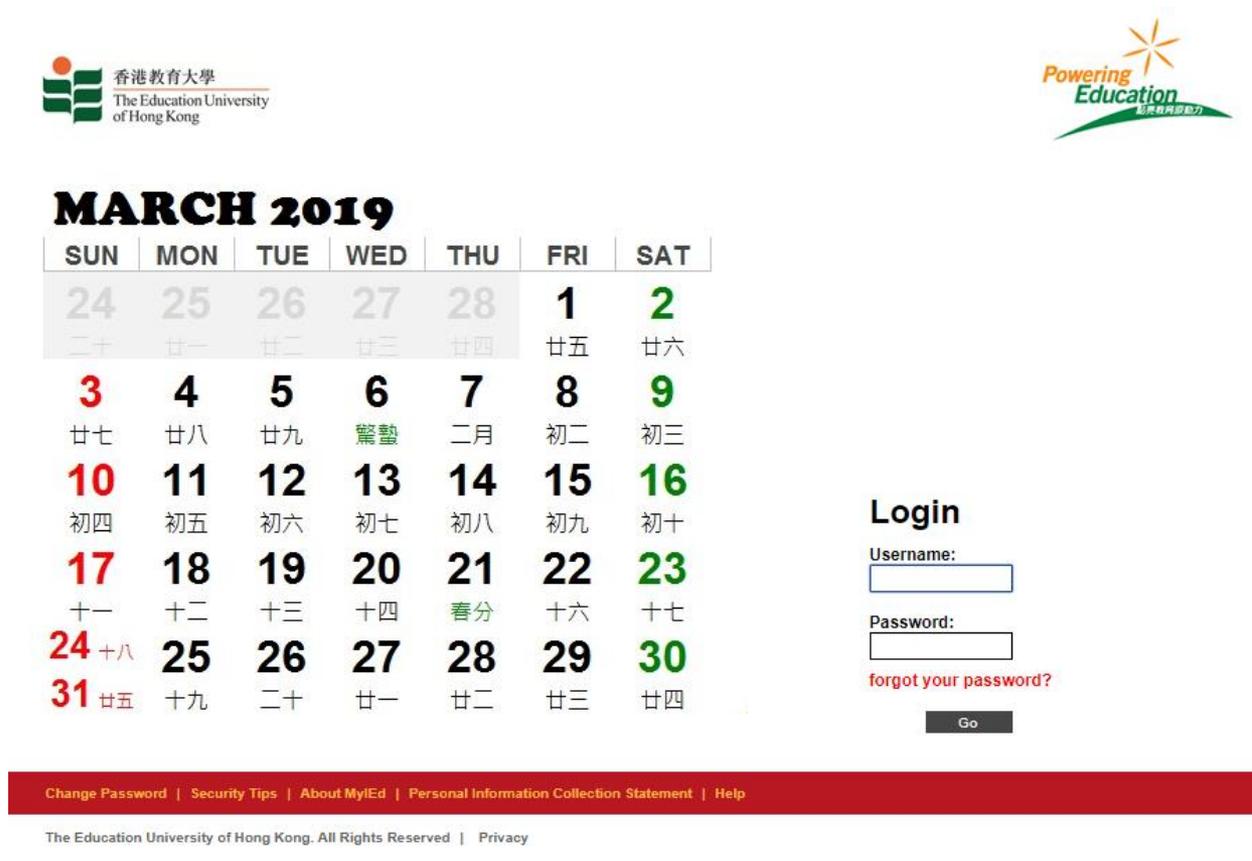


User Guide for Students using iHostel (For RPG Students)

1. Login The Portal <http://portal.eduhk.hk/>

User will see a different login screen depends on whether within or outside EdUHK campus network:



The screenshot displays the EdUHK login interface. At the top left is the university logo with the text '香港教育大學 The Education University of Hong Kong'. At the top right is the 'Powering Education' logo with the tagline '點亮教育點動力'. The main content features a calendar for March 2019. The calendar shows the days of the week (SUN to SAT) and the dates. The 1st of March is highlighted in green, indicating the current date. Below the calendar is a 'Login' section with two input fields for 'Username:' and 'Password:'. A 'forgot your password?' link is located below the password field. A 'Go' button is positioned at the bottom of the login form. At the bottom of the page, there is a red navigation bar with links for 'Change Password', 'Security Tips', 'About MyIEd', 'Personal Information Collection Statement', and 'Help'. Below the navigation bar, the text 'The Education University of Hong Kong. All Rights Reserved | Privacy' is displayed.

