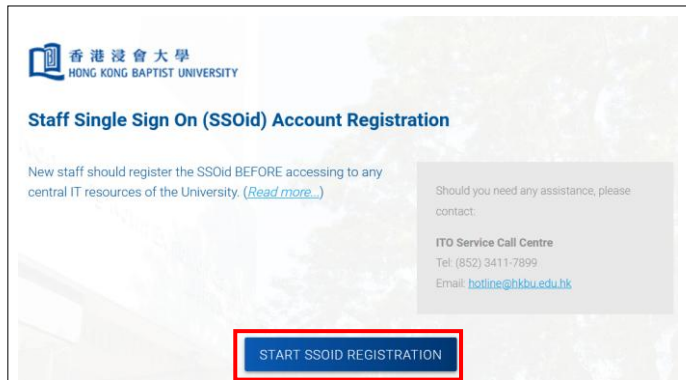


New Staff SSoid Registration



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Staff Single Sign On (SSoid) Account Registration

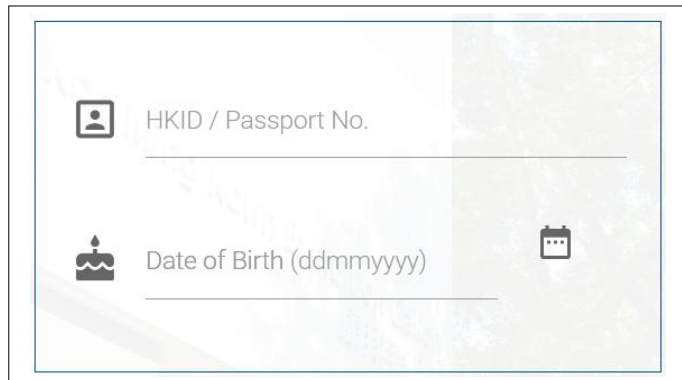
New staff should register the SSoid BEFORE accessing to any central IT resources of the University. ([Read more...](#))

Should you need any assistance, please contact:

ITO Service Call Centre
Tel: (852) 3411-7899
Email: hotline@hkbu.edu.hk

START SSOID REGISTRATION

1 Go to Staff Single Sign On (SSoid) Account Registration (<https://iss.hkbu.edu.hk/buam/buam2/registration/index.seam>) Click 'Start SSoid Registration'.

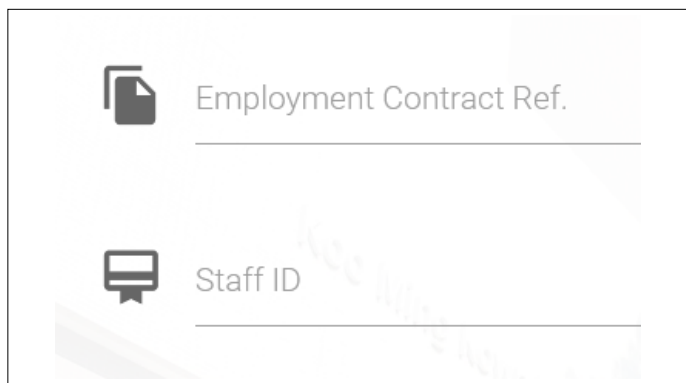


HKID / Passport No.

Date of Birth (ddmmyyyy)

NEXT

2a Step 1 - Verify your identity: Input your 'HKID/Passport No.' and 'Date of Birth' for identity verification.

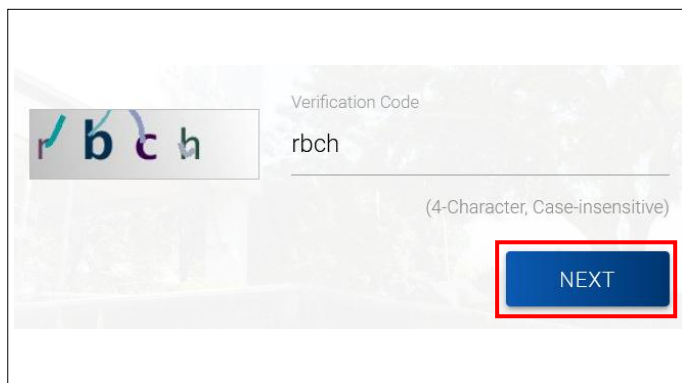


Employment Contract Ref.

