

What is SIS ?

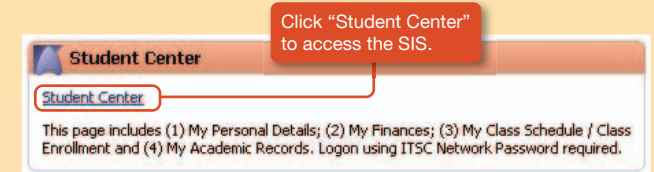
SIS is a package that provides a range of functions which you will need to use throughout your study at HKUST. For example, it facilitates you to enroll classes, review academic information, view financial transactions, and update personal information.

It contains three major components, namely:

- 1. Academics** - This enables you to view your academic related information and to add/ drop/ swap classes online. For class enrollment, please refer to the “Class Enrollment” information sheet from ARRO.
- 2. Finances** - This helps you manage your financial transactions with HKUST.
- 3. Personal Information** - You can view and edit your personal information including emergency contacts, addresses, contact numbers, etc.

Where can I log in SIS ?

You can log in SIS from the HKUST “myPortal” (<http://my.ust.hk>). Click on the link “Student Center”, key in your ITSC account and password for accessing the SIS.



What appears after I have logged in?

Menu
Search:
- Student Center

Click “Student Center” to see the whole web page.

Academics
Search Plan Enroll My Academics
2013-14 Fall Schedule
Class Schedule
ACCT 2010-L1 LEC (1001) TuTh 09:00 - 10:20 Rm 2302, Lift 17-18 (74)
This is your class enrollment period.

Finances
My Account Account Inquiry
Account Summary
You owe 42,200.00.
Due Now 21,050.00
Future Due 21,150.00
** You have a past due balance of 21,050.00. **
PRINT CHARGES
Currency used is Hong Kong Dollar.
This is the summary and charge due date of your account. You can print the charges details here.

Personal Information
Demographic Data Emergency Contact Names
Contact Information
Home Address Mailing Address
Room 1234, Hong Kong Valley, Hong Kong Room 1234, Hong Kong Valley, Hong Kong
Contact Phone No. UST Email
9123 4567 test@ust.hk
This is your basic contact information.

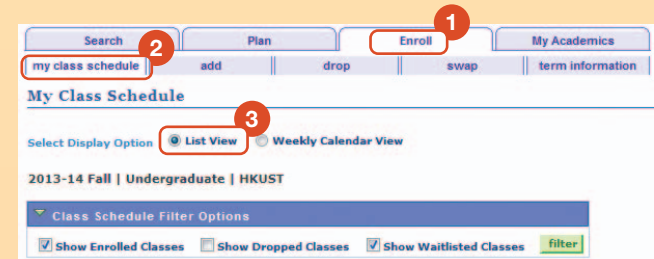
How to... ?

1. View my class timetable

In Academics, click “Enroll > my class schedule”. Select the Display Option:

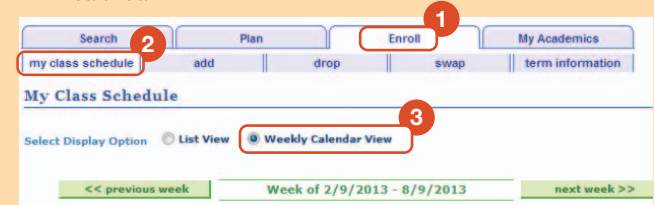
▪ List View

All enrolled classes are listed out. Dropped/ Waitlisted classes can also be checked with the Filter Options.



▪ Weekly Calendar View

All enrolled/ waitlisted classes are shown on a weekly calendar.



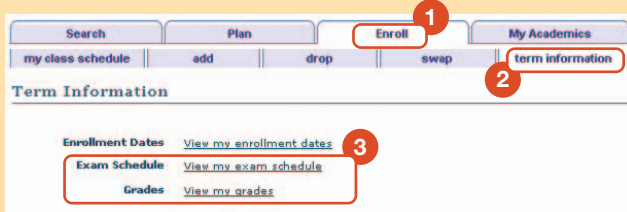
Remarks:

- Student Time Table Assistant (<http://arr.ust.hk/stta>) is another handy tool for previewing your schedule of classes.
- For further information on class enrollment, please refer to the “Class Enrollment” information sheet from ARRO.

How to... ?

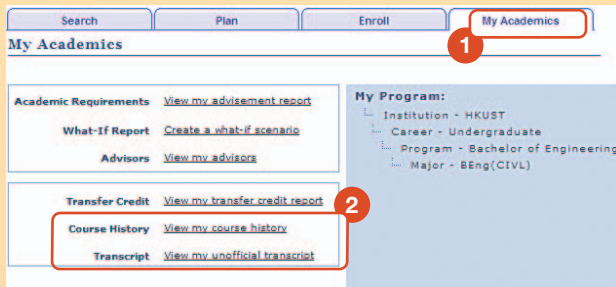
2. View my exam schedule/ grades

In Academics, click “Enroll > term information > View my exam schedule/ View my grades”.



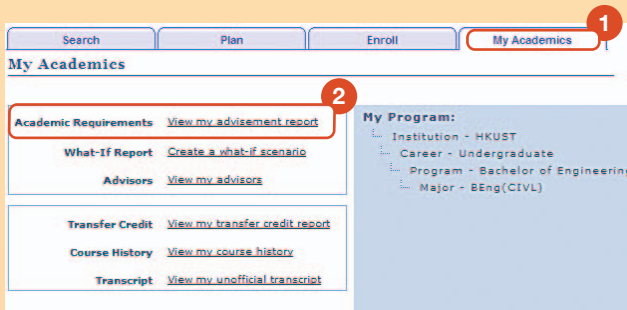
3. View my course history/ unofficial transcript

In Academics, click “My Academics > View my course history/ View my unofficial transcript”.



4. View my Academic Requirement

In Academics, click “My Academics > View my advisement report”.



5. View/ update my personal information

In Personal Information, select the item that you want to view or edit. For non-editable data (e.g. name, and ID number), please contact ARRO if there are changes.



How can I learn more ?

There are several sessions of training to be held in August and September. You are recommended to join and learn more about the SIS. Please refer to the timetable at http://arr.ust.hk/sis_train and register accordingly if you are interested. Walk-ins are also welcome while seats are available.

Where can I get Help ?

For enquiry, please find assistance through these channels.



SIS web page
<http://arr.ust.hk/sis>

Help Account
sishelp@ust.hk

Getting started on Student Information System (SIS)

<http://arr.ust.hk/sis>