

Student U-Life Record E-system  
學生發展歷程記錄  
(SURE)

User Manual

(Aug 2012)

Prepared by  
the Department of Computer Science  
Hong Kong Baptist University

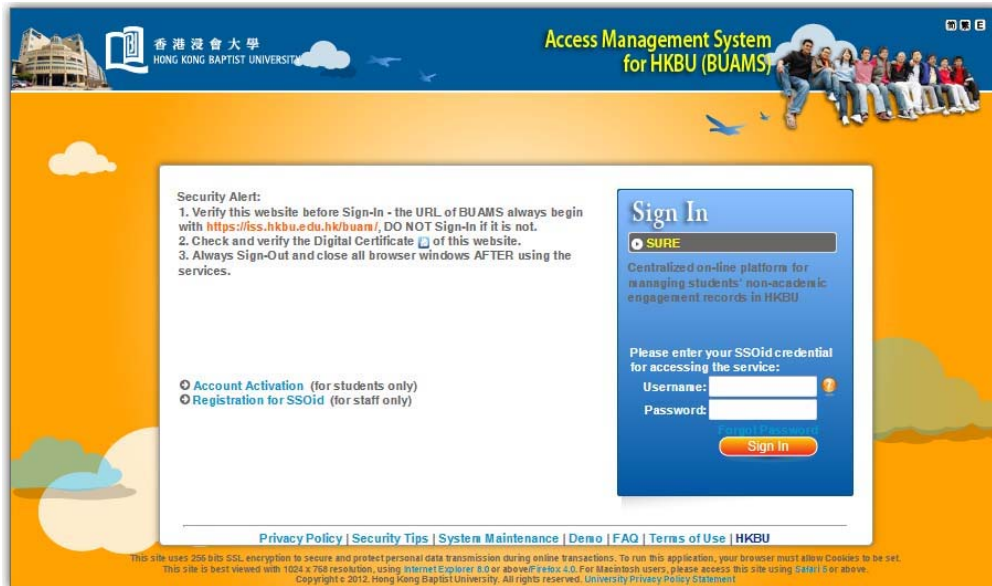
# TABLE OF CONTENTS

1.	Login to SURE system .....	2
2.	Home .....	3
	A. Event Registration.....	3
	B. View Event .....	4
	C. Quick Apply Event .....	4
	D. Apply Event with Additional Questions .....	5
	E. Time Conflict Detection .....	5
3.	My Record.....	6
	A. Particulars and Portfolio .....	6
	B. Report Invalid Record(s).....	7
	C. Report Additional Record(s).....	8
	D. Programme & Activity .....	9
	E. CCL Attendance .....	10
4.	Registered Event.....	11
	A. Upcoming Events .....	11
	B. Cancel Registration .....	11
	C. Past Event.....	12

## 1. Login to SURE system

URL: <http://sa.hkbu.edu.hk/sure/>

Students should login to SURE through the University Single Sign-On Page .  
In the login page, students are required to fill in their student ID and password.



The top menu allows students to navigate to various sections including the information of the upcoming events, student personal records and event application histories.

Student name, student ID and a “Logout” button will be shown at the top left corner of every page. Students will be redirected to the home page of S.A. once they are logged out.



## 2. Home

### A. Event Registration

{Menu → Home}

The “Upcoming Event(s)” will display all the upcoming events which are available to students. Please note that events will not be showed if students are not in the event targeting audiences.

SURE Code	Name of Event	Venue/Location	Date/Time	Organizer	Reg. Deadline	CCL Recognized	PTP Recognized
1213-0000-0050	Dummy Activity 1 假設活動一	RRS631C	2012-08-01 00:00	1. Chinese Language and Literature Society 2. English Language and Literature Society 3. Hall Council, C. L. Soong Hall 4. Humanities Society 5. Student Union Hall Council of Y.P. Cai Hall	2012-07-31 00:00	Y	N
1213-0000-0051	Dummy Activity 2 假設活動二	Dummy Venue	2012-08-01 00:00	1. Chinese Language and Literature Society 2. English Language and Literature Society 3. Humanities Society 4. Student Union Hall Council of Y.P. Cai Hall	2012-07-31 00:00	N	N
1213-0000-0059	CCL Weekly Seminar 1	HKBU	2012-07-30 08:00	1. Humanities Society	2012-07-30 00:00	Y	N
1213-0000-0060	CCL Weekly Seminar 2	HKBU	2012-08-01 12:00	1. Hall Council, C. L. Soong Hall	2012-07-31 23:59	Y	N

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## B. View Event

Students can view the details of an event by clicking on the event name in the “Upcoming Event(s)” section. Special notes will be listed at the bottom to notify students for special arrangement if necessary.



