



### Notes when generating the Unofficial Transcript

- 1) Use desktop computer to generate the Unofficial Transcript. Some mobile devices (e.g. iPhone) are not compatible to read the Unofficial Transcript.
- 2) Open the web browser installed on your computer (Google Chrome / Internet Explorer / Firefox)
- 3) The Unofficial Transcript will appear as a PDF in a separate window. In case you click on a button or a link and nothing happens, please check if the address bar is marked Pop-up blocked. If that is the case, you need to turn off the pop-up blocker to allow pop-ups and view the transcript.



### To log in to the Learner Portal, please follow the procedures below:

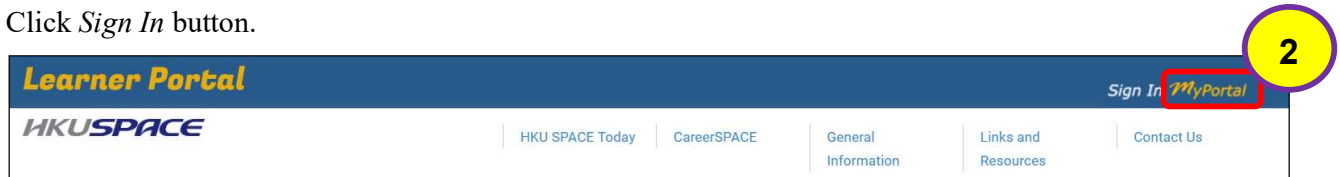
1. Enter the HKU SPACE Community College website <http://hkuspace.hku.hk/cc/>
2. Click the “LEARNER” button
3. Click the “Login” button
4. Enter your 8-digit Student No./SPACE ID and
5. Enter the password
6. Press “Login” button

### To view the Unofficial Transcript in SCORE

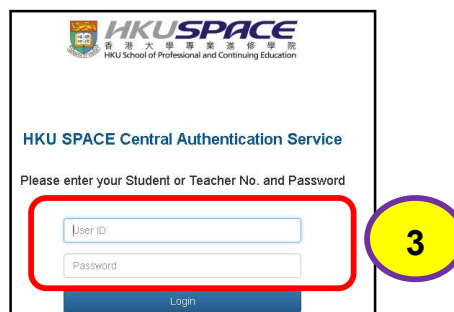
For viewing the Unofficial Transcript, you may access to *SCORE* via *Learner Portal*. By clicking the **Learner** at the HKU SPACE CC website (<http://hkuspace.hku.hk/cc/>), you will be directed to the [Learner Portal](#) login page.



