

## **ITSC User Guide**

| Title:       | Module Registration System (2022-23)   |  |
|--------------|--|--|
| Description: | This document introduces the new module registration system and how students may login and register modules. |  |
| Links:       | https://mrs.hsu.edu.hk/app/registration  |  |
| Issued Date: | 2023-06-01   |  |

## Important Notes

- You may login 15 minutes before your scheduled registration time. The system will allow one login for each student only.
- Please read carefully the <Notes to Students> before you start registration.
- During module registration, 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 encountered any problems, please take photographs and email to ITSC for support.

## 1. Login to the Module Registration System

| Steps |  |   | Screens   |
|-------|--|---|---|
| a.    | Students may use a chrome browser and the above link to access the new         |   | Module Registration System  |
|       | Module Registration System:  | Student<br>You may login at most 15 mil<br>in the Module Registration P<br>Windows Username   | April     A |
|       | <ol> <li>Enter windows username and<br/>password</li> </ol>                    | Mindown Research Security code Security cod |   |
|       | <ol> <li>Enter the security code into the textbox for verification.</li> </ol> | Log   | motified by the said parties if needed.<br>8. Using of robot to perform modure registration is strictly prohibited and will be subject to disciplinary action.  |
| b.    | After login, you will see <start<br>Registration&gt; page:</start<br>          |   | stration (2022-23 Summer) (Demonstration)   |
|       | <ul> <li>Read the <notes students="" to=""><br/>carefully.</notes></li> </ul>  | End Time  | 2023-06-01 11:35:00 Start Registration  |
|       |  | Student Info  | rmation   |
|       | <ul> <li>Wait until your Start Time before</li> </ul>                          | Student ID  | \$000001  |
|       | clicking <start registration="">.</start>                                      | Programme   | Demo Student<br>Bachelor of Business Administration (Honours) in Economics  |
|       | <ul> <li>Do not reload browser, otherwise,</li> </ul>                          | Study Year  | 4   |
|       | you will need to login again.  | Notes to Stude<br>1. The system<br>be terminat<br>2. The module   | nts (please read carefully)<br>upports ONE login only. If you login via another computer or browser, the previous connection(s) will<br>ed.<br>registration is conducted in a 'Free Form' manner, enabling you to select your preferred modules in  |



## 2. Module Registration

| C. | <ul> <li>The system shows a timetable. The registration of each module requires three steps:</li> <li>1. Enter a module code (e.g., ACY2001) to search for an available session.</li> <li>2. Click navigation buttons • to find other sessions (lecture/tutorial)</li> <li>3. Click <enroll> to register.</enroll></li> </ul>   | Composition       Demonstrations       Of logand         Module Registration (2020-21 Semester 1) Stage 2       Comment Time 2020-12 Milliolass<br>End Time 2020-12 Million         All Modules       0.00       Mon       Time       Not       N   |
|----|---|---|
| d. | <ul> <li>After you enter the module code (e.g., ACY2001):</li> <li>1. An available session (ACY2001-S01) will be shown on your timetable. Make sure it doesn't clash with your existing modules.</li> <li>2. You may click o to view other available sessions.</li> <li>3. Click <enroll> to register this</enroll></li> </ul>  | € «Cangus     Demos d000003 IIGA JAC     Ф Logout       Module Registration (2020-21 Semester 1) Stage 2     Current Time 2020 12 JA 114423<br>End Time 2020 12 Ja 10.0000       All Modules     Image: State of the state of  |
| e. | Inocule.1. The system will ask you to enter a<br>security code to confirm your<br>registration. Enter the security code to<br>confirm your registration.Notes:As students of your year are all<br>registering at the same time, the<br>availabilities of modules will update<br>real-time and there is possibility that all<br> | Image: Control of Contro |



| f. | <ul> <li>You may add the modules one by one to your list of registrations.</li> <li>After selecting all your modules: <ol> <li>Click <end registration=""> when you finished all module registrations</end></li> </ol> </li> <li><u>Notes:</u> <ul> <li>You may click <unenroll> to deregister a session. You may also select another session of the same module and the system will automatically</unenroll></li> </ul> </li> </ul> | Image: Contract Contech Contract Contract Contract Contract Co        |
|----|--|--|
| g. | replace the previous registration with<br>the newly selected one.<br>If a module session is full, the <enroll><br/>button will be disabled.<br/><u>Notes:</u><br/>As students of your year are all<br/>registering at the same time, the<br/>availabilities of modules will update<br/>real-time and the module sessions may<br/>become available as time goes by.</enroll>  | Image: Second |
| h. | You will see a final list of your<br>registered modules:<br>1. You may click <print save<br="">Timetable&gt; to print or save a PDF copy<br/>of your timetable.</print>  | ← eCampus         Mon         Tax         Wed         Thu         Fr         Sat           Last Updated Tim: 2020-12-14<br>L13-05.19         Mon         Tax         Wed         Thu         Fr         Sat           Plasae print or save a copy of your<br>timetables from 20:00 to 23:00         0000         0000         Cad Sat Ref.         Non         No  |