### Dummy Activity 1

#### 模擬活動一

<b>Description:</b>	This is a dummy activity.
<b>Date/Time:</b>	2012-08-01 00:00 - 2012-09-01 00:00
<b>Venue/Location:</b>	RRS631C
<b>Registration Period:</b>	2012-07-18 00:00 - 2012-07-31 00:00
<b>Organizer:</b>	Chinese Language and Literature Society 中國語言文學學會 English Language and Literature Society 英語語言文學學會 Humanities Society 人文課程學會 Student Union Hall Council of Y.P. Cai Hall 學生會蔡光培堂宿生會 Hall Council, C. L. Soong Hall 宋康納堂宿生會
<b>CCL Recognized :</b>	Y
<b>PTP Recognized :</b>	N

[Apply Now](#)

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\*Please note that the “Apply Now” button will not be available if the registration is not started or ended

## C. Quick Apply Event

Some events allow to be applied without answering any question. A confirmation page will be shown as below.

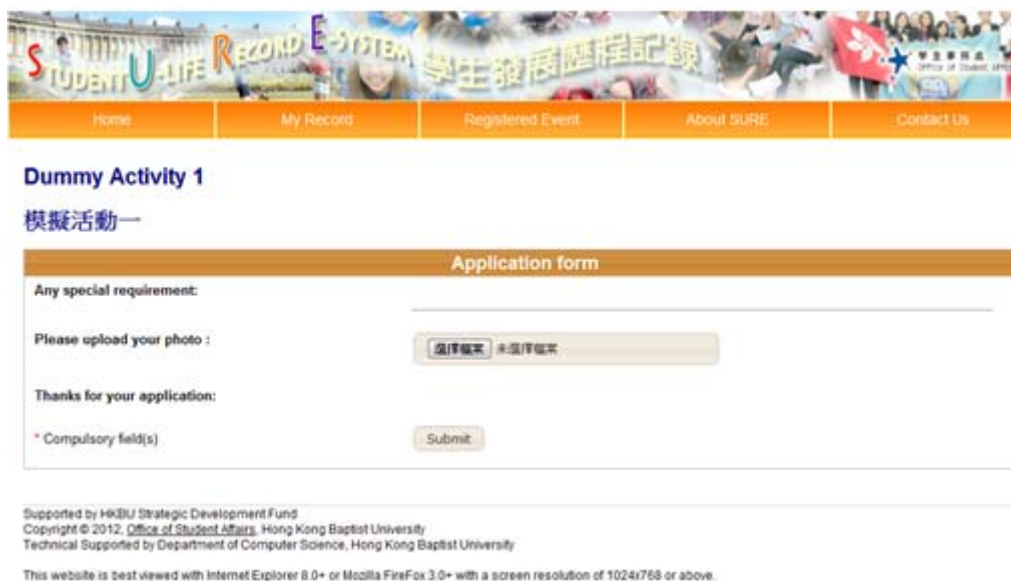


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## D. Apply Event with Additional Questions

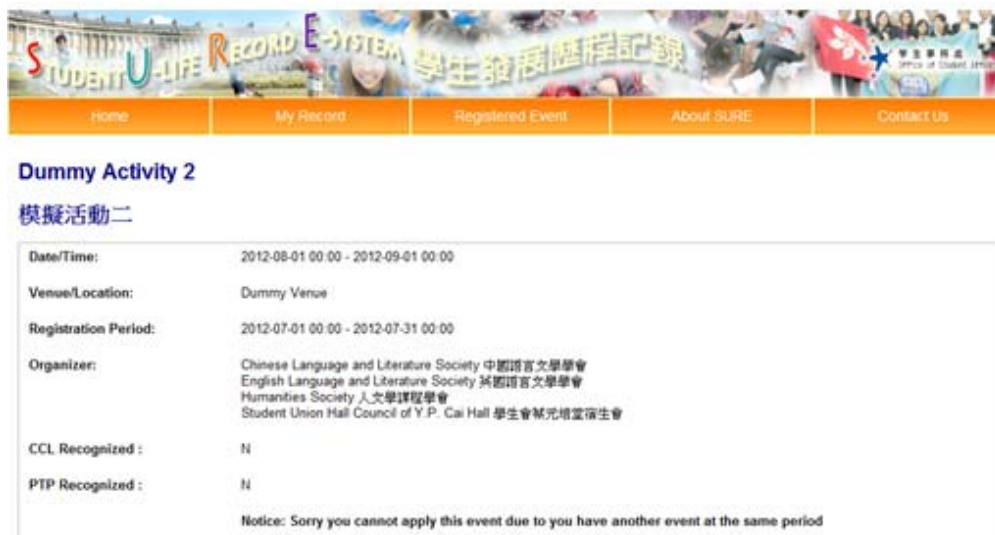
For those events which have additional question(s), students are required to answer the questions before submitting their registrations.



