

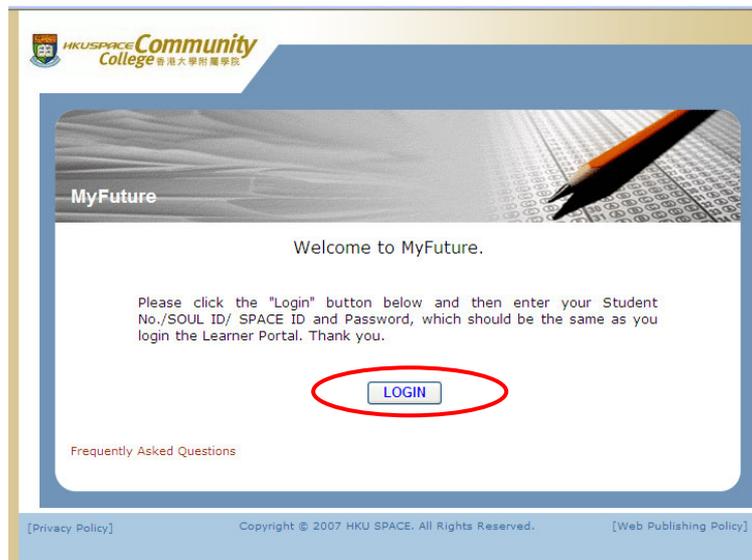
HKU SPACE Community College Instructions for Using Web-based Student Locker System

You are required to arrange for yourself a computer accessible to the Internet for the usage of the system.

Section 1: Login

Step 1: Login MyFuture

Please click the “Login” button.



Please input your Login ID and Password (should be the same as your Learner Portal account) and click the “Login” button.

HKU SPACE Central Authentication Service

HKUSPACE You have requested access to a site that requires authentication. Please enter your Student No./SPACE ID and Password.

Login My Learner Portal

Student No./SOUL ID/SPACE ID:

Password:

Login

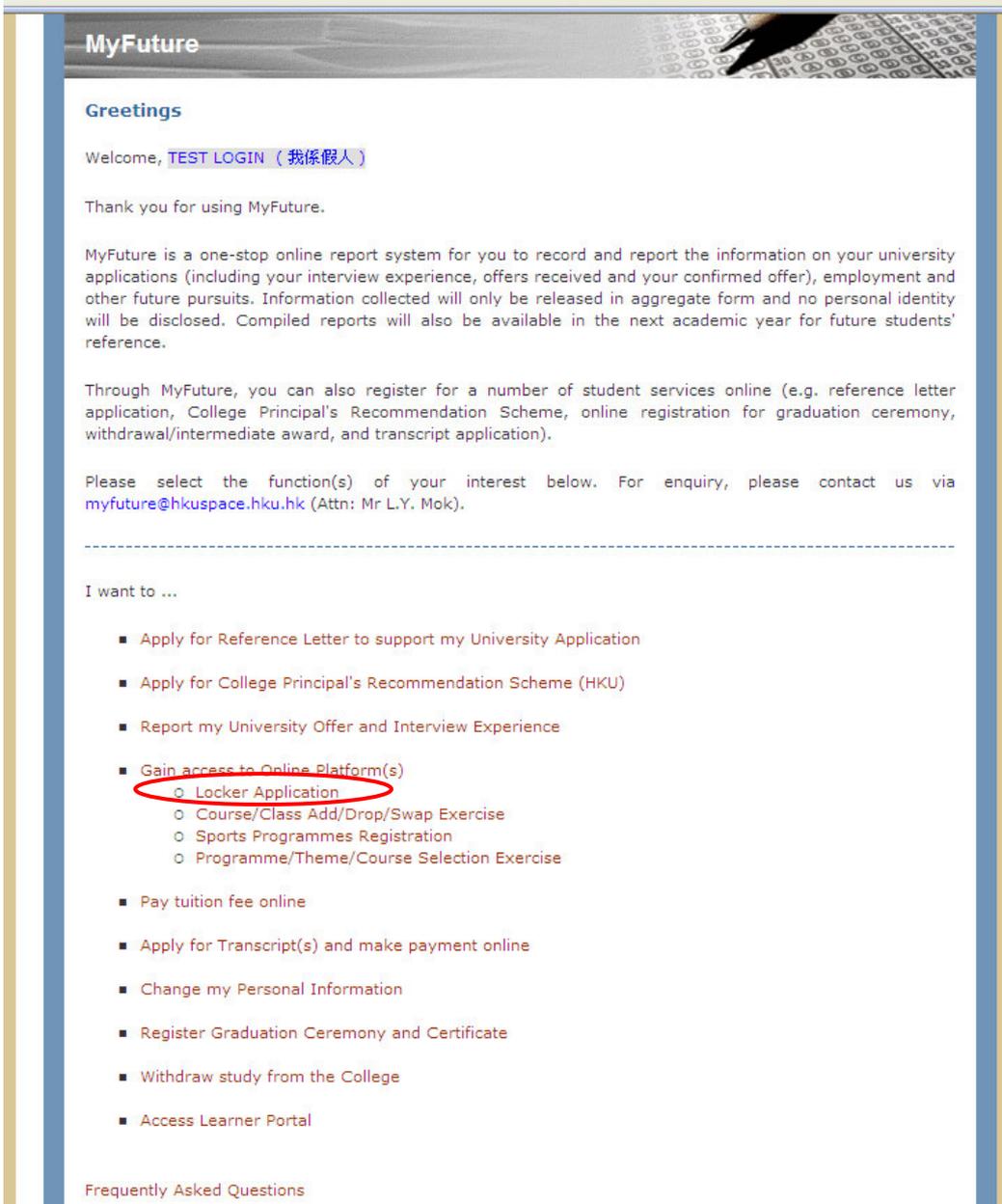
- If you are a first time user:
 - For CC, CIDP and part-time students, please [click here](#).
 - For HPCC students, please [click here](#).
- If you forgot your password, [click here](#).

