資訊科技服務中心
INFORMATION TECHNOLOGY SERVICES CENTRE
香港恒生大學
THE HANG SENG UNIVERSITY OF HONG KONG

ITSC User Guide

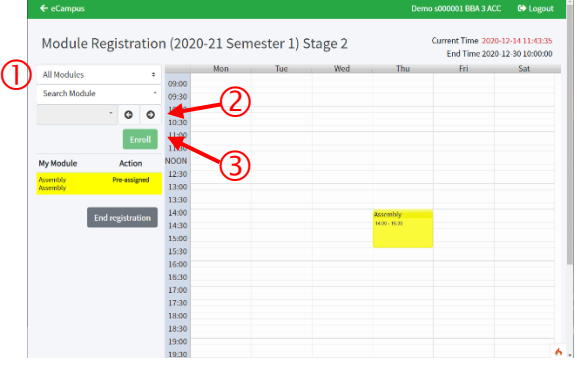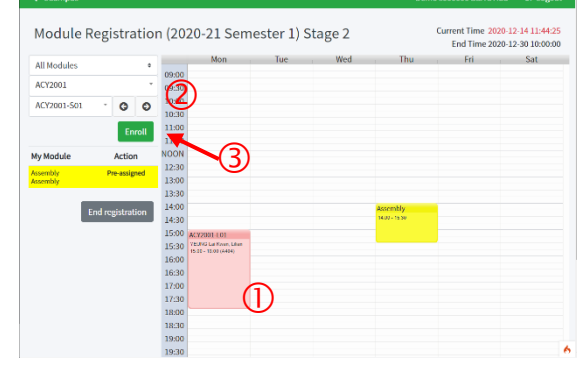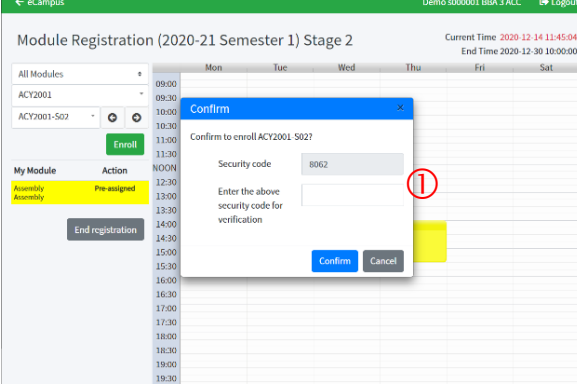| Title:	Module Registration System (2022-23)
Description:	This document introduces the new module registration system and how students may login and register modules.
Links:	https://mrs.hsu.edu.hk/app/registration
Issued Date:	2023-06-01

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: 1. Enter windows username and password 2. Enter the security code into the textbox for verification.	
b. After login, you will see <Start Registration> page: - Read the <Notes to Students> carefully. - Wait until your Start Time before clicking <Start Registration>. - Do not reload browser, otherwise, you will need to login again.	

2. Module Registration

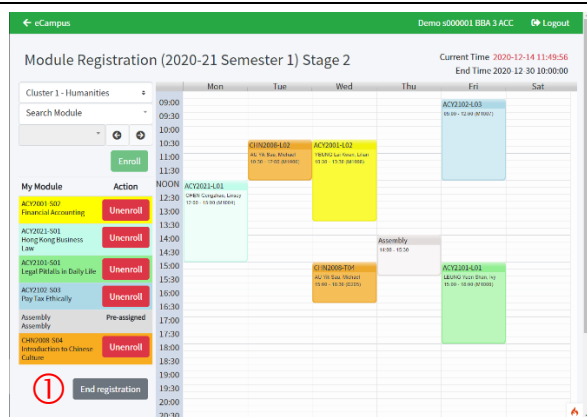|		
c.	The system shows a timetable. The registration of each module requires three steps: 1. Enter a module code (e.g., ACY2001) to search for an available session. 2. Click navigation buttons ⊙ ⊙ to find other sessions (lecture/tutorial) 3. Click <Enroll> to register.	
d.	After you enter the module code (e.g., ACY2001): 1. An available session (ACY2001-S01) will be shown on your timetable. Make sure it doesn't clash with your existing modules. 2. You may click ⊙ ⊙ to view other available sessions. 3. Click <Enroll> to register this module.	
e.	1. The system will ask you to enter a security code to confirm your registration. Enter the security code to confirm your registration. <u>Notes:</u> As students of your year are all registering at the same time, the availabilities of modules will update real-time and there is possibility that all places were taken up when you confirm to register.	

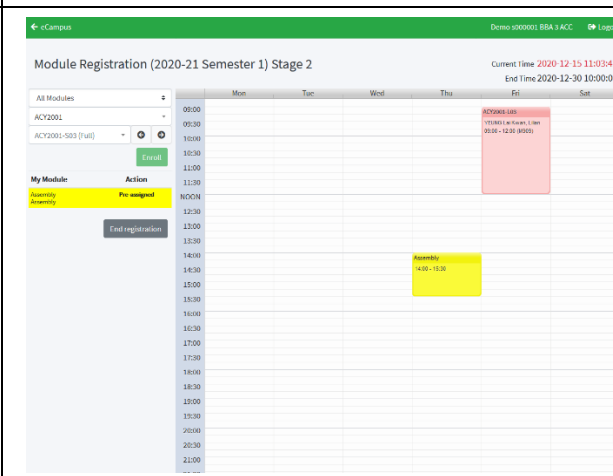| f.	You may add the modules one by one to your list of registrations. After selecting all your modules: 1. Click <End registration> when you finished all module registrations <u>Notes:</u> You may click <Unenroll> to de-register a session. You may also select another session of the same module and the system will automatically replace the previous registration with the newly selected one.	
g.	If a module session is full, the <Enroll> button will be disabled. <u>Notes:</u> As students of your year are all registering at the same time, the availabilities of modules will update real-time and the module sessions may become available as time goes by.	
h.	You will see a final list of your registered modules: 1. You may click <Print/Save Timetable> to print or save a PDF copy of your timetable.	