Staff ID

NEXT

2b Step 1 - Verify your identity: Or, input 'Employment Contract Reference' and 'Staff ID' for identity verification.



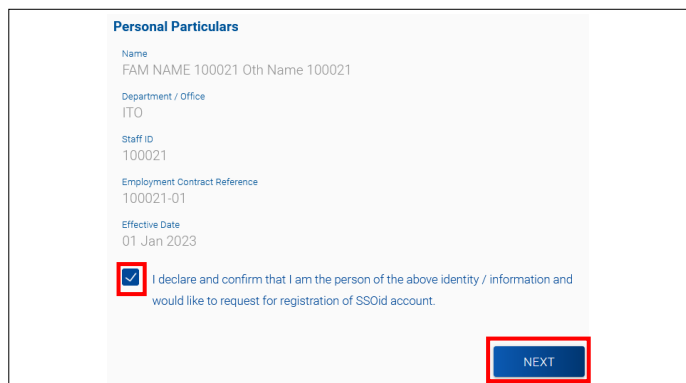
Verification Code

rbch

(4-Character, Case-insensitive)

NEXT

2c Step 1 - Verify your identity: Input 'Verification code' and click 'NEXT'.



Personal Particulars

Name
FAM NAME 100021 Oth Name 100021

Department / Office
ITO

Staff ID
100021

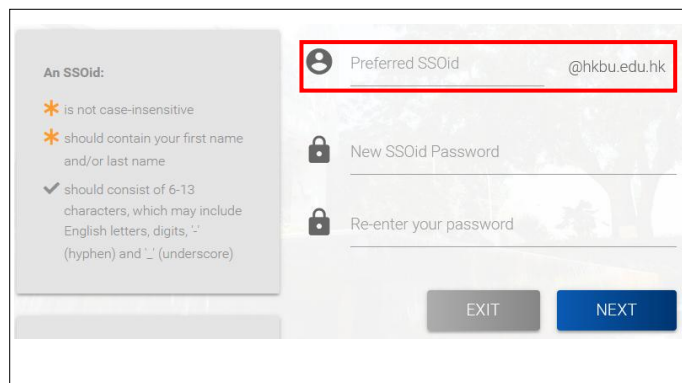
Employment Contract Reference
100021-01

Effective Date
01 Jan 2023

☒ I declare and confirm that I am the person of the above identity / information and would like to request for registration of SSoid account.

NEXT

2d Step 1 - Verify your identity: Review the 'Personal Particulars' and tick the box. Then click 'NEXT'.



An SSoid:

- * is not case-sensitive
- * should contain your first name and/or last name
- ✓ should consist of 6-13 characters, which may include English letters, digits, '-' (hyphen) and '_' (underscore)

Preferred SSoid @hkbu.edu.hk

New SSoid Password

Re-enter your password

NEXT

3a Step 2 - Define your personalized SSoid: SSoid is created for staff to sign in to the intranet and U-wide IT services using one set of login credentials.

An SSOid:

- * is not case-insensitive
- * should contain your first name and/or last name
- ✓ should consist of 6-13 characters, which may include English letters, digits, '-' (hyphen) and '_' (underscore)

3b Step 2 - Define your personalized SSOid:

- ❖ SSOid is case-insensitive.
- ❖ SSOid should contain your first name and/or last name.
- ❖ SSOid should consist of 6-13 characters, which may include English letters, digits, '-' (hyphen) and '_' (underscore).