SUN	MON	TUE	WED	THU	FRI	SAT
24 二十	25 廿一	26 廿二	27 廿三	28 廿四	1 廿五	2 廿六
3 廿七	4 廿八	5 廿九	6 驚蟄	7 二月	8 初二	9 初三
10 初四	11 初五	12 初六	13 初七	14 初八	15 初九	16 初十
17 十一	18 十二	19 十三	20 十四	21 春分	22 十六	23 十七
24 十八	25 十九	26 二十	27 廿一	28 廿二	29 廿三	30 廿四
31 廿五						

Login

Username:

Password:

[forgot your password?](#)

[Change Password](#) | [Security Tips](#) | [About MyIEd](#) | [Personal Information Collection Statement](#) | [Help](#)

The Education University of Hong Kong. All Rights Reserved | [Privacy](#)

Login screen

2. Select iHostel under [Stu Affairs] from the Menu Bar

The screenshot shows the 'The Portal' website interface. The top navigation bar includes 'Home', 'My Info', 'e-SIS', 'Stu Affairs', 'Teaching & Learning', 'HR', 'Finance', 'Mgt Reports', and 'Research'. The 'Stu Affairs' menu is expanded, showing 'Ed Job Plus (Admin)', 'ELAT', 'iHostel', and 'WPDI'. A blue box labeled 'iHostel' with an arrow points to the 'iHostel' link in the menu. Below the menu, there are sections for 'Announcements 公佈' and 'Latest Events 最新活動'. The 'Announcements' section includes a search bar and a list of items with columns for category, title, and date. The 'Latest Events' section includes a calendar icon and a list of items with columns for category, title, and date.

The Portal

Home My Info e-SIS **Stu Affairs** Teaching & Learning HR Finance Mgt Reports Research

Ed Job Plus (Admin)
ELAT
iHostel
WPDI

iHostel

News 生命教育的反思 2019-03-16 信報

Learning & Teaching
Second QAC Audit
Internal Audit Corner
Staff Directory
OCIO Software Tools
FO Corner
HRO Corner
EO Corner
EdUHK news
Electronic Newspapers
Media Summary
EdUHK Press Releases

Announcements 公佈

Forms and Messages Archive Search Post an Announcement List of

University Announcement Others

Category	Title	Category	Date
Acting Appointment		HRO	2019-03-
"Cabell's Journal White List and Black List" on trial		LIB	2019-03-
Working with Children, Youth and Families with Complex Needs: A 2-day Training Workshop on Practical Skills and Exercises to Build Resilience		CPH	2019-03-
Update of Personal Particulars for Tax Return of IR56B Form 2018/19 - Repost		FO	2019-03-
Monthly Reminder of Timesheets Submission		FO	2019-03-

Timetable/Course Lists

Timetable & Degree Audit
Prog Timetables & Course list
Elective / COC / CSL Course Lists

Latest Events 最新活動

Category	Title	Date
New announcements not included in today's Daily Alert of EdUHK Portal Me		

Subscribe / Unsubscribe Daily Alert

3. Read the Terms and Condition

Acknowledgement

POINTS TO NOTE

1. All required fields with "*" **must be filled**.
2. The online application form can be completed in English or Chinese.
3. Applicants are required to submit supporting documents for Section A and Section F, if applicable, to the Hall Admission Team within the iHostel application period set in the application guidelines.
 - **Local students are required to upload valid address proof;** and
 - **Non-local students are required to upload a valid student visa or EEP as student status proof.**

UNDERTAKING AND DECLARATION

1. I have read through the Guidelines for Application of Student Accommodations 2018-19 and the Point System carefully (*available on the page of "Hall Admission" of Student Hostel Website: www.eduhk.hk/sh*)
2. I undertake to update my personal information in Banner System if I find any of my personal data not valid or not updated. I understand it takes time to update the information and Student Affairs Office has no obligation to process my application if I fail to update my information in Banner System before the deadline of iHostel application.
3. I understand that any missing information will be regarded as incomplete application.
4. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.
5. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application.
6. I understand that failing to submit all required documents during the authentication exercise may result in forfeiture of the hall place allocated and/or disciplinary action

4. Press Agree Button

PERSONAL INFORMATION COLLECTION STATEMENT & PRIVACY POLICY STATEMENT

The University intends to use the personal data (i.e. your name, address, contact number, email address and etc.) collected via iHostel to facilitate the application processing and the communication between the University and the applicants for hostel application and allocation acknowledgement purposes. It is mandatory for you to provide the personal data required or we might not be able to process your application. You have the right to access and revise the information online within the application periods.

