

ONLINE REGISTRATION GUIDELINE FOR SERVICE-LEARNING AND RESEARCH SCHEME (SLRS)

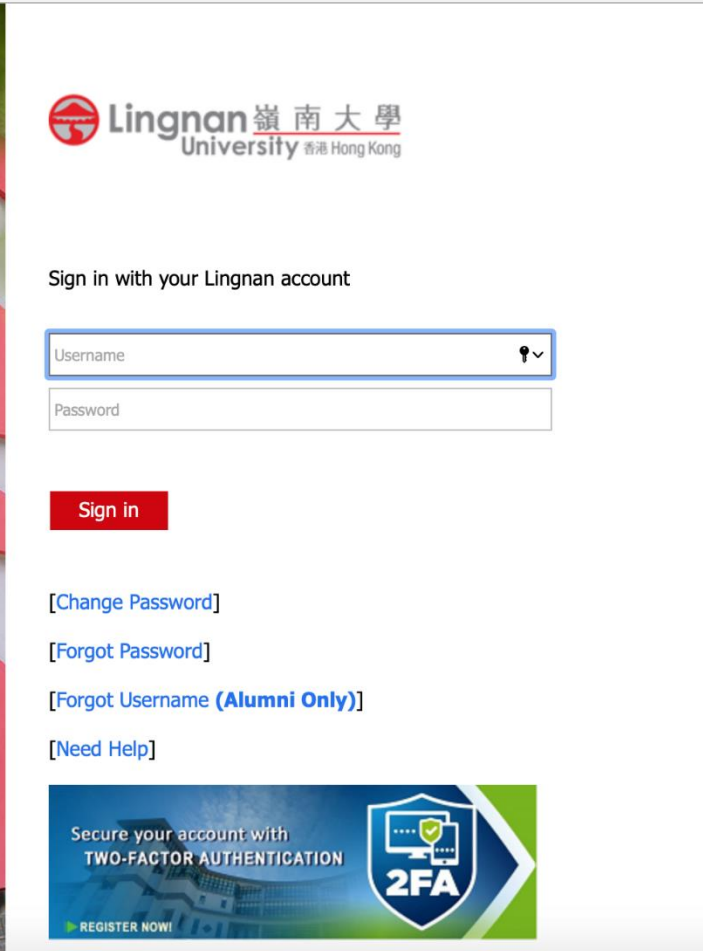

Office of Service-Learning

ONLINE REGISTRATION FOR SERVICE-LEARNING (S-L) PROJECTS

- If you want to fulfill the S-L graduation requirement, you **must register** for the specific S-L project of the course which you have enrolled.
- The online registration system can be accessed through Lingnan University's Intranet Portal (<https://mylogin.ln.edu.hk>).

DEMONSTRATION OF ONLINE REGISTRATION

- Go to [myLingnan Portal](#) and login your account



Lingnan 嶺南大學
University 香港 Hong Kong

Sign in with your Lingnan account

Username

Password

[Sign in](#)

[\[Change Password\]](#)

[\[Forgot Password\]](#)

[\[Forgot Username \(Alumni Only\)\]](#)

[\[Need Help\]](#)