An SSOid:

- * is not case-insensitive
- * should contain your first name and/or last name
- ✓ should consist of 6-13 characters, which may include English letters, digits, '-' (hyphen) and '_' (underscore)

Preferred SSOid: @hkbu.edu.hk

New SSOid Password

Re-enter your password

EXIT NEXT

3c Step 2 - Define your personalized SSOid:
To set up a password for SSOid.

Password must comply with ALL the following rules:

- ✓ Length between 8-14 characters
- ✓ Contains Uppercase characters
- ✓ Contains Lowercase characters
- ✓ Contains Numbers
- ✓ Contains any of the following characters: !, ~, _ @ (Other special characters are not accepted)

3d Step 2 - Define your personalized SSOid:
Password must comply with ALL the rules listed.

Preferred SSOid: @hkbu.edu.hk

New SSOid Password

Re-enter your password

EXIT NEXT

3e Step 2 - Define your personalized SSOid:
Click 'NEXT'.

Question 1 *

What is your wedding anniversary date (YYYY-MM-DD)?

Answer 1 *

Question 2 *

What is your oldest sibling's middle name?

Answer 2 *

Question 3 *

What is your youngest brother's birthday (YYYY-MM-DD)?

Answer 3 *

4a Step 3 - Define your Security Questions:
To setup 3 Security Questions with Answers. This is used to verify your identity when you try to access the central IT services via the Internet, reset the password of your IT Service Account, or retrieve your Duo Bypass code online

Guidelines:

- ✓ Define at least TWO Security Question and Answer pairs
- ✓ Length between 6 - 256 alphanumeric (or Chinese) characters (Case insensitive)
- ✓ Security Question cannot be repeated
- ✓ (Optional) Fill in Security Question and Answer #3 together OR leave both of the fields blank

4b Step 3 - Define your Security Questions:
Security Questions with Answers must comply with ALL the rules, then click 'NEXT'.

5a Step 4 - Define your Security PassKey:
Security PassKey is an additional set of password which is used to enhance the systems security for protecting your sensitive data. When you try to access or download sensitive data from centralized IT services, you will be asked to provide this PassKey.

5b Step 4 - Define your Security PassKey:
Security PassKey must comply with ALL the rules

5c Step 4 - Define your Security PassKey:
Input your Security PassKey, then click 'NEXT'.

6 Step 5 - Provide your preferred language and additional contact information:
This step is optional. Input your "Personal Email Address" and "Contact Phone Number". Then, click 'NEXT'.

7 Step 6 - The University Information Security Policies and Guidelines:
Review the '1. Guidelines for Usage of Information Resources (信息資源使用指南)' and '2. Staff Handbook of Information Security (信息安全員工手冊)' and tick the box. Then, click 'NEXT'.

8 Step 7 - Confirmation:
Confirm all the information on the screen.

Answer 3

Personal Data Collection Statement:

1. Please provide the personal data as requested and ensure that the data is complete and accurate.
2. The data collected will be used for the purpose of SSoid registration and any related purpose(s).
3. Your personal data held by the University will be kept confidential. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by the University.

☒ I confirm that the above information is true and correct. I understand and agree that the University may verify my identity with the above information.

BACK SUBMIT

9 Step 7 - Confirmation:
Read the 'Personal Data Collection Statement' and tick the box.
Then, click 'NEXT'.

香港浸信會大學
HONG KONG BAPTIST UNIVERSITY

Staff Single Sign On (SSoid) Account Registration

Step 8 of 8 - Process Completed

Congratulations!

You have completed the registration process successfully.

Your account will be ready for use in 2 working days. We will send an email to your personal email address when your account is ready for use.

After your account is ready for use, please remember to [register DUQ Two-factor Authentication \(2FA\)](#) to protect your SSoid and access different central IT services. To learn more about the IT services provided by ITO, please visit the [ITO web site](#).

EXIT

10 Step 8 - Process Completed:
You have completed the registration process successfully.

Your account will be ready for use in 2 working days. We will send an email to your personal email address when your account is ready for use.