The personal data captured will not be transferred to other systems within EdUHK, nor any outside parties. The University will follow the commitment stated in the University Privacy Policy Statement (PPS), accessible at <http://www.eduhk.hk/main/privacy-policy/>.

✘ Disagree and Exit

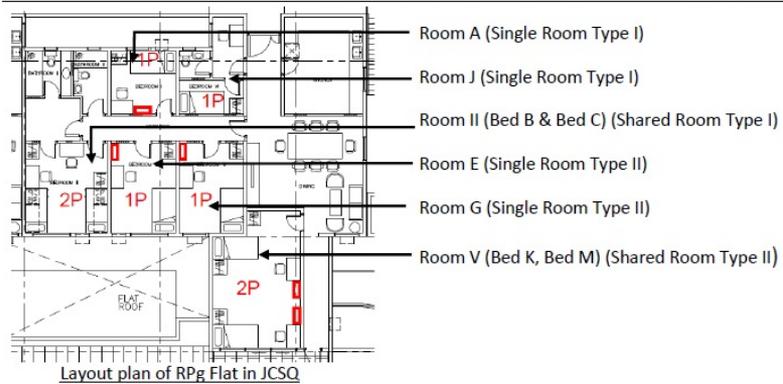
✔ Agree

5. Fill in Section A

Section A. Preference of Student Accommodation and Period of Residence Help

Please indicate your preference of room type by putting 1st, 2nd in the boxes below with 1 being the type you most preferred.
 (Please note that different room types are in different room rates. For details, please refer to the [Hall Fees and Payment Schedule](#).)

*****There is NO Married/Couple Quarters provided for students in EdUHK*****



Note: "Room A, Room J, Room E, Room G" are fully occupied.

Please indicate your preferred period of residence

< Move >

Grantham Hall	<u>Budget Room</u>	Whole Year
Grantham Hall	<u>Standard Room</u>	Whole Year

Your Selection

1	Jockey Club Student Quarters	<u>Budget Room</u>	Whole Year
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Tips:

- Drag and Drop the items to the right hand side to indicate the priority
- Press > Button to move all options from left to right
- Press < Button to move all options from right to left

If none of my indicated priorities is available*

- I opt to give up any room assignment and I understand that I will not be assigned any room
- I opt to accept any room assignment by the Hall Admission Team.

Apply for early check-in

Leave blank for not early check-in

6. Fill in Section B

Section B. Additional Information for Applying for Hall Residence

- I am physically handicapped
- Others

Please specify

7. Check “I accept the terms...” in Section C and Click “Apply Application”

Section C. Undertaking and Declaration

1. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.
2. Hall Lodging Charges – I understand that all lodging charges paid are non-refundable. I undertake to settle my lodging charges before deadlines.
3. I understand that early withdrawal will normally not be allowed. Only in the event of very special circumstances, I can apply for early withdrawal to Warden via Hall Manager and the hall fee for the whole semester must be paid.
4. While I live in the hall/quarters, I undertake to abide by the terms and conditions for student residence, the hall rules, the safety guidelines and all in-house regulations. I understand that the Warden or his / her authorized representative reserves the right to enter my room/flat with or without prior notification to ensure proper care, maintenance and safety of the facilities, to make necessary repairs, and to investigate any suspected violation of residential regulations.
5. In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Hall Management Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Office.
6. I declare that the information provided in this application, including the related document(s) provided, is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.
7. I understand that all data collected will be used for hall admission, student record, statistics and research.

I accept the terms and conditions above.

No changes can be made after the application deadline. Please confirm the information you have entered is correct.