The screenshot shows the 'Application form' for 'Dummy Activity 1' (模擬活動一). The form includes a navigation bar with 'Home', 'My Record', 'Registered Event', 'About SURE', and 'Contact Us'. The main content area has a header 'Application form' and a section for 'Any special requirement:'. Below this is a 'Please upload your photo:' section with two buttons: '選擇檔案' (Choose File) and '不選擇檔案' (Do not choose file). A 'Thanks for your application:' message is followed by a 'Submit' button. A note indicates '\* Compulsory field(s)'. At the bottom, there is a footer with support information: 'Supported by HKBU Strategic Development Fund', 'Copyright © 2012, Office of Student Affairs, Hong Kong Baptist University', 'Technical Supported by Department of Computer Science, Hong Kong Baptist University', and a note about browser compatibility: 'This website is best viewed with Internet Explorer 8.0+ or Mozilla Firefox 3.0+ with a screen resolution of 1024x768 or above.'

## E. Time Conflict Detection

Some events are configured to not allowing time conflict with others. Students are not allowed to register when time conflict with his/her registered event(s) is detected.



The screenshot shows the 'Application form' for 'Dummy Activity 2' (模擬活動二). The form includes a navigation bar with 'Home', 'My Record', 'Registered Event', 'About SURE', and 'Contact Us'. The main content area has a header 'Application form' and a section for 'Any special requirement:'. Below this is a 'Please upload your photo:' section with two buttons: '選擇檔案' (Choose File) and '不選擇檔案' (Do not choose file). A 'Thanks for your application:' message is followed by a 'Submit' button. A note indicates '\* Compulsory field(s)'. At the bottom, there is a footer with support information: 'Supported by HKBU Strategic Development Fund', 'Copyright © 2012, Office of Student Affairs, Hong Kong Baptist University', 'Technical Supported by Department of Computer Science, Hong Kong Baptist University', and a note about browser compatibility: 'This website is best viewed with Internet Explorer 8.0+ or Mozilla Firefox 3.0+ with a screen resolution of 1024x768 or above.'

Date/Time:	2012-08-01 00:00 - 2012-09-01 00:00
Venue/Location:	Dummy Venue
Registration Period:	2012-07-01 00:00 - 2012-07-31 00:00
Organizer:	Chinese Language and Literature Society 中國語言文學學會 English Language and Literature Society 英國語言文學學會 Humanities Society 人文學課程學會 Student Union Hall Council of Y.P. Cai Hall 學生會毓元培堂宿生會
CCL Recognized :	N
PTP Recognized :	N
Notice: Sorry you cannot apply this event due to you have another event at the same period	

### 3. My Record

#### A. Particulars and Portfolio

{Menu → My Record → Particulars and Portfolio}

This function is used by students to view their personal data throughout their U-life.

Welcome, CHAN Student 60720054 [Logout](#)



Home My Record Registered Event About SURE Contact Us

#### My Information

Student No.:	00720054	Exchange/Local/Mainland:	Hong Kong
Name (English):	CHAN Student	Name (Chinese):	陳同學
Date of Birth:	1990-01-01	Gender:	F
Home Tel.:		Mobile:	
Major (Study Year / Status): BCM (PT) (5 / PC)			

#### Leadership Record(s)

Show 10 entries Search

Year	Unit	Title/Position	Period
2011-12	Chemistry Society	External Vice-President 外務副主席	2011-09-01 - 2012-08-31
2012-13	Chinese Language and Literature Society	President 幹事長	2012-07-01 - 2013-06-30

Showing 1 to 2 of 2 entries

#### My Scholarship(s)

Show 10 entries Search

Year	Name of Scholarship
2008-09	Innovation and Technology Scholarship Awards
2012-13	APICTA Award

Showing 1 to 2 of 2 entries

#### Honour(s) and Award(s)

Show 10 entries Search

Academic Year	Name of Award	Level of Achievement	Organizer	Period	Award Type	Detail
2012-13	1ST RUNNERS-UP	1st Runners-up	AIA Foundation	2012-09-01 - 2013-06-30	Individual	Added in Student Portfolio