Important Note:

- For any technical enquiries, please contact [IT Help](#).
- Login requires your browser to **accept cookies**. Read [How to Set Cookies](#) for the instruction.

Step 2: Select function

Please click “Locker Application”.



MyFuture

Greetings

Welcome, [TEST LOGIN \(我係假人\)](#)

Thank you for using MyFuture.

MyFuture is a one-stop online report system for you to record and report the information on your university applications (including your interview experience, offers received and your confirmed offer), employment and other future pursuits. Information collected will only be released in aggregate form and no personal identity will be disclosed. Compiled reports will also be available in the next academic year for future students' reference.

Through MyFuture, you can also register for a number of student services online (e.g. reference letter application, College Principal's Recommendation Scheme, online registration for graduation ceremony, withdrawal/intermediate award, and transcript application).

Please select the function(s) of your interest below. For enquiry, please contact us via myfuture@hkuspace.hku.hk (Attn: Mr L.Y. Mok).

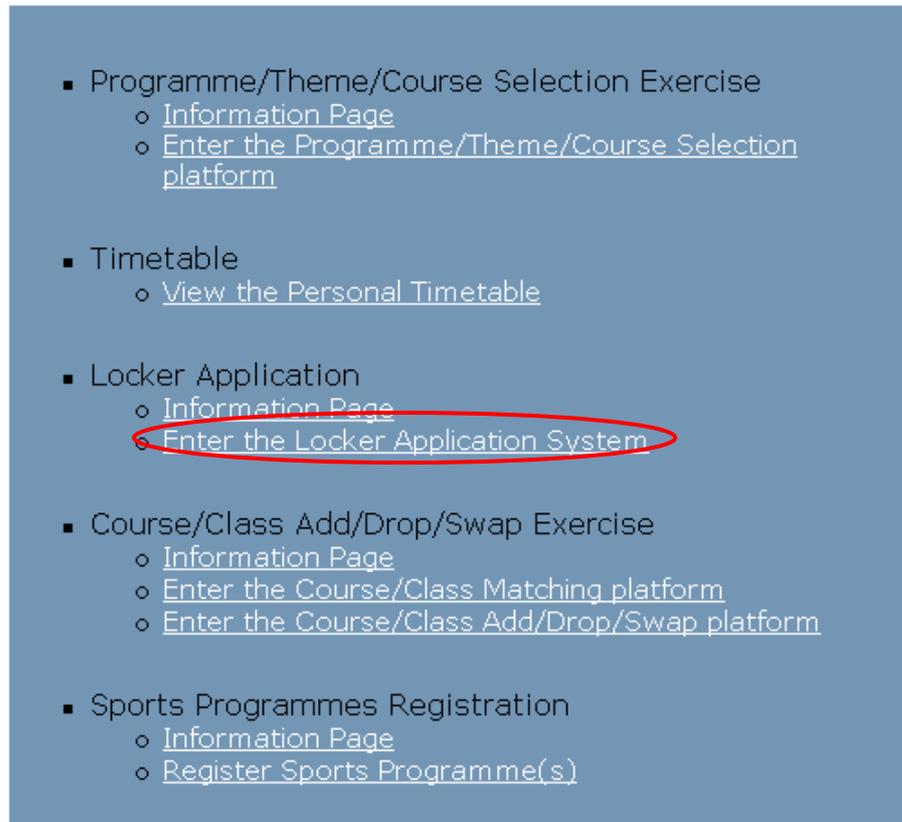
I want to ...