Apply Application

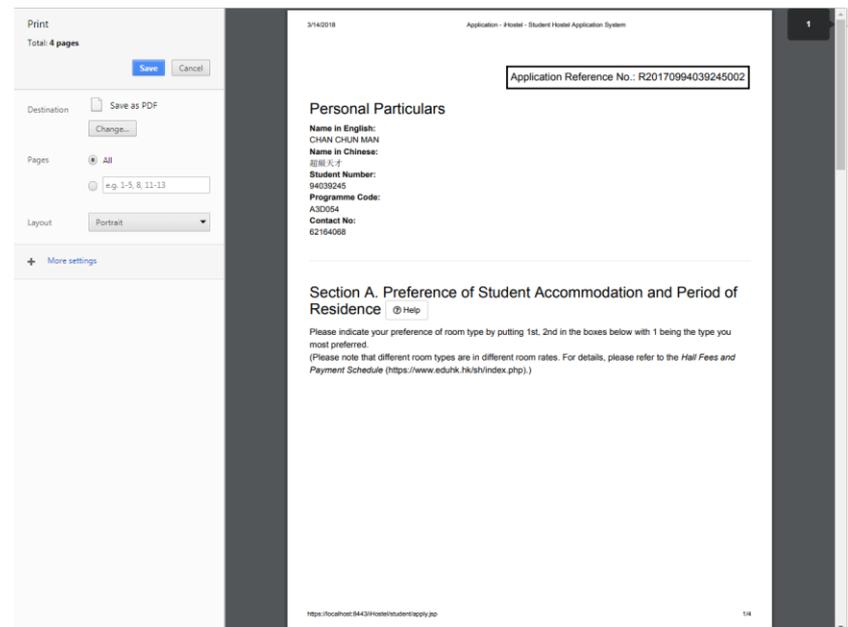
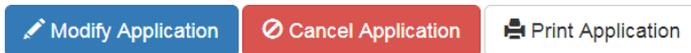
8. Click “Print Application” to print a copy of submission summary for reference

Section C. Undertaking and Declaration

1. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.
2. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.
3. Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges and hall life education fee before payment deadlines. No cash is accepted at any offices.
4. I understand that early withdrawal will normally not be allowed. Only in the event of very special circumstances, I can apply for early withdrawal to Warden via Hall Manager and the hall fee for the whole semester must be paid.
5. While I live in the hall/quarters, I undertake to abide by the terms and conditions for student residence, the hall rules, the safety guidelines and all in-house regulations. I understand that the Warden or his / her authorized representative reserves the right to enter my room/flat with or without prior notification to ensure proper care, maintenance and safety of the facilities, to make necessary repairs, and to investigate any suspected violation of residential regulations.
6. In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Hall Management Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Hall Management Office.
7. I declare that the information provided in this application, including the related document(s) provided, is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.
8. I understand that all data collected will be used for hall admission, student record, statistics and research.

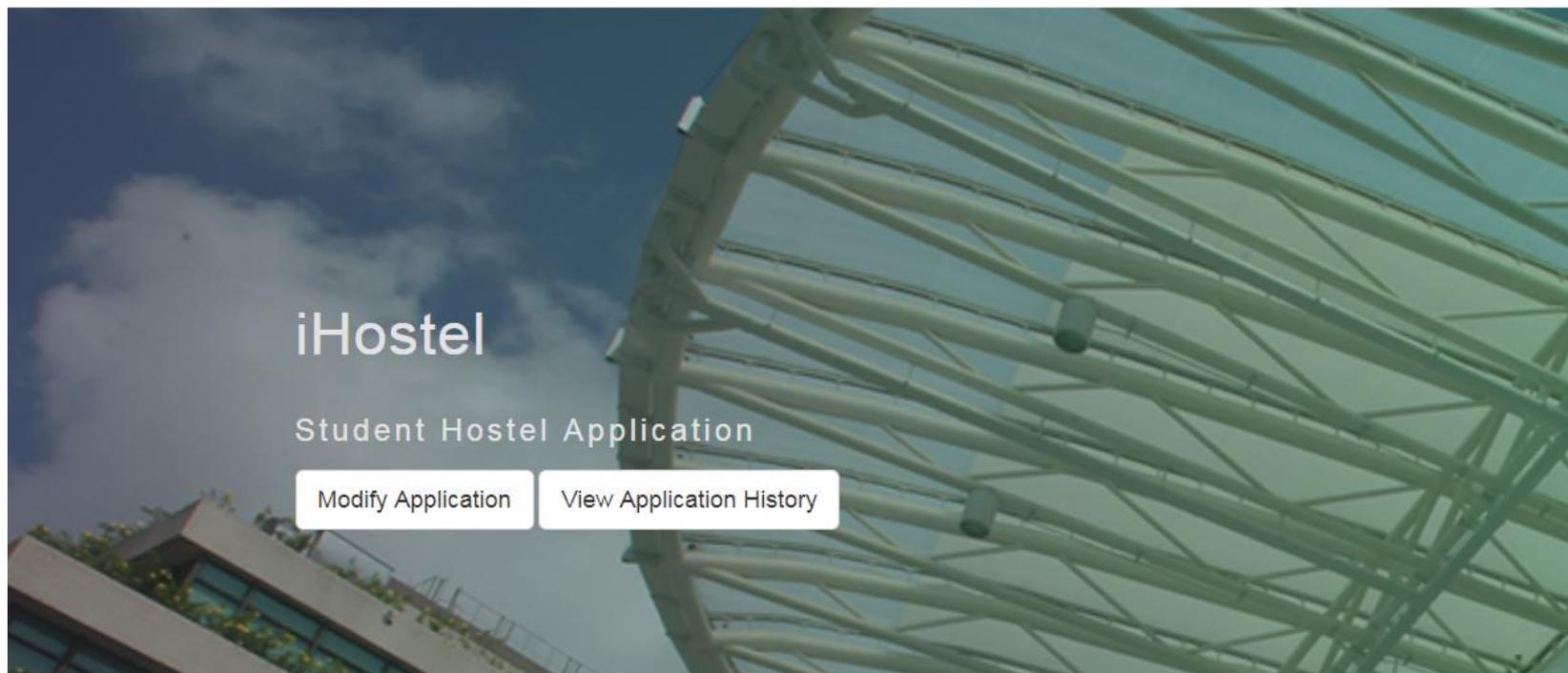
I accept the terms and conditions above.