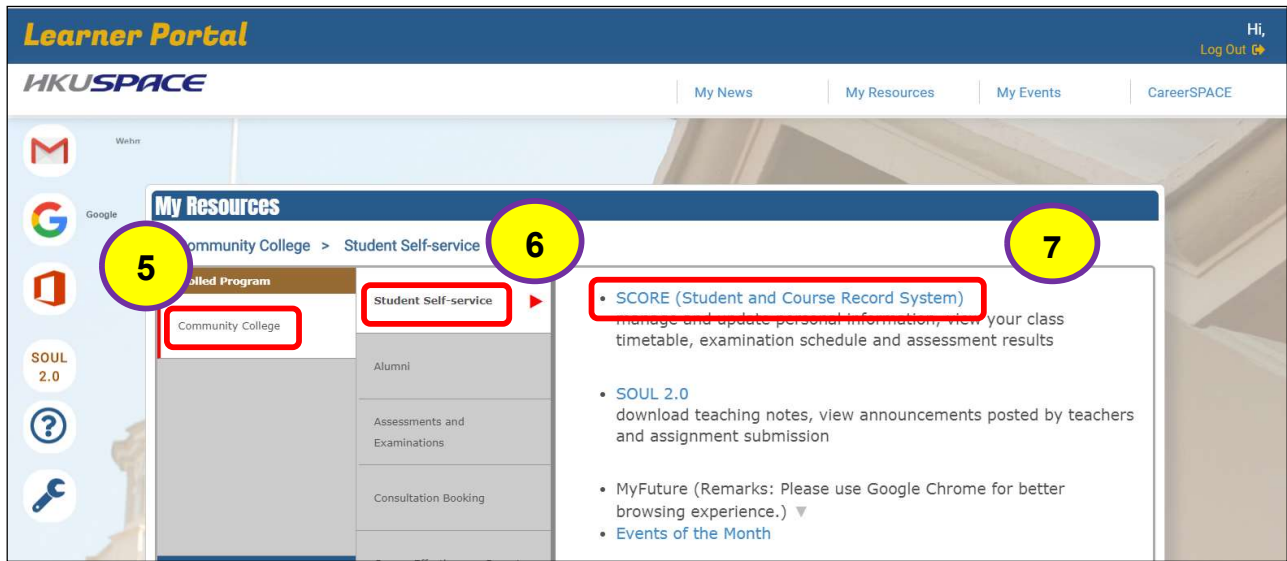
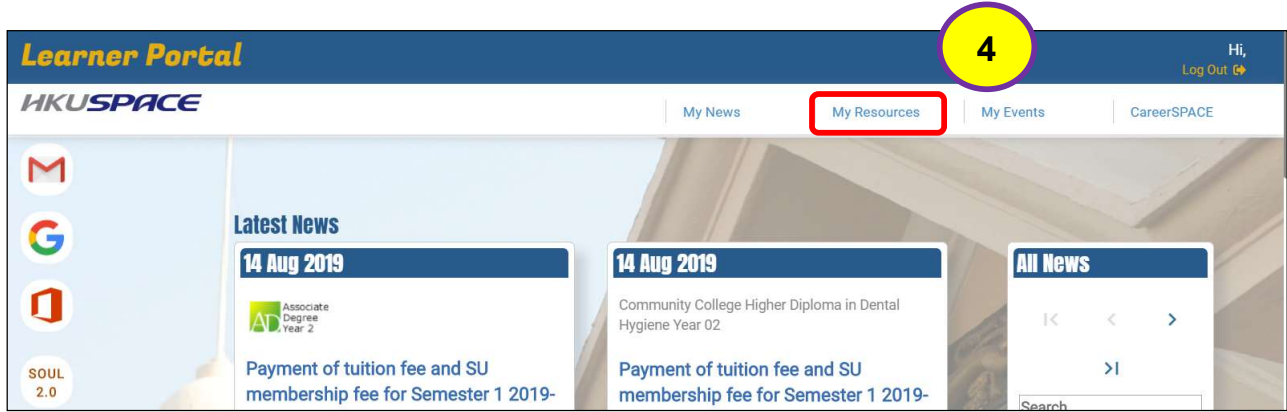
Click *Sign In* button.



To login, type your Student ID number and password, and then “Login” button.

