

**1. Enter Personal Information**

Enter your personal information which is same as your record in HCMS and click “Confirm”.



If you forgot your teacher number, please complete the following steps to retrieve it. Please click [here](#) to know how to use.

Step 1 Enter Personal Information    Step 2 Send Validation Code    Step 3 Enter Validation Code    Step 4 Get Teacher Number

**Step 1. Enter Personal Information**

Hong Kong Identity / Passport Number: X [redacted] 7  
For HKID, please ignore any parentheses. E.g. X123456(7) > X1234567

Surname: Hui  
E.g. Chan

Please enter either your personal email address and/or mobile phone number.

Personal Email Address: [redacted]@gmail.com  
Must NOT be provided by HKU SPACE.

Mobile Phone Number: 9 [redacted] 7  
E.g. 98765432 or 8615523456789

Captcha: NnBECz  
Please enter the displayed Captcha value.

Confirm    Clear

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**2. Send Validation Code**

Select to receive validation code by either mobile phone (SMS) or personal email and click “Confirm”.



If you forgot your teacher number, please complete the following steps to retrieve it. Please click [here](#) to know how to use.

Step 1 Enter Personal Information    **Step 2 Send Validation Code**    Step 3 Enter Validation Code    Step 4 Get Teacher Number

**Step 2. Send Validation Code**

We are going to send you a validation code, please select which way you want to receive the code:

A validation code will be sent to your mobile phone number, 9xxxxxx1.

A validation code will be sent to your email address, jxxxxxxx1@[redacted]

If it is not your mobile phone number or email address, please contact our IT Help for assistance.

Confirm

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### 3. Enter Validation Code

Enter the validation code you received and click “Confirm”.



If you forgot your teacher number, please complete the following steps to retrieve it. Please click [here](#) to know how to use.



#### Step 3. Enter Validation Code

The validation code has been sent to you by SMS/email. Please enter the code into the system within 5 minutes.

If the code expires, please click "reload" to try again.

Validation Code:

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### 4. Get Teacher Number

Your teacher number will be shown and acknowledgement will be sent to your mobile phone (SMS) and mailbox.



If you forgot your teacher number, please complete the following steps to retrieve it. Please click [here](#) to know how to use.



#### Step 4. Show Teacher Number

Your teacher number is [REDACTED]

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