No changes can be made after the application deadline. Please confirm the information you have entered is correct.



View Application History

1. In the main page, press “View Application History” Button



2. View application history. Click the application reference no. to view the details of the application

APPLICATION HISTORY

You can view your application, accept conditional offer here

Term Code	Application No.	Submission Date	Status
201909	N20190911027871002	26/03/2019 10:46:58	Submitted
201909	N20190911027871001	14/03/2019 12:07:44	Cancelled

Previous 1 Next

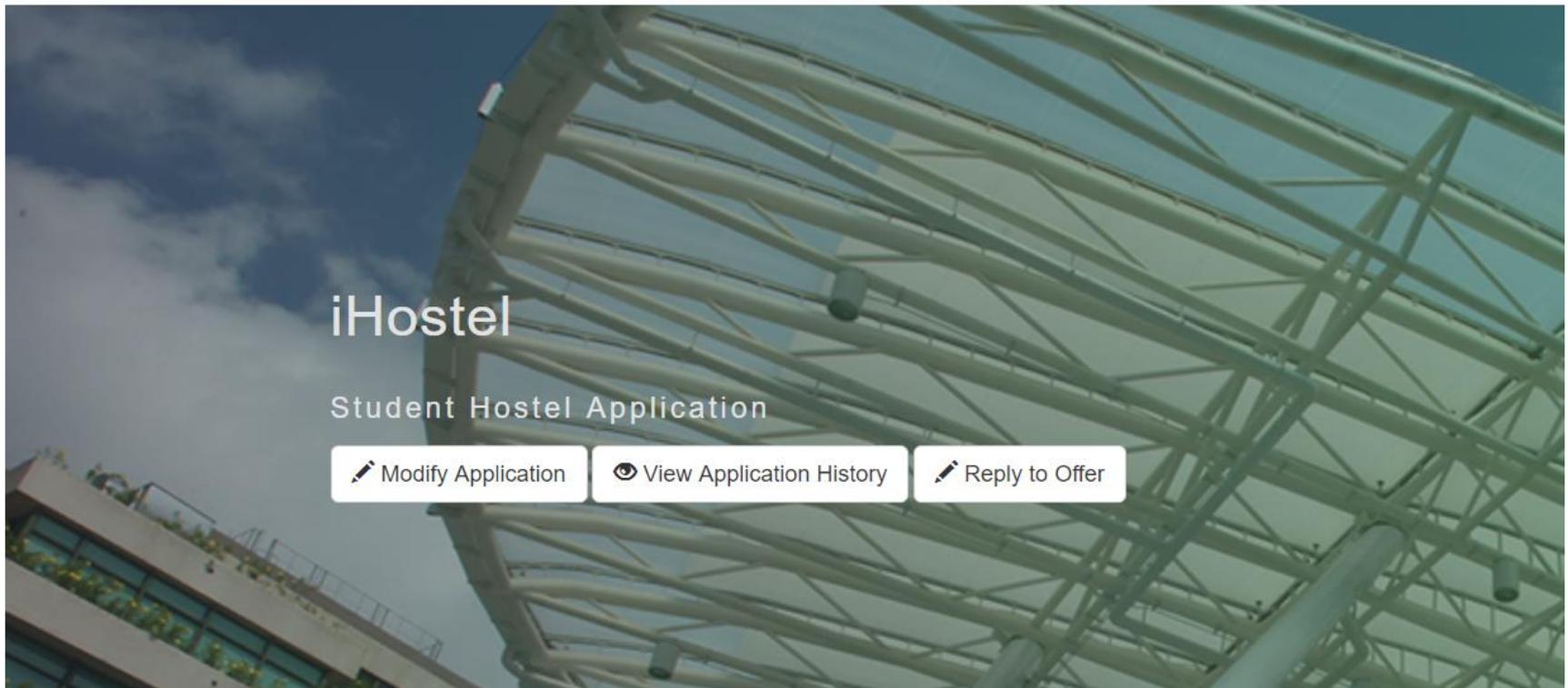
Show All History

Tips:

- Application in Current term will be shown by default. If you want to view the history of previous terms, press “Show All History”

Accept Conditional Offer

1. In the main page, press “Reply to Offer” Button



2. Click “View Conditional Offer”

APPLICATION HISTORY

You can view your application, accept conditional offer here

Term Code	Application No.	Submission Date	Status
201909	N20190903690181002	14/03/2019 14:49:39	Rejected View Conditional Offer
201909	N20190903690181001	13/03/2019 15:05:19	Cancelled
201809	N20180903690181004	29/03/2018 10:41:04	Submitted
201809	N20180903690181003	29/03/2018 10:22:18	Cancelled
201809	N20180903690181002	29/03/2018 09:26:12	Cancelled
201809	N20180903690181001	20/03/2018 16:09:12	Cancelled

Previous **1** Next

[Show Current Term History](#)

3a. Click “Reject Conditional Offer” or “Accept Conditional Offer” (With Approved Early Check-in)

Conditional Offer for N20190900924335001

The following is the conditional offer details:

Hall	Northcote Hall
Room Type	Standard Room
Hall Period	Whole Year
First Installment Charge	\$1,200.00
Payment Due Date	30/03/2019
Tentative Early Check-in Date [#]	16/04/2019

You must settle the First Installment Charge before the Payment Due Date. **Failure to do so will be presumed rejection of this conditional offer.**