- Apply for Reference Letter to support my University Application
- Apply for College Principal's Recommendation Scheme (HKU)
- Report my University Offer and Interview Experience
- Gain access to Online Platform(s)
 - Locker Application
 - Course/Class Add/Drop/Swap Exercise
 - Sports Programmes Registration
 - Programme/Theme/Course Selection Exercise
- Pay tuition fee online
- Apply for Transcript(s) and make payment online
- Change my Personal Information
- Register Graduation Ceremony and Certificate
- Withdraw study from the College
- Access Learner Portal

Frequently Asked Questions

Please click “Enter the Locker Application System”

Gain access to Online Platform(s)

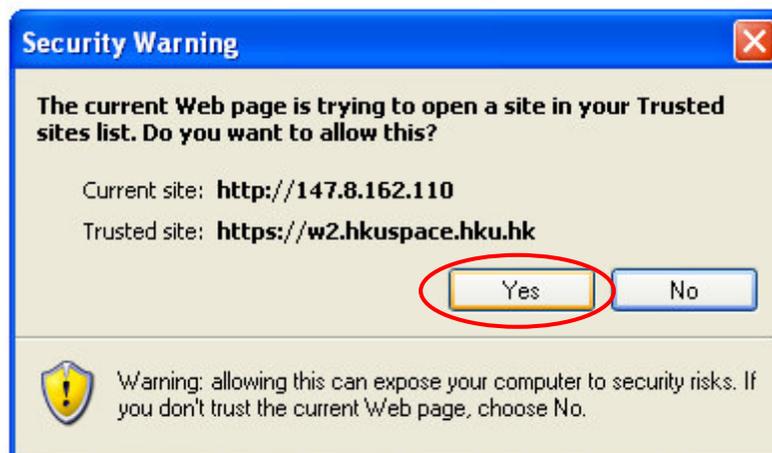


A screenshot of a blue menu box containing a list of options. The option 'Enter the Locker Application System' is circled in red. The menu items are:

- Programme/Theme/Course Selection Exercise
 - [Information Page](#)
 - [Enter the Programme/Theme/Course Selection platform](#)
- Timetable
 - [View the Personal Timetable](#)
- Locker Application
 - [Information Page](#)
 - [Enter the Locker Application System](#)
- Course/Class Add/Drop/Swap Exercise
 - [Information Page](#)
 - [Enter the Course/Class Matching platform](#)
 - [Enter the Course/Class Add/Drop/Swap platform](#)
- Sports Programmes Registration
 - [Information Page](#)
 - [Register Sports Programme\(s\)](#)

Main Menu

A security warning dialog box will appear to ask if you want to open the website. Please click “Yes” to access the Student Locker System.

