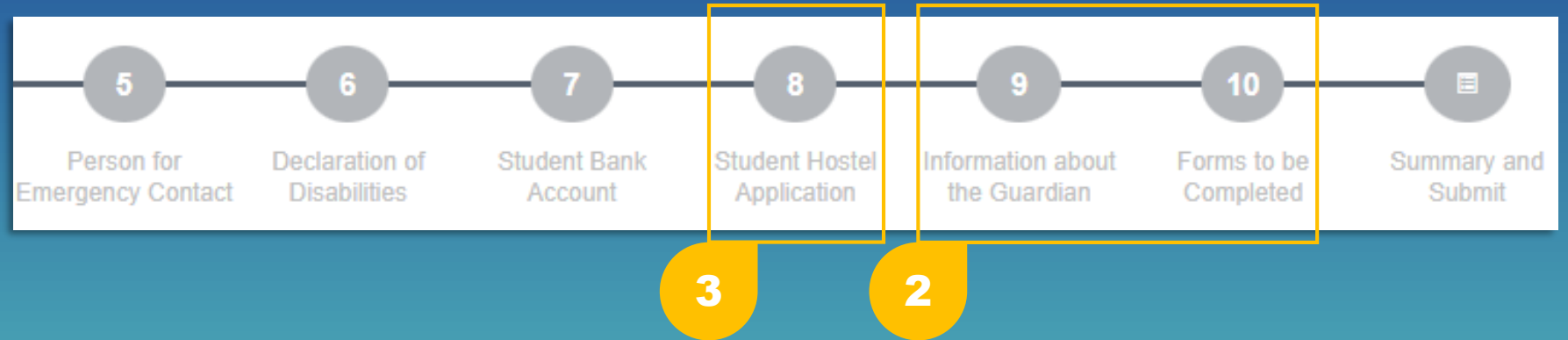
6 Step 3: Academic Advising (Deadline: DD-MM-YYYY)  Study Programme Major

Please re-visit it 1 day after computer account activation (Step 2)

# Step 1: Reporting

1. Go through all bubbles
2. These bubbles are only applicable to students who are under 18 years of age
3. This bubble is only applicable to LOCAL students admitted to UGC-funded programmes

The screenshot shows a reporting process flowchart with 10 steps. Step 1, 'Student Record', is highlighted with a large yellow arrow and a yellow circle containing the number '1'. Below the flowchart is a form titled 'Student Record' with the following fields: Name (YAU Yxxxx xxxx yyyy), Student ID (4xxxxxx), Username for LN account, Year of Study, Study Programme, and Major. A pink callout box points to the Student ID field with the text '<< You can find your Student ID here'. A blue 'Next' button is at the bottom left of the form.



# Step 1: Reporting

4. Photo can be re-uploaded by clicking “Remove”

5. Please upload a RECENT photo

- ◆ Showing full frontal face with clear facial features
- ◆ With a plain WHITE background
- ◆ For more details, please refer to the “Photo Requirement”

4a



Upload Student Photo for Student ID Card Production

File Format: JPEG or JPG Format  
File Size: 5 MB or below  
Photo Size: at least 600px (W) X 750px (H)  
Specification: • 480-540px from chin to crown  
• A full frontal face with clear facial features  
• To be taken within 6 months  
• With a white background

**⚠️ A student who submitted an invalid photo will have his/her Student ID Card delayed. Please be reminded that a Student ID card is a student identification document that gives access to the University's facilities, e.g. hostel and library.**

Choose file No file chosen

Upload Photo

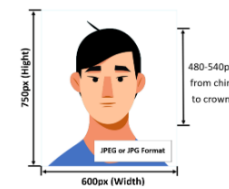
To find out how and when you can collect your Student ID card, please click [HERE](#).

Photo Requirements

I declare that the photo provided by me meets all requirements listed in the above document.

Previous Next


### Photo Requirements for Student ID Card



4b

Upload Student Photo for Student ID Card Production

File Name: Photo.jpg Remove



File Format: JPEG or JPG Format  
File Size: 5 MB or below  
Photo Size: at least 600px (W) X 750px (H)  
Specification: • 480-540px from chin to crown  
• A full frontal face with clear facial features  
• To be taken within 6 months  
• With a white background

**⚠️ A student who submitted an invalid photo will have his/her Student ID Card delayed. Please be reminded that a Student ID card is a student identification document that gives access to the University's facilities, e.g. hostel and library.**

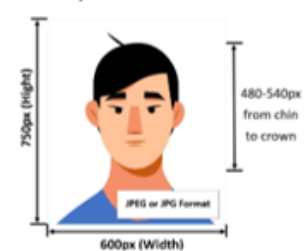
To find out how and when you can collect your Student ID card, please click [HERE](#).

