



ITSC User Guide

Title:	Module Add/drop System (2020/21)
Description:	This document introduces the module add/drop system and how students may login, submit add/drop applications and monitor the status of these applications.
Links:	https://mrs.hsu.edu.hk/app/adddrop
Issued Date:	2021-01-11

Important Notes

- You may login at most 15 minutes before your scheduled add/drop submission time. The system will allow one login for each student only.
- Please read carefully the <Notes to students> before you login.
- After login, do not reload browser unless the system has no response. You will be asked to re-login again if you refresh the browser.
- If you encounter any problems, please take screen captures and email to ITSC for support.

Introduction

There are two main pages in the Online Module Add/Drop System:

- Enrolled Modules - Students to view their current enrolled modules.
- Submit add/drop Applications - Students to select modules and submit add/drop applications.

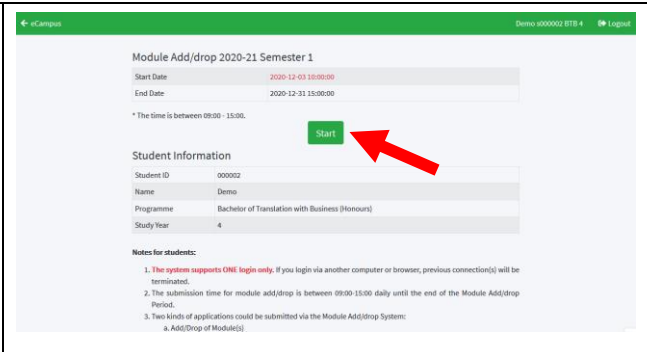
1. Login to the Module Add/drop System

Steps	Screens
<p>a. Students may use a chrome browser and the above link to access the Module Add/Drop System:</p> <ul style="list-style-type: none"> Enter windows username and password Enter the security code into the textbox for verification. Please read the “Notes for Students” carefully before you login. 	<p>The screenshot shows the 'Module Add/drop System' login interface. On the left is a 'Student Login' form with fields for 'Windows Username', 'Windows Password', and 'Security code' (with a sample code '2652'). A 'Login' button is at the bottom. On the right is a 'Notes to Students' section with 11 numbered points. Red circles with numbers 1 and 2 are overlaid on the screenshot: circle 1 points to the Windows Username field, and circle 2 points to the Security code field.</p>



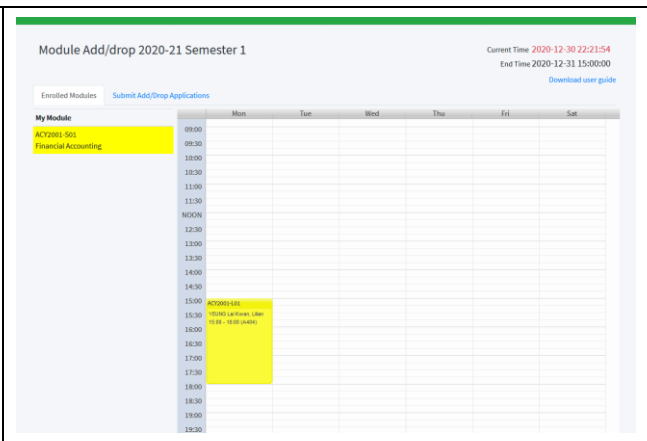
b. After login, you will see <Add/Drop> page:

- Read the <Notes to Students> carefully.
- Wait until your Start Time before clicking <Start>.
- **Do not reload browser, otherwise, you will need to login again.**



2. Enrolled Modules

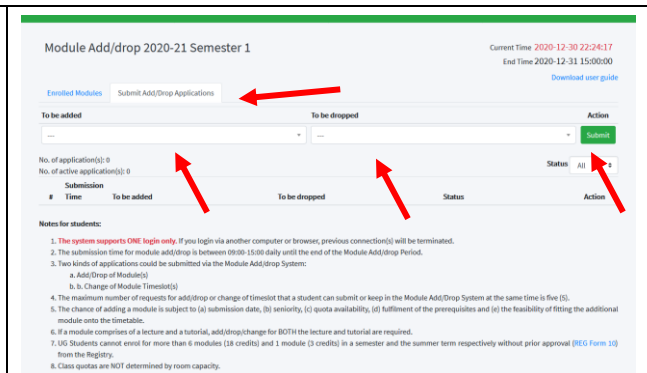
c. After you click <Start>, the system will show your current timetable.



3. Module Add/drop

d. Click the tab <Submit Add/Drop Applications> to submit and view your add/drop applications.

- To add a single module, you can leave the “to be dropped” field blank.
- To drop a single module, you can leave the “to be added” field blank.
- To add/drop a module simultaneously, you need to enter the module to be added and the module to be dropped. (Remarks: the application would only be successful if both adding and dropping requests can be fulfilled at the same time.)
- After selecting the modules to be added or dropped, you may click





	<p>the “Submit” button to submit the application for approval.</p> <ul style="list-style-type: none"> The system will ask you to enter a security code to confirm your application. Enter the security code to confirm your application. 	
e.	<p>If your application is submitted successfully, you will see the message “The application of Add/Drop has been submitted successfully”.</p>	

4. Module Add/drop Cancellation

f.	<p>To cancel your application before approval, you can click “Cancel” button.</p>	
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5. Module Add/drop Monitoring

g.	<p>To monitor the progresses and results, you can check at the “Status” column.</p> <p>Please be reminded that all PENDING applications will be kept in the system for further matching and processing on subsequent days. You need to CANCEL an application if you DON'T want it to be further processed. Also, all processed applications cannot be undone.</p>	
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