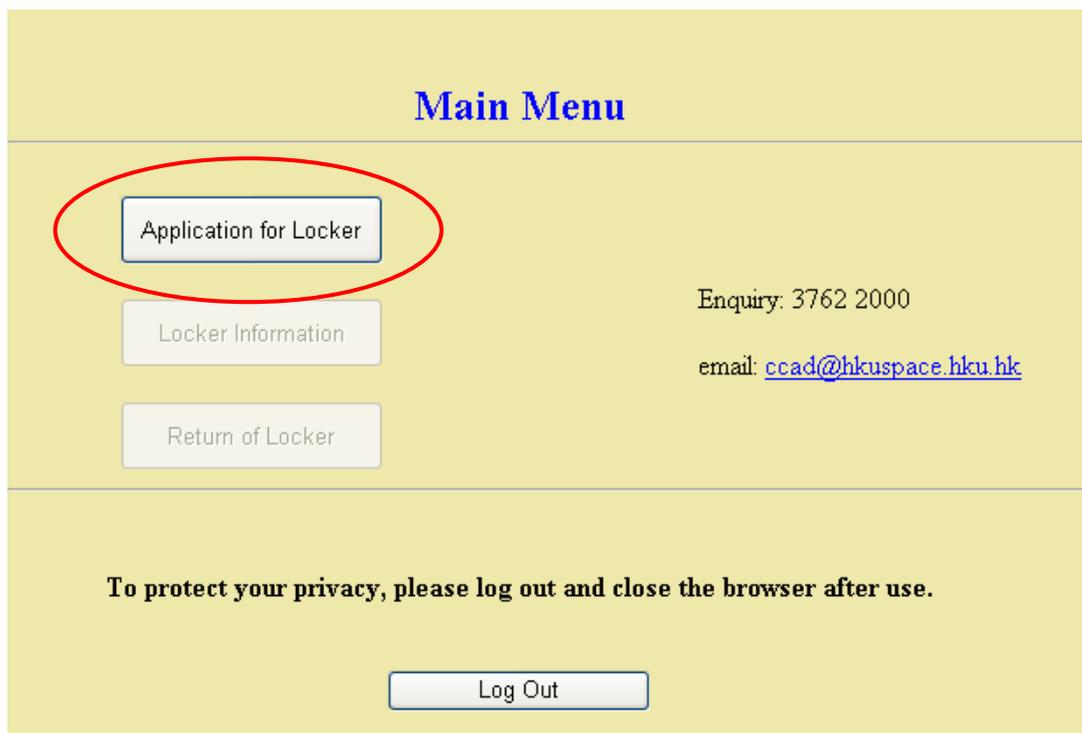


Section 2: Application for Locker

Each student can only apply for one locker on the affiliated campus. Student lockers will be allocated on a first-come-first-served basis and are not transferable.

Step 1: Choose the Option in the Main Menu

Please click the “Application for Locker” button to apply for a locker.



Step 2: Check the Availabilities of Student Lockers

- (a) Situation 1: Locker is available for application
- (i) Please read the regulations for the usage of student locker.
 - (ii) Check your affiliated campus.
 - Please contact the College Office if your affiliated campus is incorrect.
 - (iii) Click the “I accept and submit application” button to continue.

Application for Locker

Please read the regulations before you make an application for a locker.

REGULATIONS FOR THE USAGE OF STUDENT LOCKER

Each student can only apply for one locker on the affiliated campus. Student lockers will be allocated on a first-come-first-served basis and are not transferable. Locker users should abide by the following regulations:

1. Personal Liabilities
 - a. Locker users are advised not to place any valuable items inside their lockers and shall be personally responsible for the security of the property they place inside their lockers.
 - b. Unattended items found on top of lockers will be collected and disposed of without prior notice.
 - c. The Community College or the HKU SPACE will not be responsible for any loss or damage to any personal property placed inside or outside the lockers.
 - d. Students should keep the locker clean and tidy. No stickers or posters are allowed to be adhered to the lockers. For hygiene reason, no perishable food is allowed in the lockers.
 - e. Students must use their own padlocks which are reasonably durable. For security reasons, students are **NOT** permitted to cut their padlocks without prior permission from the College Office. The minimum charge for cutting a padlock is HK\$50, subject to the addition of any extra amount to cover the actual cost incurred.
 - f. Unauthorised use of locker is prohibited. A locker, once found to be illegally occupied by a student, shall be cleared by the College without notification.
2. Duration of Use
 - a. Students are required to clear and return their lockers to the College Office immediately upon their withdrawal, graduation or termination of study, or transfer of registration from one campus to another. The College may also, at its discretion, require a student to clear the locker at any time. If the user concerned fails to do so, the College Office shall force open the locker and charge him/her a fee of \$50 for cutting the padlock (if any) and disposing of the property of the locker.
 - b. The notification of clearing of lockers will be posted on Notice Boards, Learner Portal and Locker Area.
3. Repair Cost
 - a. If the locker user has caused any damage to the locker, he/she will be required to pay for the necessary repair. The minimum charge for the repair cost is \$50, subject to the addition of any extra amount to cover the actual cost incurred.