Photo Requirements

I declare that the photo provided by me meets all requirements listed in the above document.

Previous Next

### Photo Requirements for Student ID Card



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# Step 1: Reporting

(Applicable to students who are under 18 years of age ONLY)

6. Input information about the guardian
7. Please download the declaration
8. Upload the SIGNED declaration by your parents or guardians

1 Student Record 2 Upload Student Photo for Student ID Card Production 3 Important Documents 4 Computer Account Activation 5 Person for Emergency Contact 6 Information about the Guardian 7 Student Bank Account 8 9 Information about the Guardian 10 Forms to be Completed Summary and Submit

Information about the Guardian

Last Name

First Name

Tel.

Relationship

HKID (First 4 characters)

Passport (First 4 characters)

Previous Save and Next

1 Student Record 2 Upload Student Photo for Student ID Card Production 3 Important Documents 4 Computer Account Activation 5 Person for Emergency Contact 6 Declaration of Disabilities 7 Student Bank Account 8 Student Hostel Application 9 Information about the Guardian 10 Forms to be Completed Summary and Submit

Forms to be Completed

Please upload completed signed Declaration by Parents or Guardians.

- File Format: JPEG, JPG, PDF; and
- File Size: 5 MB or below

8

Upload File

Please download the form by clicking on the link below and upload a signed and scanned copy by clicking the above "Choose File" and "Upload File" buttons.

7 [Declaration by Parents or Guardians \(English Version\)](#)  
[Declaration by Parents or Guardians \(Chinese Version\)](#)

Previous Next

# Step 1: Reporting

(Applicable to students who are under 18 years of age ONLY)

9. Students who are under 18 years of age can submit “Step 1” without uploading the declaration form if there is any difficulties to upload the SIGNED declaration
10. They can upload the SIGNED declaration later through “Step 1b”

1 Student Record

2 Upload Student Photo for Student ID Card Production

3 Important Documents

4 Computer Account Activation

5 Person for Emergency Contact

6 Declaration of Disabilities

7 Student Bank Account

8 Student Hostel Application

9 Information about the Guardian

10 Forms to be Completed

Summary and Submit

No change can be made after you have clicked the Confirm and Submit button.

- ✓ Upload Student Photo for Student ID Card Production  
Photo.jpg
- ✓ Important Documents (Downloaded)
- ✓ Computer Account Activation (Downloaded)
- ✓ Emergency Contact  
AA Father Tel.: 26161234
- ✓ Declaration of Disabilities  
Without Disability
- ✓ Student Bank Account  
Submit Bank Account Later
- ✓ Student Hostel Application  
Do you wish to apply for residing in student hostel in Term One 2020/21 academic year? Yes
- ✓ Under the age of 18 years  
a a Father Tel.: 26162616 HKID: a123
- Forms to be Completed

Previous Confirm and Submit

10

Step 1b: Upload Declaration by parents or Guardians

(Deadline: DD-MM-YYYY)

# Step 1: Reporting

11. After submission, you can find a completion message
12. A tick can be found in the milestone

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9 — 10 — [Menu]

Student Record   Upload Student Photo for Student ID Card Production   Important Documents   Computer Account Activation   Person for Emergency Contact   Declaration of Disabilities   Student Bank Account   Student Hostel Application   Information about the Guardian   Forms to be Completed   Summary and Submit

Summary and Submit

11 Thank you for completing the online reporting (Step 1). Please be reminded to complete the remaining steps by the stipulated deadline and read through the documents listed in the section: [Important Notes](#)

✔ Upload Student Photo for Student ID Card Production  
Photo.jpg

12

Step 1: Reporting  
(Deadline: DD-MM-YYYY)






# Step 2: Activate Computer Account

1. Get your account information
2. Activate your account
3. Please follow the instruction to activate your account
4. 1 day after the activation, a tick will be given in the milestone
5. If you have difficulties in activating your account, please contact Information Technology Services Centre (ITSC)


Computer Account Activation

1. Please start downloading your **Computer Account Slip** to obtain your username for account activation by checking the box below and then click the **Download** button.