Showing 1 to 1 of 1 entries

#### Hall Resident Record(s)

Show 10 entries Search

Hall Name	Room Number	Check In Date	Check Out Date
C.L. Soong hall	N287R	2010-08-24	2011-05-23

Showing 1 to 1 of 1 entries

#### Student Helper Working Record(s)

Show 10 entries Search

Registration Record	Department/Office	Duty	Date	Start Time	End Time
2010-3751	AACO	student helper	2010-11-25	9:15:00	13:00:00

Showing 1 to 1 of 1 entries

 Report Invalid Record(s)  Report Additional Record(s)

## B. Report Invalid Record(s)

Students can report invalid records by clicking “Report Invalid Report(s)” at the bottom.

**Leadership Record(s)**

Show 10 entries Search:

Year	Unit	Title/Position	Period	
2011-12	Chemistry Society	External Vice-President 外務副主席	2011-09-01 - 2012-08-31	!
2012-13	Chinese Language and Literature Society	President 幹事長	2012-07-01 - 2013-06-30	!

Showing 1 to 2 of 2 entries First Previous 1 Next Last

**My Scholarship(s)**

Show 10 entries Search:

Year	Name of Scholarship	
2008-09	Innovation and Technology Scholarship Awards	!
2012-13	APICTA Award	!

Showing 1 to 2 of 2 entries First Previous 1 Next Last

**Honour(s) and Award(s)**

Show 10 entries Search:

Academic Year	Name of Award	Level of Achievement	Organizer	Period	Award Type	Detail	
2012-13	1ST RUNNERS-UP	1st Runners-up	AIA Foundation	2012-09-01 - 2013-06-30	Individual	Added in Student Portfolio	!

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

**Hall Resident Record(s)**

Show 10 entries Search:

Hall Name	Room Number	Check In Date	Check Out Date	
C.L. Soong hall	N287R	2010-08-24	2011-05-23	!

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


**Student Helper Working Record(s)**

Show 10 entries Search:

Registration Record	Department/Office	Duty	Date	Start Time	End Time	
2010-3751	AACO	student helper	2010-11-25	9:15:00	13:00:00	!

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



- Students click the  next to the invalid record and enter the details describing the errors.



### Report Invalid Record

Please describe the invalid detail below:

Confirm

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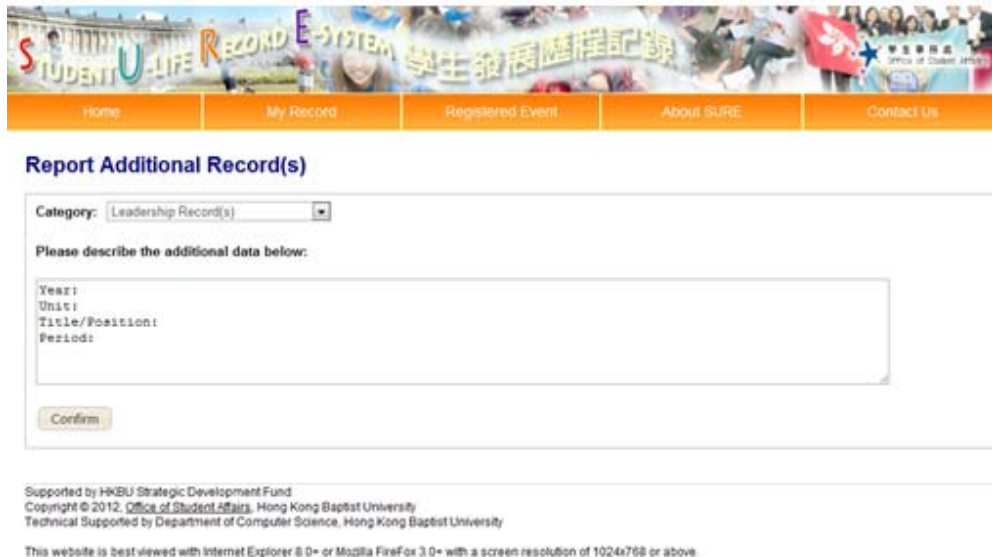
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- Students click “Confirm” to report the case once they filled all the relevant information.