The student shall be forfeited of his/her right to use the locker if he/she breaches any of the regulations mentioned above.

Your locker will be located on Kowloon East Campus (KEC).

Please contact the College Office if your affiliated campus is incorrect.

Enquiry: 3762-2000
email: ccad@hkuspace.hku.hk

I have read and understood the regulations and I agree to abide by the rules and regulations for the use of the locker as stipulated by the College.

Your affiliated campus is shown here.

- (b) Situation 2: No lockers are available for application
- (i) The following message will be shown.



Application for Locker

Your application is not accepted as all lockers on your affiliated campus have been assigned to other students.

Enquiry: 3762-2000
email: ccad@hkuspace.hku.hk

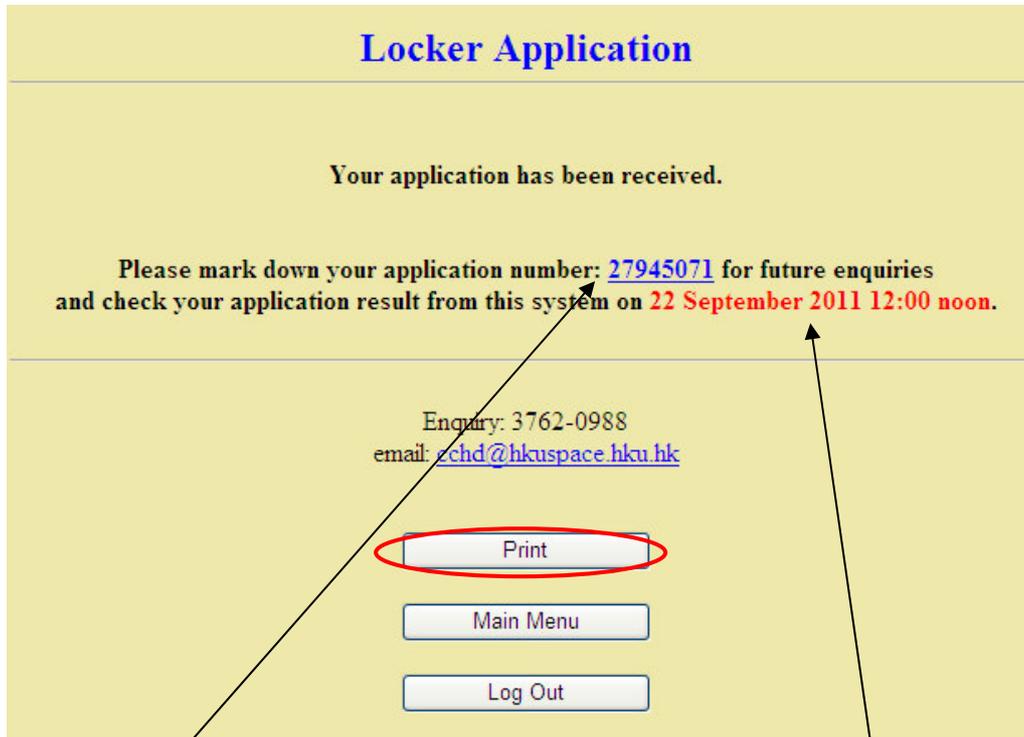
Main Menu

Log Out

Step 3: Record the Application Number

Please mark down your application number and check your application result on the scheduled date.

You can also print this page for your reference.