1   **Computer Account Slip (Downloaded)**

2 Click <https://selfservice.ln.edu.hk> to activate your account.

3 Instructions for account activation can be found at <https://www.ln.edu.hk/itsc/services/user-account-services/new-user-account-activation>

3 

3 Click **Next** when account activation is completed.

Note: If you have difficulties in activating your account, please visit <https://www.ln.edu.hk/itsc/services/account-and-password/support-form> to reserve a timeslot for online support.

Previous Next

Step 2: Activate Computer Account

(Deadline: DD-MM-YYYY)

4



5

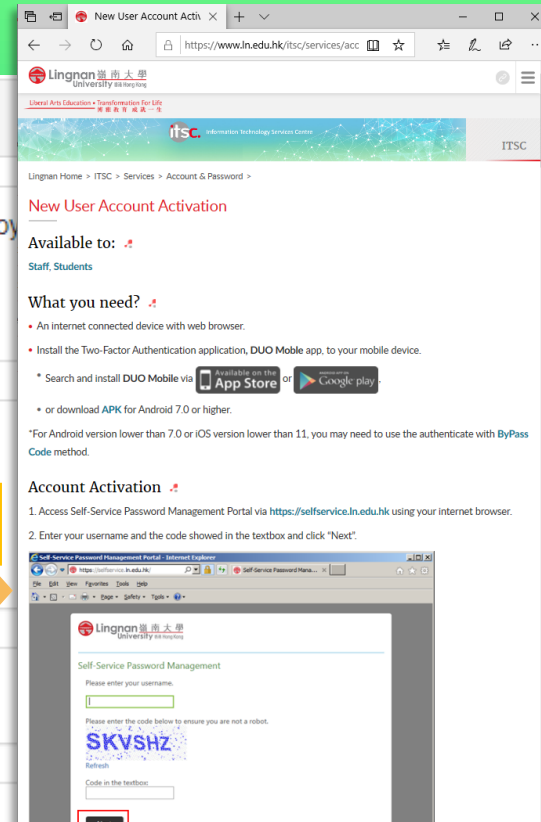
**Information Technology Services Centre (ITSC)**

**Email:** [itsc@LN.edu.hk](mailto:itsc@LN.edu.hk)

**Hotline:** (852) 2616 7995

**Service Counter:** MB402, Patrick Lee Wan Keung Academic Building, Lingnan University



**Online Support:** <https://www.ln.edu.hk/itsc/services/account-and-password/support-form>



New User Account Activation

Available to: Staff, Students

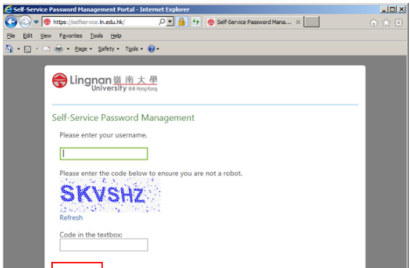
What you need?

- An internet connected device with web browser.
- Install the Two-Factor Authentication application, **DUO Mobile** app, to your mobile device.
- Search and install DUO Mobile via  or 
- or download APK for Android 7.0 or higher.

\*For Android version lower than 7.0 or iOS version lower than 11, you may need to use the authenticate with ByPass Code method.

Account Activation

1. Access Self-Service Password Management Portal via <https://selfservice.ln.edu.hk> using your internet browser.
2. Enter your username and the code showed in the textbox and click "Next".



# Step 2: Activate Computer Account

1. After you have activated your computer account, you will be able to access the email provided by the University in the myLingnan Portal (<http://myportal.ln.edu.hk>).
2. For details, please refer to <https://www.ln.edu.hk/itsc/services/email/email-services/webmail>.