### C. Report Additional Record(s)

Students can submit additional records by clicking “Report Additional Record(s)” if they are not listed in the system



The screenshot shows the 'Report Additional Record(s)' form in the SURE system. At the top, there is a navigation bar with links for Home, My Record, Registered Event, About SURE, and Contact Us. The main heading is 'Report Additional Record(s)'. Below this, there is a dropdown menu for 'Category' with 'Leadership Record(s)' selected. A text area is provided for 'Please describe the additional data below:', containing pre-filled headers: 'Year:', 'Unit:', 'Title/Position:', and 'Period:'. A 'Confirm' button is located at the bottom of the form. At the very bottom of the page, there is a footer with copyright information and technical support details.

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- Students select one of the missing record category
- The form has already prefilled with related headers according to the selected category.
- Student inputs the details in form and click “Confirm” to report the case.

## D. Programme & Activity

{Menu → My Record → Programme & Activity}

This function is used by students to view their programme fulfillment records for programme and/or attendance records for activity.

Home My Record Registered Event About SURE Contact Us

**My Information**

Student No.: 00720054 Exchange/Local/Mainland: Hong Kong  
Name (English): CHAN Student Name (Chinese): 陳同學  
Date of Birth: 1990-01-01 Gender: F  
Home Tel.: Mobile:  
Major (Study Year / Status): BCM (PT) (5 / PC)

**Programme Record(s)**

Show 10 entries Search

Sure Code	Year	Name of Event	Role	Status
1112-0000-0089	2011-12	EQ Ambassador		Completed

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

**Activity Record(s)**

Show 10 entries Search

Sure Code	Year	Event	Role	Status
1011-0000-0057	2012-13	Multi-view of Music Therapy		Attended
1112-0000-0090	2012-13	Mental Health Certificate course		Attended
1112-0000-0108	2012-13	Testing new activity with quota		Attended
1213-0000-0087	2012-13	Positive Psychology Course 正向心理課程	General Officer	Attended

Showing 1 to 4 of 4 entries First Previous 1 Next Last

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## E. CCL Attendance

{Menu → My Record → CCL Attendance}

This function is used by students to view their CCL fulfillment status for programme and activity.

The screenshot displays the SURE (Student Life Record E-System) interface. At the top, there is a navigation menu with options: Home, My Record, Registered Event, About SURE, and Contact Us. The main content area is divided into several sections:

- My Information:** Displays student details such as Student No. (00720054), Name (English: CHAN Student, Chinese: 陳可華), Date of Birth (1990-01-01), Gender (F), Major (BCM (PT) (5 / PC)), and Exchange/Local/Mainland status (Hong Kong).
- My CCL Record:** Shows Required CCL Unit(s) (8), Exempted CCL Unit(s) (2), Completed CCL Unit(s) (3), and Fulfillment Status (Not yet completed).
- Attendance Summary:** A table showing the number of attended activities and equivalent CCL units for each CCL Type. In this case, there is 1 Workshop with 5 attended activities and 3 equivalent CCL units.
- Attendance Detail:** A table listing individual attendance records with columns for Date/Time, CCL Type, and Name of Activity. The records are:
 

Date/Time	CCL Type	Name of Activity
2012-03-01	Workshop	EQ Ambassador
2012-04-02	Workshop	Mental Health Certificate course
2012-04-14	Workshop	Multi-view of Music Therapy
2012-04-16	Workshop	Testing new activity with quota
2012-05-21	Workshop	Positive Psychology Course

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## 4. Registered Event

### A. Upcoming Events

{Menu → Registered Event → Upcoming Event}

This function is used by students to view the upcoming events that they have registered.

Sure Code	Name of Event	Venue	Date	Status	
1213-0000-0050	Dummy Activity 1 假設活動一	RRS631C	2012-08-01 00:00 - 2012-09-01 00:00	Pending Confirmation	Withdraw
1213-0000-0051	Dummy Activity 2 假設活動二	Dummy Venue	2012-08-01 00:00 - 2012-09-01 00:00	Cancelled	
1213-0000-0060	CGL Weekly Seminar 2	HKBU	2012-08-01 12:00 - 2012-08-01 14:00	Pending Confirmation	Withdraw

Showing 1 to 3 of 3 entries

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### B. Cancel Registration

For events which have not yet started, students can cancel the registration by clicking the “Withdraw” button.

Are you sure to withdraw "Dummy Activity 1"?

Reason(s): (optional)

Confirm

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\*Students can provide the withdraw reason and click the “Confirm” button to withdraw registration.

### C. Past Event

{Menu → Registered Event → Past Event}

This function is used by students to view their registration histories.

**Past Event(s)**

Show 10 entries Search

Sure Code	Name of Event	Status	Last Updated
1213-0000-0001	Mun programme	Accepted	

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

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