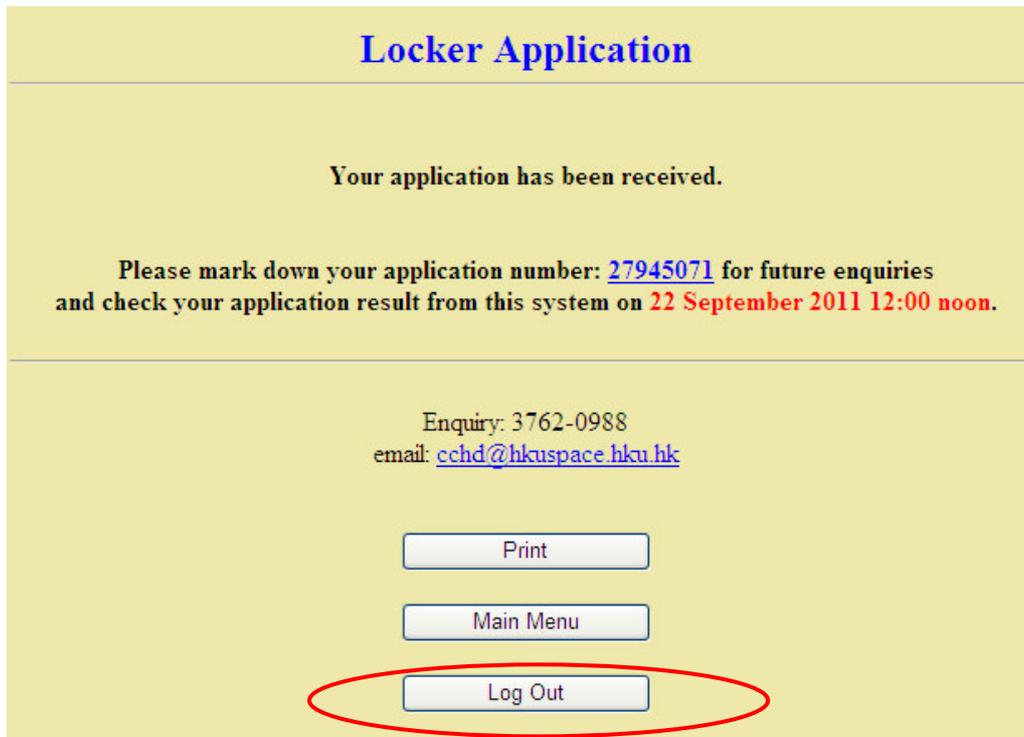


Application number
is shown here.

Locker Information
will be released on
this date

Step 4: Log Out

Please click the “Log Out” button to finish the process.



The following message will be shown and please also click the “Close” button to close the browser.



Section 3: Check Locker Information

Successful applicants can check their locker information on the scheduled date.

Step 1: Choose the Option in the Main Menu

Please click the “Locker Information” button to check the locker information.



Step 2: Record the Locker Information

The locker is ready for use and please record the locker number.

Please also remember to bring your own durable padlock for the usage of the locker.

Locker Information

Locker Number	Location	Affiliated Campus	Start Date	Expiry Date*
D2	15/F	AIA Tower Campus	22 September 2011	May 2012

Important: User has to bring their own durable padlocks.

Students are required to observe strictly the [regulations](#) for the usage of the student locker.

*The College will inform locker users the exact date of clearing and returning the lockers via student notice on Notice Boards, Learner Portal and Locker Areas.

Enquiry: 3762-0988
email: cchd@hkuspace.hku.hk

Step 3: Log Out

Please click the “Log Out” button to finish the process.



The screenshot shows a web page titled "Locker Information" with a table of locker details. Below the table, there is an important note and instructions for users. At the bottom, there are two buttons: "Main Menu" and "Log Out". The "Log Out" button is circled in red.

Locker Number	Location	Affiliated Campus	Start Date	Expiry Date*
D2	15/F	AIA Tower Campus	22 September 2011	May 2012

Important: User has to bring their own durable padlocks.