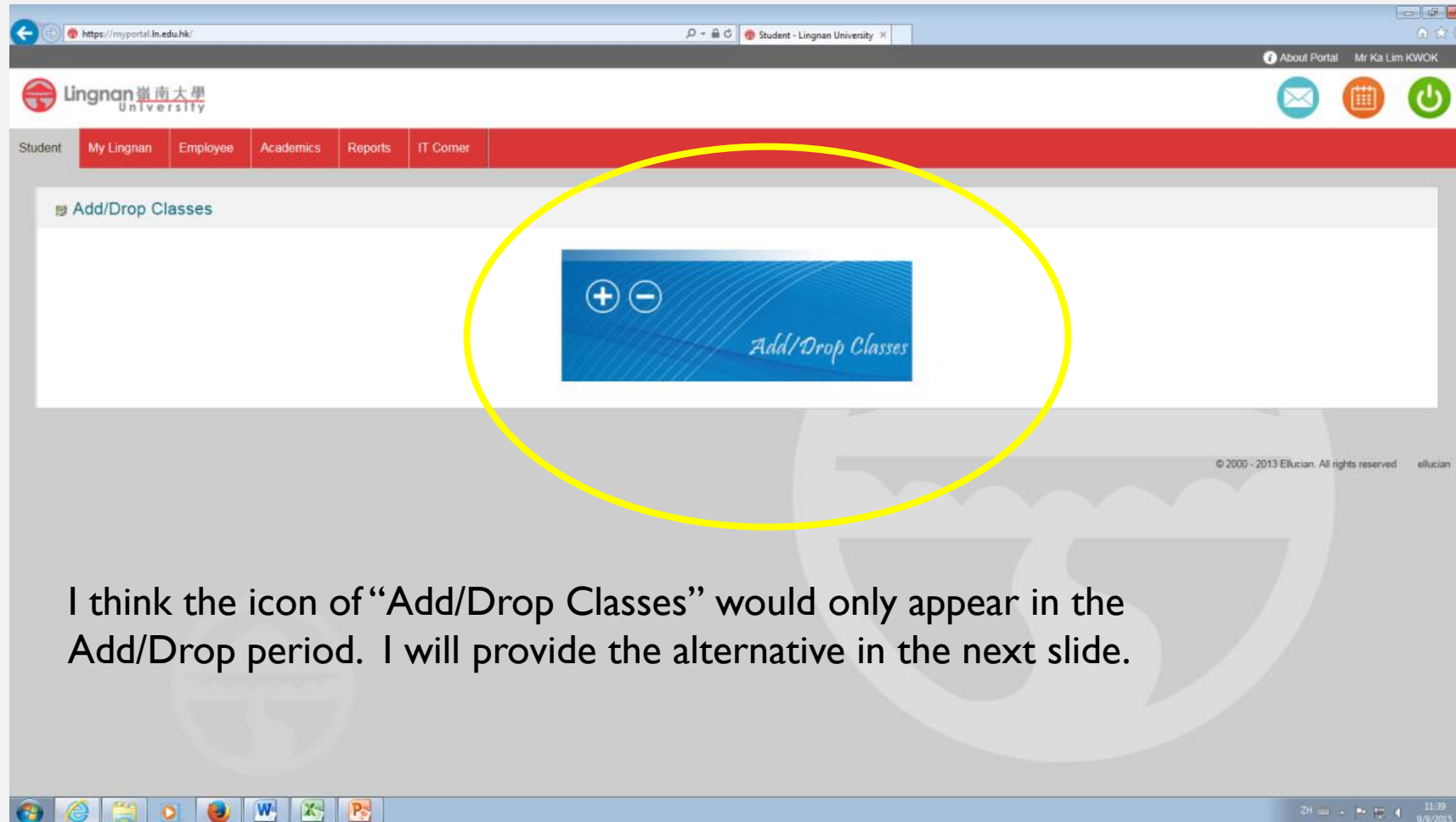
Secure your account with
TWO-FACTOR AUTHENTICATION

[REGISTER NOW!](#)

2FA

DEMONSTRATION OF ONLINE REGISTRATION

- In the page of Lingnan portal, please select the icon of “Add/Drop Classes”.



I think the icon of “Add/Drop Classes” would only appear in the Add/Drop period. I will provide the alternative in the next slide.

DEMONSTRATION OF ONLINE REGISTRATION

- In the page of Lingnan portal, please select “Registration”.

The screenshot displays the myLingnan Portal interface. At the top, the header includes the Lingnan University logo, the text "Lingnan University 嶺南大學", and "myLingnan Portal". A "Sign Out" link is visible in the top right corner. The left sidebar contains navigation links: "Home", "Academic Matters", and "IT Corner". The main content area is titled "Academic Matters" and includes a breadcrumb "Lingnan University / Academic Matters". Under the "Banner Self-Services for Academics" section, the "Registration" link is circled in yellow. Other links in this section include "Student Records and Examinations", "Student Services", and "Update of Personal Particulars (for UG students)". To the right, there are sections for "e-Learning" (with links to "Moodle and ePortfolio" and "Moodle Merge Course System"), "Degree Works" (with links to "Academic Advising and Degree Auditing", "User Guidelines for Students", and "View Course Outlines"), "Online Tutorial on Plagiarism Awareness" (with a corresponding banner), and "Information" (with banners for "SECOND ROUND OF QUALITY ASSURANCE COUNCIL AUDITS" and "Academic Quality Assurance Manual").

DEMONSTRATION OF ONLINE REGISTRATION

- Then select “Add/Drop Classes” in Student Services.



