Registration for Single Sign On IT Services Account (SSOid) for New Staff

Welcome to Hong Kong Baptist University!

This website will guide you through the registration of your Single Sign On IT Services Account (SSOid). Please follow the wizard step by step to complete the process. You should complete the whole registration process BEFORE you can gain access to all IT resources provided by the University. (Read more...)

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 Registration process.
Registration for Single Sign On IT Services Account (SSOId) for New Staff

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 registration.

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

If you can’t read the letters in the “challenge image”, click this icon to “refresh” to another one.

Fill-in all required fields, enter ID number and date of birth, OR employment contact reference number and staff ID.

URL to show the University Privacy Policy Statement published in HKBU homepage.
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Step 1 of 8 - Verify your identity

To protect your data and information, you must first verify your identity.

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.

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

It should be:

- case-insensitive
- begin with an English letter with length between 6 - 18 alphanumerical characters
- Acceptable special characters : "." (hyphen) and "." (underscore)
- Password should be:
  - Case-sensitive
  - With length between 8 - 14 alphanumerical characters
  - spaces are not allowed.

Preferred SSOid:
CHANSIUMING @hkbu.edu.hk

General Rules for setting your SSOid Password.

General Rules for defining your SSOid.

New SSOid Password:

Re-enter your password:

Enter all required fields and click [Next] to continue.

You can reuse the previous email (SSOid) shown above or enter a new one.
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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*
What is your oldest cousin’s first and last name? → chan ming

Question 2*
your oldest sibling’s birthday (YYYY-MM-DD)? → 1980-12-31

Question 3
Select or input your security question here.

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":
- case-sensitive
- length between 8 - 15 alphanumerical characters
- Acceptable special characters: ! _ ~ @
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Step 5 of 8 - Provide your preferred language and additional contact information

Preferred language: English

Optional:

Personal Email Address:

Contact 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

http://buwwww.hkbu.edu.hk/uis/policy/tSSC_2011-D06_GUHR.PDF

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

- 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.
Congratulations!
You have completed the registration process successfully.
Your account will be ready for use in 2 working days.
We will send an email to your personal email address when your account is ready for use.

The reference number for your request is:

**CHANSIUMAN-20120712-111410-158:182:**********

Please quote the above reference number when enquiring the status of your request.
Thank you!