After accepting the conditional offer, you can view the First Installment Charge from [Student Account Summary](#). You cannot view the payment status here. Please refer to [Student Account Summary](#) regarding the payment information. Early Check-in Charge is a separate charge which will not be shown in Student Account Summary.

[#]Approved early check-in offer will be notified through students' email. The payment of early check-in fee is required only upon early check-in date.

Notes:

- Click **Student Account Summary** to view the First Installation Charge after accepting the conditional offer.
- For conditional offer with tentative early check-in date, **students will be notified the offer of early check-in in July.**
- The payment of early check-in is only required upon your early check-in date, kindly write down your full English Name and Student ID on the **payment slip** and return it to your assigned halls/quarters.

Cancel Decline the Offer & cancel my application Decline the Offer & put back to waiting list Accept Conditional Offer

3b. Click “Reject Conditional Offer” or “Accept Conditional Offer” (Without Approved Early Check-in)

Conditional Offer for N20190911023265001

The following is the conditional offer details:

Hall	Grantham Hall
Room Type	Budget Room
Hall Period	Semester 2
First Installment Charge	\$1,200.00
Payment Due Date	30/03/2019

You must settle the First Installment Charge before the Payment Due Date. **Failure to do so will be presumed rejection of this conditional offer.**

After accepting the conditional offer, you can view the First Installment Charge from [Student Account Summary](#). You cannot view the payment status here. Please refer to [Student Account Summary](#) regarding the payment information.

Points to note:

Student is allowed to login and modify / cancel the application as long as it is within the submission deadline

ONLY THE FINAL SUBMISSION RECORD WILL BE PROCESSED.

-- The End --