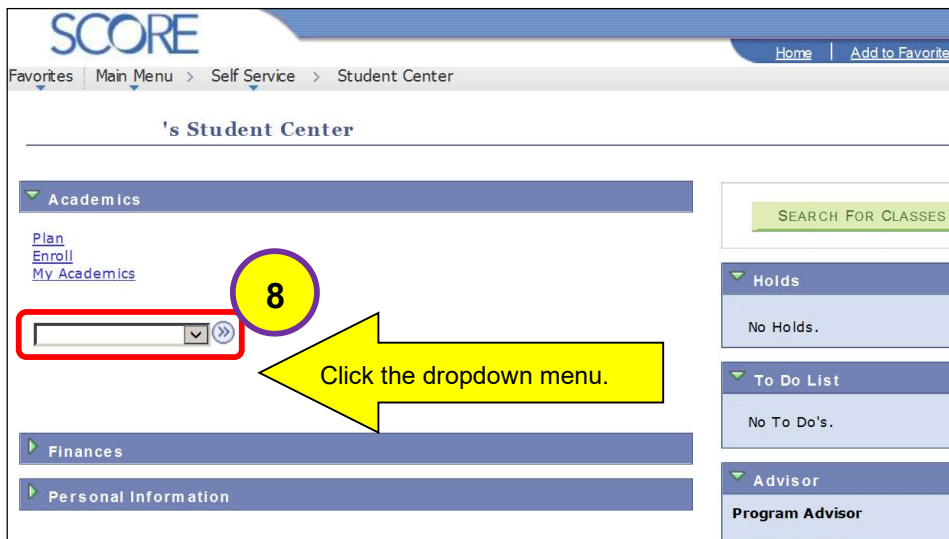


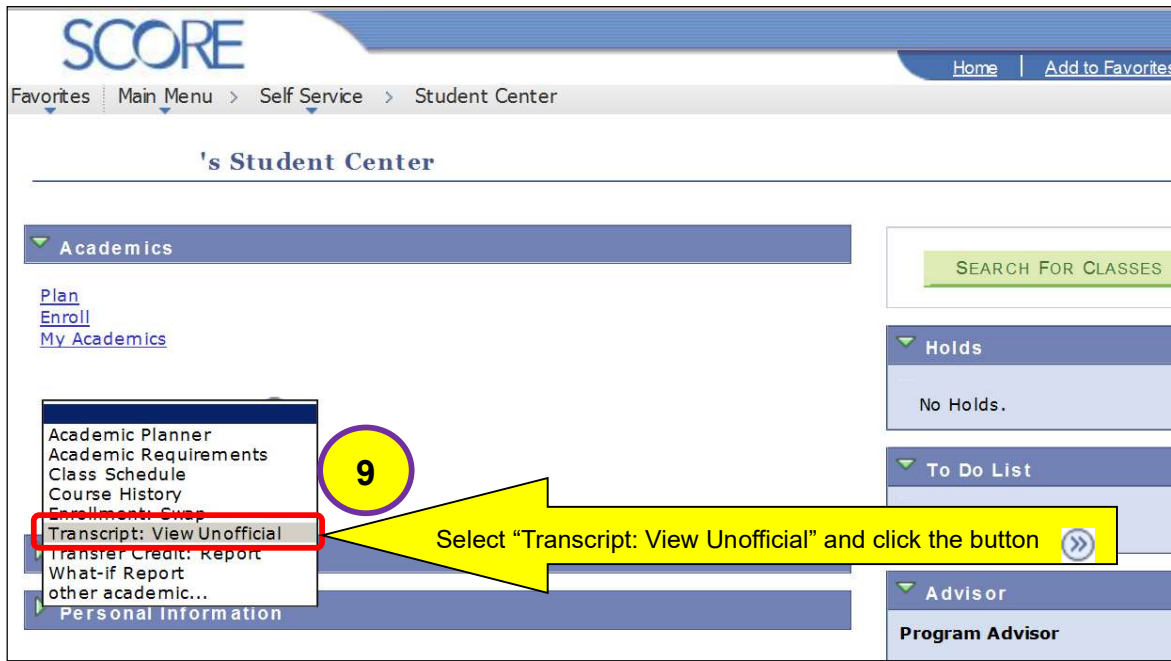
Go to **My Resource** tab and then click the paths ([Community College](#) > [Student Self-service](#) > [SCORE](#)) to access SCORE. You will then be navigated to SCORE directly.