Personal Information

Student Services

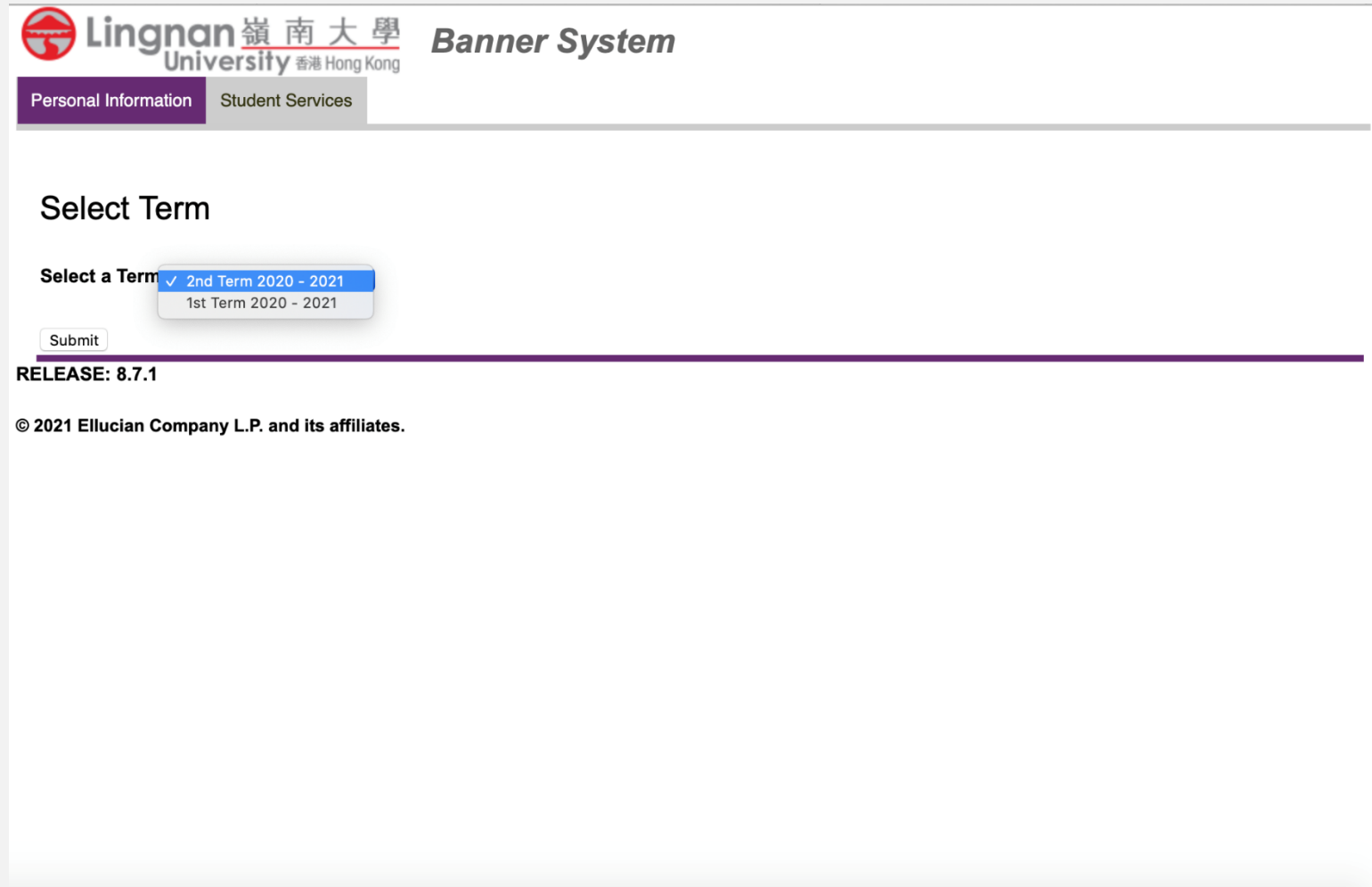
- > Select Term
- > Add/Drop Classes
- > Look-up Classes to Add
- > Student Schedule by Day & Time
- > Student Schedule in Detail
- > Check Your Registration Status

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DEMONSTRATION OF ONLINE REGISTRATION

- Please select the “Term” and click “submit”.



