New Student Account Activation
Single Sign On (SSOid) for IT Services

Welcome to Hong Kong Baptist University!

This website will guide you through the account activation of your Single Sign On (SSOid) for IT Services. Please follow the wizard step by step to complete the process. If you are a new student, you should activate your single-sign-on account for IT services BEFORE you can gain access to all IT resources provided by the University.

Should you need any assistance during the process, please contact our ITO Service Call Centre as follow:

ITO Service Call Centre
Tel: (852) 3411-7899
Email: hotline@hkbu.edu.hk

Click here to start the Activation process.
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Single Sign On (SSOId) for IT Services

Step 1 of 8 - Verify your identity

To protect your data privacy and information asset of the University, we must first verify your identity before the activation.

Fill-in all required fields, select the "Type of Identity / No" and provide the respective ID as appropriate.

Enter the letters shown in the image, then click [Next] to continue.

URL to show the University Privacy Policy Statement published in HKBU homepage.

Navigation icons for switching in between "Registration Steps".
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Step 1 of 8 - Verify your SSOid

To protect your data, please verify your SSOid by following the steps below.

Click the (?) icon to display a popup for the explanation of SSOid.

What is SSOid?

SSOid is an unique login account name for you to access all central IT services provided by the University, such as your HKBU email, University Cyber Port System (BUniPort), Library System as well as other IT systems.

For staff, SSOid is your HKBU email account name (without @hkbu.edu.hk).
For student, SSOid is your Student Number.

OK

HKID e.g.: A1234567(7) → A1234567

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Step 1 of 8 - Verify your identity

To protect your data, you are asked to verify your personal information.

If the account has already been activated before, an "Exit" button will be shown instead of the [Next] button.
Your SSOid: 030 5

Student No.: 030 5
Name: CHAN TAI MAN, PETER
Dept/Office: Department of Computer Science (COMP)
Study Program: BBA CHI BUS STD Year 2
HKBU Email: 030 5@life.hkbu.edu.hk
Personalized Email Nickname: To be provided

I declare and confirm that I am the person of the above identity/information and would like to request for activation of my IT services account (SSOid).

Verify your information, click to "check-on" the box if it is correct. Click [Next] to continue.
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Step 2 of 8 - Define your Personalized Email Nickname and Password

The University allows you to define your Personalized Email Nickname in addition to your original HKBU email {}. Both email addresses will be reserved for your usage.

General Rules for defining your "Personalized Email Nickname".

- Case-sensitive
- With length between 8 - 14 alphanumerical characters
- Spaces are not allowed.

- Acceptable special characters: ! _ (hyphen) and _ (underscore)

The Nickname should be:

General Rules for setting your SSOid Password.

Enter all required fields and click [Next] to continue.
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Step 3 of 8 - Define your Security Questions

Question and Answer should be:
- At least 6 alphanumeric (or Chinese) characters
- Case insensitive

General Rules for defining your "Security Questions".

Security Questions
You should define at least TWO Security Question and Answer pairs.

- Question 1
  - Select or input your security question here.
  - Answer 1
- Question 2
  - Select or input your security question here.
  - Answer 2
- Question 3
  - Select or input your security question here.
  - Answer 3

Important Note
Security Questions are used to verify your identity when you try to access the central IT services via the Internet, or RESET the password of your IT Service Account (SSOid).
Why should I define Security Questions?

Security Questions are used to verify your identity when you try to access the central IT services via the Internet, or RESET the password of your IT Service Account (SSOid). You should define at least two pairs of questions and answers.
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Step 4 of 8 - Define your Security PassKey

Security PassKey is an additional set of password which is used to enhance the systems security for protecting your sensitive data. When you try to access or download sensitive data from centralized IT services, you will be asked to provide this PassKey.

- General Rules for defining your “Security PassKey”:
  - Acceptable special characters: ! : ~ @
  - case-sensitive
  - length between 8 - 15 alphanumeric characters

Your Security PassKey:

Re-enter your Security PassKey:

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Step 5 of 8 - Provide preferred language and contact information

Preferred language: English

Optional:

Personal Email: 

Phone Number: 

*We will use the above information to contact you only when necessary for account administration / management purposes.*
Guidelines for Usage of Information Resources
(信息資源使用指南)

http://buwwww.hkbu.edu.hk/uis/policy/ISSC_2011-D06_GUIR_PDF

- Click on the URL to display the Guidelines, read and accept it by "check-on" the checkbox.
- Click [Next] to continue
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Step 7 of 8 - Confirmation

SSOId: 00000000
Password: ********
Security Passkey: ********

Identity
HKID: A0000000
Date of Birth (dd/mm/yyyy): 1985-12-31

Contact Information:
HKBU Email after successful activation: 00000000@life.hkbu.edu.hk
Personalized Email Nickname: chansiuming@life.hkbu.edu.hk
Personal Email: Nil
Phone Number: Nil

Security Questions: Important Note
Question 1: In what district does your nearest sibling live?
Answer 1: tsuen wan
Question 2: What is your oldest sibling's birthday (YYYY-MM-DD)?
Answer 2: 1985-12-31
Question 3: Nil
Answer 3: Nil

Preferred Language: English

- Verify all information entered during the process. Confirm the correctness by "check-on" the checkbox.
- Click [Submit] to save and submit the request to the Office of Information Technology (ITO) for processing.

Personal Data Collection Statement:
1. Please provide the personal data as requested and ensure that the data are complete and accurate.

2. The data collected will be used for the purpose of IT Service Account activation and any related purpose(s).

3. Your personal data held by the University will be kept confidential. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by the University.

Please click Submit to activate your SSOId now, or Back to make amendments.
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Step 8 of 8 - Process Completed

Congratulations!
You have completed the Activation process successfully.
Your account will be ready for use in 5 minutes.

Sign In BUniPort  Exit