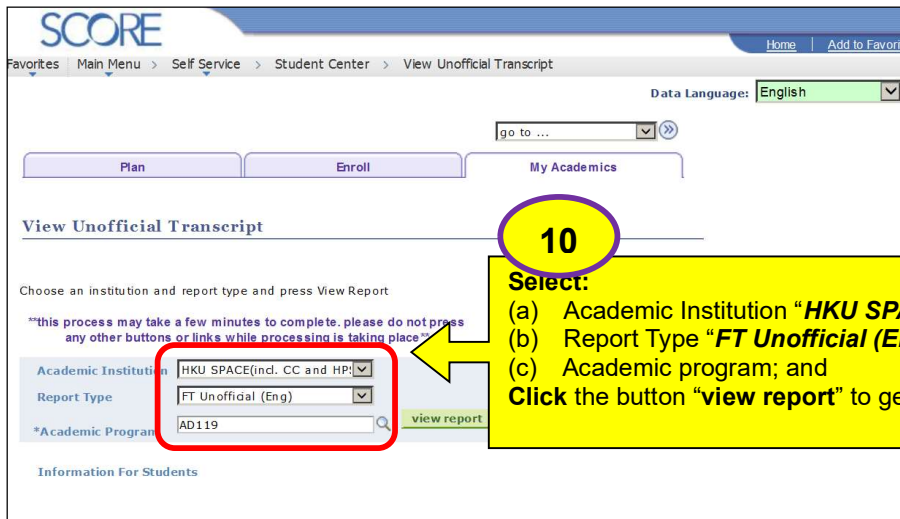
You will be directed to *SCORE*. In *SCORE*, you can obtain the complete records of course results of your study at the College by generating an Unofficial Transcript at any time.

Navigation path: Main Menu > Self Service > Student Centre





You will then be directed to the page below. Select *Academic Institution*, *Report Type "FT Unofficial (Eng)"* and *Academic Program* from the dropdown menu and then click "*view report*".



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Sample of Unofficial Transcript (for reference only)

HKUSPACE		HKUSPACE Community College			
香港大學專業進修學院 HKU School of Professional and Continuing Education		香港大學附屬學院 HKU School of Professional and Continuing Education			
<b>TRANSCRIPT OF ACADEMIC RECORD (Unofficial)</b>					
Student Name:	CHAN, TAI MAN	Issue Date:	13 July 20XX		
Date of Birth:	9 March 2000	Student No:	2000007		
		Identification No:	Y2000030(9)		
<b>Programme Admitted</b>		<b>Admission Date</b>			
Mode of Study:	Full-time	September 20XX			
Programme:	Associate of Arts				
<b>Academic Year:</b> 20XX-XX Semester 1					
Theme:	Associate of Arts				
Year of Study:	1				
<b>Course Code</b>	<b>Course Title</b>	<b>Credits Attempted</b>	<b>Credits Gained</b>	<b>Grade</b>	<b>Grade Point</b>
CCCH 4003	Advanced Chinese Language	3.0	3.0	C	6.00
CEN 4003	General English III	3.0	3.0	C+	6.90
CCAW 4001	Introduction to Working Practice I	3.0	3.0	C-	5.10
CCST 4009	Energy and Environment	3.0	3.0	B+	9.90
CCSS 4027	Introduction to Social Sciences	3.0	3.0	B	9.00
CCIT 4009	Introduction to Multimedia	3.0	3.0	C-	5.10
Semester GPA: 2.33	Cumulative GPA: 2.33				
<b>Academic Year:</b> 20XX-XX Semester 2					
Theme:	Associate of Arts				
Year of Study:	1				
<b>Course Code</b>	<b>Course Title</b>	<b>Credits Attempted</b>	<b>Credits Gained</b>	<b>Grade</b>	<b>Grade Point</b>
CCEN 4004	English for Academic and Professional Part I	3.0	3.0	C-	5.10
CCAH 4001	Applied Aesthetics	3.0	0.0	F	0.00
CCAW 4002	Introduction to Working Practice II	3.0	3.0	C+	6.90
CCPH 4004	Ideas that Shaped the Modern World	3.0	3.0	D	3.00
CCSS 4001	Introduction to Psychology	3.0	0.0	F	0.00
Semester GPA: 1.00	Cumulative GPA: 2.11				
This is not a formal certificate of assessment results. Please apply for an official transcript from the College Office.					
- END OF TRANSCRIPT -					
Errors and omissions must be reported to the College Office within three weeks from the release date of your assessment results. <span style="float: right;">Page 1 of 1</span>					

**Note:** If you cannot log in to the Portal, please create a service ticket in "IT Help" which is accessible through the Learner Portal login screen.

**Exam**