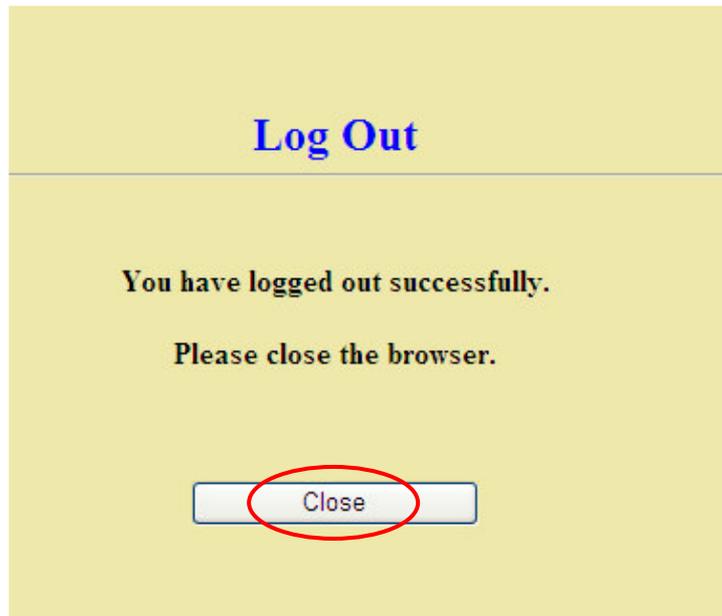
Students are required to observe strictly the [regulations](#) for the usage of the student locker.

*The College will inform locker users the exact date of clearing and returning the lockers via student notice on Notice Boards, Learner Portal and Locker Areas.

Enquiry: 3762-0988
email: cchd@hkuspace.hku.hk

Main Menu
Log Out

The following message will be shown and please also click the “Close” button to close the browser.



The screenshot shows a confirmation message titled "Log Out". The message states that the user has logged out successfully and asks them to close the browser. A "Close" button is located at the bottom of the message and is circled in red.

Log Out

You have logged out successfully.

Please close the browser.

Close

Section 4: Return of Locker

Step 1: Choose the Option in the Main Menu

Locker users who graduate, withdraw from studies or whose studies are terminated must return their lockers immediately to the College Office.

Please click the “Return of Locker” button to return the locker before the expiry date.

ccad@hkuspace.hku.hk'. At the bottom, there is a privacy notice: 'To protect your privacy, please log out and close the browser after use.' and a 'Log Out' button."/>

Main Menu

Application for Locker

Locker Information

Return of Locker

Enquiry: 3762 2000
email: ccad@hkuspace.hku.hk

To protect your privacy, please log out and close the browser after use.

Log Out

Step 2: Read the Statement 1 and Start to Return Locker

Please read the statements and then click the “Start to return locker” button to continue.

Return of Locker

- Locker users who graduate, withdraw from studies or whose studies are terminated must return their lockers immediately to the College Office.
- Please remove all your belongings from the locker and return your locker numbered **D2 on AIA Tower Campus** by **May 2012**, lest the College will force open the locker after the date.
- If locker users fail to observe the above deadline, all belongings found in your locker will be disposed of or donated to charitable organizations without prior notice. The College will not be responsible for any loss or damage of properties thus incurred.
- The College may also, at its discretion, require a student to clear the locker at any time. If the user concerned fails to do so, the College Office shall force open the locker and charge him/her a fee of \$50 for cutting the padlock (if any) and disposing of the contents of the locker.
- The notification of clearing of lockers will be posted on Notice Boards, Learner Portal and Locker Areas.

Enquiry: 3762-0988
email: cchd@hkuspace.hku.hk

Step 3: Read the Statement 2 and Confirm to Return Locker

Please read the statements and then click the “Return Locker” button to continue.

Return of Locker

Your locker will be due to be returned.

Please make sure that you have removed all your belongings from your locker.

Once your locker is returned, all belongings found in your locker will be disposed of or donated to charitable organizations. Also, you are not allowed to apply for another locker on the same campus.

Return Locker

Main Menu

Step 4: Read the Statement 3 and Confirm to Return Locker

Please read the statements and then click the box and the “Confirm to return locker” button to continue.

Return of Locker

Your locker will be returned. Are you sure?

I hereby confirm that all my belongings have been removed and I understand that all belongings found in in my locker will be disposed of or donated to charitable organizations.

Confirm to return locker

Main Menu

Step 5: Log Out

Please click the “Log Out” button to finish the process.



The following message will be shown and please also click the “Close” button to close the browser.

