

## SURE FREQUENTLY ASKED QUESTIONS

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## 1. HOW TO REGISTER AN EVENT?

1.1) Select "Home" in the menu bar.

1.2) Available events are listed here, click on the event that you wish to apply.



### 1.1 Upcoming Event(s)

Show 10 entries Search:

SURE Code	Name of Event	Venue/Location	Date/Time	Organizer	Reg. Deadline	CCL Recognized
1.2 1213-002293	「紅、白、藍：如果感覺有顏色」 - 周耀輝歌詞創作班 2012/13 畢業作品演唱會	大學會堂 (AC Hall)	2013-01-29 19:30	1. Academy of Visual Arts 2. Academy of Film 3. Department of Humanities and Creative Writing 4. Leadership Qualities Section, SA 5. School of Communication	2013-01-29 19:30	Y
1213-002299	Mediation Seminar 調解講座	FSC 501	2013-01-28 15:00	1. Leadership Qualities Section, SA	2013-01-28 12:00	Y
1213-002322	創業的動力與成功的機會	WLB 103	2013-01-28 15:00	1. Knowledge Transfer Office	2013-01-27 00:00	Y
1213-002323	新媒體創業：「新」，永無止境	WLB 109	2013-02-05 15:00	1. Knowledge Transfer Office	2013-02-05 00:00	Y
1213-002324	如何準備創業？ - 浸大校友創業經驗分享	WLB 109	2013-02-08 15:00	1. Knowledge Transfer Office	2013-02-08 00:00	Y

Showing 1 to 5 of 5 entries First Previous 1 Next Last

1.3) Review the event information and click "Apply Now".



### 「紅、白、藍：如果感覺有顏色」 - 周耀輝歌詞創作班 2012/13 畢業作品演唱會

Date/Time:	2013-01-29 19:30 - 2013-01-29 22:00
Venue/Location:	大學會堂 (AC Hall)
Registration Period:	2013-01-02 14:23 - 2013-01-28 00:00
Organizer:	Academy of Visual Arts School of Communication Leadership Qualities Section, SA Academy of Film Department of Humanities and Creative Writing
CCL Recognized :	Y
1.3	<input type="button" value="Apply Now"/>

1.4) Confirmation page will be shown.



Thank you for your registration!

## 2. HOW TO VIEW MY REGISTERED EVENT?

2.1) Menu -> Registered Event -> Upcoming Event(s)



Home My Record **2.1** Registered Event About SURE Contact Us

Upcoming Event(s)

Show 10 entries Search:

Sure Code	Name of Event	Venue	Date	Status	
1213-002322	創業的動力與成功的機會	WLB 103	2013-01-28 15:00 - 2013-01-28 17:00	Confirmed	Withdraw

Showing 1 to 1 of 1 entries First Previous 1 Next Last

## 3. HOW TO WITHDRAW MY REGISTERED EVENT?

3.1) Menu -> Registered Event -> Upcoming Event(s)

3.2) Click the "Withdraw" button.



Home My Record **3.1** Registered Event About SURE Contact Us

Upcoming Event(s)

Show 10 entries Search:

Sure Code	Name of Event	Venue	Date	Status	
1213-002322	創業的動力與成功的機會	WLB 103	2013-01-28 15:00 - 2013-01-28 17:00	Confirmed	<b>3.2</b> Withdraw

Showing 1 to 1 of 1 entries First Previous 1 Next Last

3.3) Enter the reason for withdrawing the activity.

3.4) Click the "Confirm" button.



Are you sure to withdraw "Dummy Activity 1"?

Reason(s): (optional)

**3.3**

**3.4** Confirm

## 4. HOW TO CHECK MY CCL FULFILLMENT RECORD?

### 4.1) Menu -> My Record -> CCL Attendance



STUDENT LIFE RECORD E-SYSTEM 學生發展歷程記錄

Home My Record Registered Event About SURE Contact Us

Particulars & Portfolio  
Programme & Activity  
**CCL Attendance**

My Information

Student No.:  
Name (English):  
Date of Birth:  
Home Tel.:  
Major (Study Year / Status):

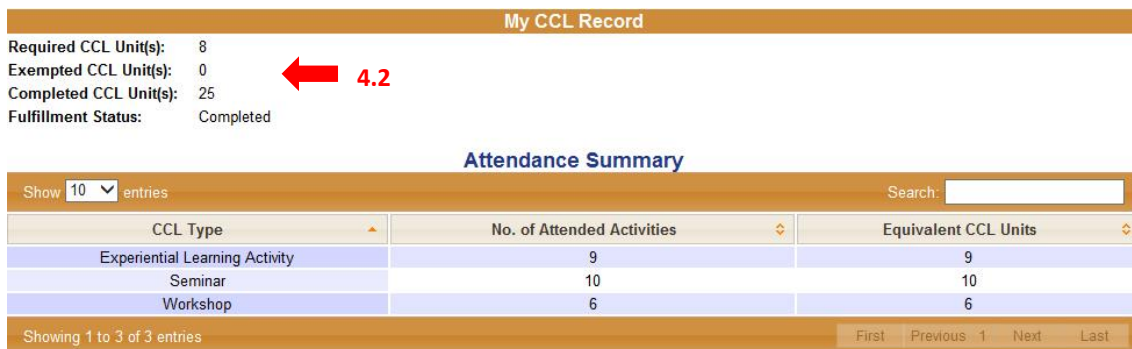
Local/Other Nationality:  
Name (Chinese):  
Gender:  
Mobile:

4.1

My CCL Record

Required CCL Unit(s): 8  
Exempted CCL Unit(s): 0  
Completed CCL Unit(s): 25  
Fulfillment Status: Completed

### 4.2) You can see the attendance summary here (e.g. Required CCL Unit, Completed CCL Unit).



My CCL Record

Required CCL Unit(s): 8  
Exempted CCL Unit(s): 0  
Completed CCL Unit(s): 25  
Fulfillment Status: Completed

4.2

Attendance Summary

Show 10 entries Search:

CCL Type	No. of Attended Activities	Equivalent CCL Units
Experiential Learning Activity	9	9
Seminar	10	10
Workshop	6	6

Showing 1 to 3 of 3 entries First Previous 1 Next Last

\*\*Students attending both Athletic Meet and Aquatic Meet will only be counted for 1 attendance.

Attendance Detail

Show 10 entries Search:

Date/Time	CCL Type	SURE Code	Name of Activity	Organizer(s)
2010-09-28	Seminar	1011-001263	香港環保產業的發展	SA

## 5. WHAT KIND OF RECORD CAN I VIEW IN SURE?

5.1) You can check your programme enrollment record, leadership roles in student organizations, participation in university governance, scholarship record, achievement record and hall residence record in SURE.

## 6. WHAT SHOULD I DO IF I COULD NOT LOG IN TO THE SYSTEM?

6.1) Please send email to [sure@hkbu.edu.hk](mailto:sure@hkbu.edu.hk) with your student number for assistance.

## 7. WHAT SHOULD I DO IF I FOUND MY STUDENT ORGANIZATION EXCO RECORD MISSING?

7.1) Please send email to [sacla@hkbu.edu.hk](mailto:sacla@hkbu.edu.hk) with your student number, student organization, academic year and your post.

## 8. WHAT SHOULD I DO IF I FOUND MY CCL ATTENDANCE MISSING?

8.1) Please send email to [ccl@hkbu.edu.hk](mailto:ccl@hkbu.edu.hk) or call 3411 2326 for assistance.