The screenshot shows the Banner System interface for Lingnan University. At the top, the university's logo and name are displayed in both English and Chinese, followed by the text "Banner System". Below this, there are two tabs: "Personal Information" (highlighted in purple) and "Student Services". The main content area is titled "Select Term". Under this title, there is a dropdown menu labeled "Select a Term" with two options: "2nd Term 2020 - 2021" (which is selected and highlighted in blue) and "1st Term 2020 - 2021". Below the dropdown menu is a "Submit" button. At the bottom of the page, there is a horizontal purple line, followed by the text "RELEASE: 8.7.1" and a copyright notice: "© 2021 Ellucian Company L.P. and its affiliates."

DEMONSTRATION OF ONLINE REGISTRATION

- Please enter the **project CRN** into the box and click “**submit change**”. Please refer to the **Project CRN Code** on the first page of the specific course info sheet.

https://canopusv.in.edu.hk/pls/PROD/bwskfreg.P_AltPin Student - Lingnan University

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, classes registered will appear in the Class Registered Successfully table. The Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, Submit Changes. If you are not sure of which classes to add, please click Class Search to review the class schedule.

Current Schedule

| Status | Action | CRN | Subj | Crse | Sec | Level | Cred | Grade | Mode | Title |
|------------------------------------|--------|-----|------|------|-----|---------------|-------|----------|------|-------------------------------------|
| **Registered** on Jun 22, 2015 | None | 672 | POL | 4319 | 1 | Undergraduate | 3.000 | Standard | | Int'l Politics of Northeast Asia |
| **Registered** on Jun 22, 2015 | None | 673 | POL | 4319 | 2 | Undergraduate | 0.000 | Standard | | Int'l Politics of Northeast Asia |
| **Registered** on Jun 22, 2015 | None | 735 | SOC | 3319 | 1 | Undergraduate | 3.000 | Standard | | Family, Gender and Society |
| **Registered** on Jun 22, 2015 | None | 205 | CLB | 9003 | 1 | Undergraduate | 3.000 | Standard | | Children's Fantasy Literature |
| **Registered** on Jun 22, 2015 | None | 209 | CLB | 9003 | 5 | Undergraduate | 0.000 | Standard | | Children's Fantasy Literature |
| **Registered** on Jun 22, 2015 | None | 665 | POL | 3216 | 1 | Undergraduate | 3.000 | Standard | | American Foreign Policy |
| **Registered** on Jun 22, 2015 | None | 666 | POL | 3216 | 2 | Undergraduate | 0.000 | Standard | | American Foreign Policy |
| **Registered** on Jun 22, 2015 | None | 670 | POL | 4308 | 1 | Undergraduate | 3.000 | Standard | | Sell Issues Asia Pacific Governance |
| **Registered** on Jun 22, 2015 | None | 671 | POL | 4308 | 2 | Undergraduate | 0.000 | Standard | | Sell Issues Asia Pacific Governance |
| **Web Registered** on Sep 01, 2015 | None | 736 | SOC | 3319 | 2 | Undergraduate | 0.000 | Standard | | Family, Gender and Society |

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Maximum ILP Units: 40.00
Date: Sep 09, 2015 11:40 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds]

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

DEMONSTRATION OF ONLINE REGISTRATION

- please select “**register**” for registration.

Look-Up Classes to Add:

Sections Found
Service-Learning Project (BUS)

| Select | CRN | Subj | Crse | Sec | Schd | Cmp | Cred | Title |
|--------|------|------|-------|-----|------|-----|-------|----------------|
| NR | 6052 | UBUS | T0026 | 001 | SVL | SL | 5.000 | AccountingGoGo |

Register Add to WorkSheet New Search

C: Section Closed
SR: Student Restriction
NR: Not Allowed for Registration

[Student Schedule by Day & Time | Student Schedule by Section]

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Sections Found

Service-Learning Project (BUS)

| Select | CRN | Subj | Crse | Sec | Schd |
|--------|------|------|-------|-----|------|
| NR | 6052 | UBUS | T0026 | 001 | SVL |

Register

Add to WorkSheet

New Search

C: Section Closed

SR: Student Restriction

NR: Not Allowed for Registration

LATE REGISTRATION & TECHNICAL PROBLEM

- Late registration without special reasons will not be accommodated.
- If you have any questions related to S-L project online registration, please contact your [S-L coordinator](#) or call [2616-8074](#).
- For technological problems, please feel free to contact [ITSC 2616-7995](#).