The screenshot shows the Lingnan University website. At the top, there is a navigation bar with links for myLingnan Portal, Webmail, Publications, Photo Gallery, Library, LIFE, Jobs, and Quicklinks. Below this is a secondary navigation bar with links for About LU, Admissions, Teaching and Learning, Research & Impact, Global Engagement, Campus Life, Faculties and Units, and Giving. A third navigation bar includes links for Prospective Students, Current Students, Staff, Lingnan Scholars, Alumni, Media, Visitors, Chinese Medicine Clinic, Gerontechnology, and Announcement. The main content area features the ITSC (Information Technology Services Centre) logo and a breadcrumb trail: Lingnan Home > ITSC > Services > Email > Email Services >. The page title is 'Webmail'. Below the title, there is a paragraph explaining that Webmail is an interface to access email from anywhere on the internet. There are three sections: 'Available to:' with links for Staff, Students, and Alumni; 'Service Hours:' listed as 7x24; and 'How to Access?' with a link for 'Login to Webmail'. A left sidebar contains a menu for 'Email Services' with links for Webmail, Checking Email Quota, Auto Reply and Email Forwarding, Email Alias, and Microsoft Outlook App. Other sidebar links include Bulk Mail Management System, Daily Notices, and a 'Back to ITSC' link. A yellow circle with the number '1' highlights the 'Webmail' link in the sidebar. Another yellow circle with the number '1' highlights the 'How to Access?' section in the main content area.



Important messages from University Departments and Units, including but not limited to the Registry and your Department/Programme Office, will be sent to your Lingnan email. **Students should regularly check their Lingnan emails and use them for all communication within the University.** Failure to do so may result in missing important information.

# Step 3: Academic Advising

1. Academic advising information will be available on the date as indicated
2. Get your adviser information
  - ◆ If adviser information is indicated as “available in due course”, please re-visit this page the next day
3. Follow the instructions given by your Department/Programme to complete your advising
4. Follow the Quick Guide to create your study plan in “Degree Works”

## Academic Advising

1

The information will be available on DD-MM-YYYY, please re-visit this page.

Once the academic advising information is available

## Academic Advising

Name : YAU Yxxxx xxxx xxxxx  
Student ID : 4xxxxxx  
Username for LN account: chantaiman  
Year of Study : First year  
Study Programme : BA (Hons) History  
Major : History  
Primary Advisor : Available in due course  
Advisor Email : Available in due course

2

### Actions Required:

1 Read through the Arrangements for Academic Advising (see details [HERE](#)) made by your Department.

3

[Click Here to learn more](#)

2 Create your study plan with “Degree Works”.  
**⚠ (Degree Works is available only if your computer account has been activated.)**

[Click Here to learn more](#)

[+ How can I create a study plan with "Degree Works"?](#)

4

+ Which courses should I take?  
+ Where can I find the courses offered in the coming terms?

3 Seek approval from the academic adviser concerned for your study plan **\*\*BEFORE\*\*** adding/dropping courses.

### Quick Guide on How to Create a Student's Study Plan with “DegreeWorks”

\* Important Notes: According to Regulations Governing Undergraduate Studies, a student should take courses specified in the curriculum concerned. As Degree Works may not fully reflect all the programme requirements due to technical limitations, students and Academic Advisers should refer to the curricular requirements set out in the Programme Structures of the intake year concerned (<https://www.ln.edu.hk/reg/undergraduate-programmes/programme-of-studies/programme-structure>) for the checking of fulfilment of the requirements of Majors/ Minors/Discipline Concentrations.

#### I. Login the “DegreeWorks” Page

Step 1: Go to the LU main page (<http://www.ln.edu.hk>), click “myLingnan Portal”

The screenshot shows the Lingnan University website homepage. At the top, there is a navigation menu with links for 'myLingnan Portal', 'Library', 'LIFE', 'Jobs', and 'Question'. Below the menu, there are several banners for '1st International Faculty', '3rd Quality Education', and '33rd International Faculty'. A 'News' section is visible at the bottom left, and an 'Events' section is at the bottom right.

Step 2: Enter your Username and Password, and click “Login” button to login

The screenshot shows the login form on the DegreeWorks page. It includes fields for 'Username' and 'Password', and a 'Login' button. The Lingnan University logo is visible in the bottom right corner.

# Step 3: Academic Advising

5. Please create your study plan according to your programme structure & course offering list
6. Follow the instructions given by your Department/Programme to inform your adviser after creating your plan
7. After consultation, your adviser will save again your final course plan in Degree Works and remove the “Adviser Hold”. Once “Adviser Hold” is removed, a tick will be given in the milestone

(Students with an “Adviser Hold” cannot add/ drop course during Registration Day)

Lingnan 嶺南大學 | Degree Works  
University 香港 Hong Kong

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博雅教育成就一生

FAQ Help Print Exception Management Template Management Log Out

Find Student ID Name Degree Major/Stream  
BSSBP4 Business Psychology(4-year)

Study Portfolio Plans Notes Exceptions GPA Calculator Admin ITFP Service-Learning Plagiarism Awareness Eng. Lang Requirement PASSWORD Test

Student Planner for: [View Plan List]

Student Planner [Active] [Locked] [Still Needed] [Refresh]

11, 2023-24 Total Credits: 15.0 [Delete this term] [+ -]

Course Requirement	Credits
CLD 9025	3.0
CLE 9008	3.0
LUE 3003	3.0
PSY 2001	3.0
PSY 2002	3.0

T2, 2023-24 Total Credits: 15.0 [Delete this term] [+ -]

Course Requirement	Credits
CCC 8013	
CCC 8014	

Last updated by: [Elucian Degree Works - Copyright]

Programme Structure:  
<https://www.ln.edu.hk/reg/undergraduate-programmes/programme-structure>

Course Offering List:  
<https://ln.edu.hk/reg/undergraduate-programmes/course-registration>

Programme Structure - x

https://www.ln.edu.hk/reg/undergraduate

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Registry

Lingnan Home > Registry > Undergraduate Programmes >

## Programme Structure

Undergraduate Programmes

Interdisciplinary Programmes

Bachelor of Arts (Honours) Global Liberal Arts

Intake #

- 2020 PDF
- 2019 PDF

LEO Dr David P. Chan Bachelor of Science (Honours) Data Science

Intake #



Step 3: Academic Advising  
(Deadline: DD-MM-YYYY)

7



# Step 4: Student Hostel Application

(Applicable to LOCAL students admitted to UGC-funded programmes)

1. A tick will be given in the milestone after indicating the preference in “Step 1”
2. Click the milestone “Step 4” to obtain more information about hostel application

1 Student Record 2 Upload Student Photo for Student ID Card Production 3 Important Documents 4 Computer Account Activation 5 Person for Emergency Contact 6 Declaration of Disabilities 7 8 Student Hostel Application 9 Information about the Guardian 10 Forms to be Completed Summary and Submit

Student Hostel Application

Yes  No

Previous Next

1b

Step 4: Student Hostel Application  
(Deadline: DD-MM-YYYY)

1c

Step 4: Student Hostel Application  
(Deadline: DD-MM-YYYY)

2

Lingnan University 嶺南大學

Office of Student Affairs 學生事務處

Student Hostel

Hostel Application

Important Dates/ Information:

1. Residential Term One 2021/22: 27 August 2021 to 6 January 2022
2. Residential Term Two 2021/22: 7 January 2022 to 20 May 2022
3. Additional Hostel Rules and Special Arrangement for Hostel (updated on 21 Feb 2022)
4. Visitor Registration Form for Student Hostel
5. Q & A for COVID Cases in Lingnan Student Hostels (28 Feb 2022)
6. Application for Student Hostel 2022/23 for UGC funded UG and RPs students: 14 to 28 April 2022 (Guidelines)

Special Requirement for COVID-19 Vaccination and Additional Rules during Pandemic

Hostel residents should fulfill the latest Vaccine Pass requirements as required by the Government of HKSAR, the University and the student hostels. With effective from 31 May 2022, all hostel residents should have received the third dose, except students with COVID-19 Vaccination Medical Exemption Certificate. Residents who fail to comply with the requirement will be barred from entering hostels until the requirement is fulfilled and confirmed by the University. Residents who are found not fulfilling the requirement will be subject to disciplinary actions. The University will periodically review this special requirement and may revise the requirement according to the situation. In addition, students who have recently arrived Hong Kong and are required by HKSAR to quarantine should arrange their own off-campus accommodation for Compulsory Quarantine before they can be permitted access to the campus/hostels. Hostel residents should also strictly comply the anti-epidemic measures according to the pandemic situation, including but not limited to mandatory mask-wearing requirement, tightening of group gathering and social distancing measures in student hostel areas, and to reallocate the room assignment and setup floors for isolation or other purposes related to health and safety.

Hostel Check-in Procedures

1. Submit your COVID-19 vaccination record via the LeaveHomeSafe mobile app so that you can present to the security staff when entering campus and hostel. Hostel residents should fulfill the latest vaccination requirement as required by the Government of

# Read through the Important Notes

1. In order NOT to MISS the important information and dates. Please read through all items under "Important Notes"

