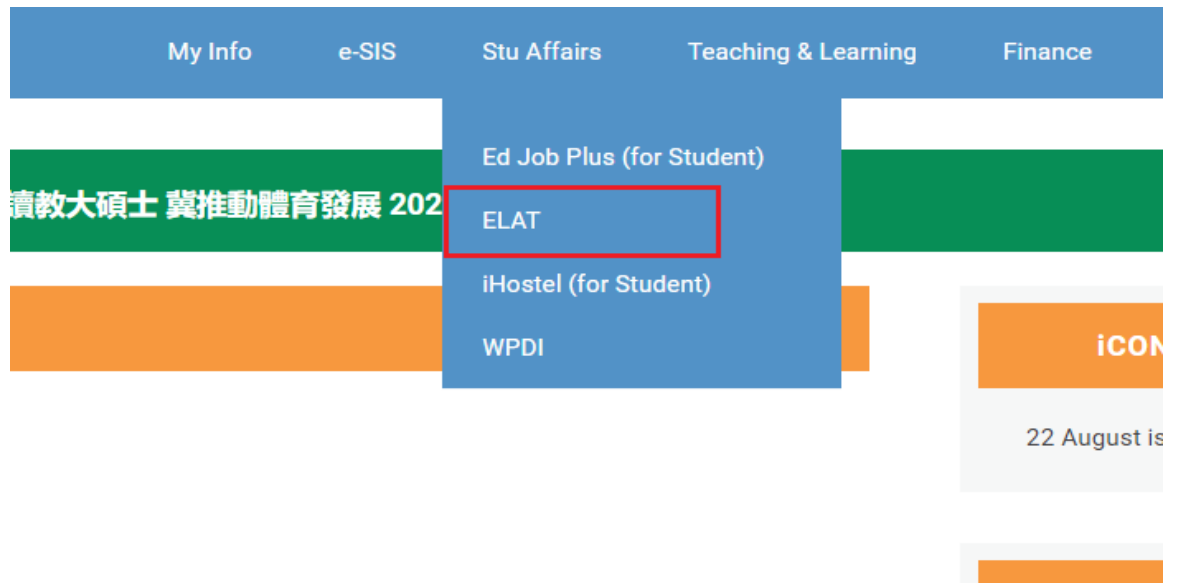


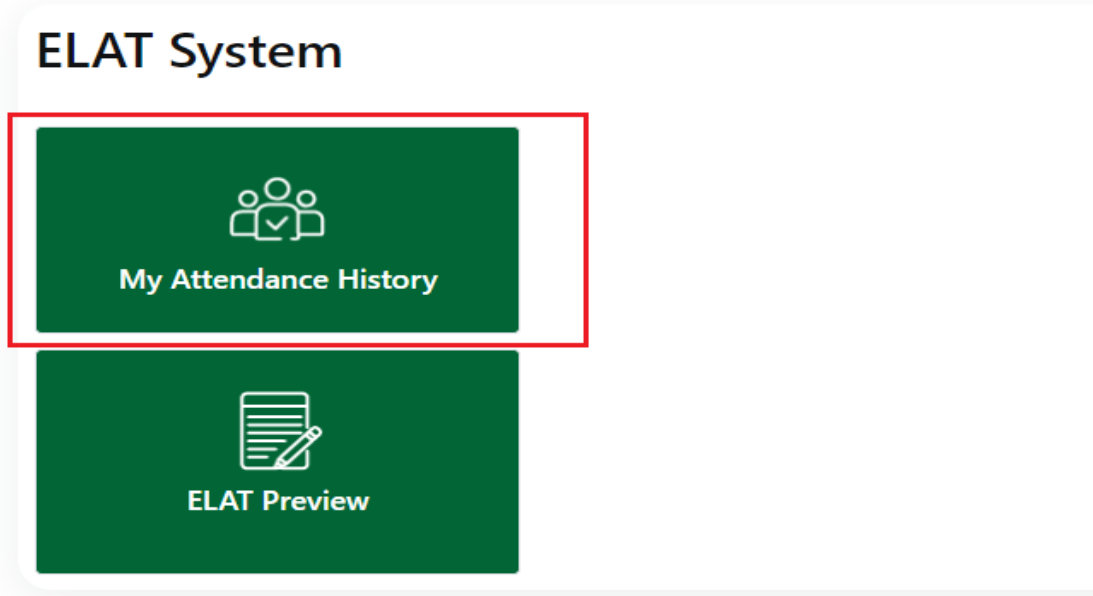
# Guideline for checking your ELAT

## I. How can I check my ELAT record? (for current students only)

1. Login the Portal (<http://my.eduhk.hk>)
2. Select “Stu Affairs”
3. Click “ELAT”



4. Click “Attendance History”  
\*Attendance History = activities you HAVE participated



5. Check the details of your record especially “Programme Name” and “Attend Hrs Result”

\* The records will be updated at the end of academic year.

Student Dashboard > Attendance History

### Attendance History

Released Un-Released

#### Released Attendance Records

Academic year: 2021-22 Course Code: A5B061

Search Clear

Programme code	Programme Name	Academic Year	Activity Type	Semester
307-2021-PE-0004	THE TAKEN ROADS - EDUHK STORYTELLING CONFERENCE 2022	2021-22	PE	2

Topic Name	Session Name	Session From Date	Session To Date	Attendance From Time	Attendance To Time	Hours Attended
THE TAKEN ROADS - EDUHK STORYTELLING CONFERENCE 2022	THE TAKEN ROADS - EDUHK STORYTELLING CONFERENCE 2022	10 Apr 2022	10 Apr 2022	00:00	00:00	2

825-2018-CC-0076	BUDDY SCHEME 2018/19	2018-19	CC	S
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Topic Name	Session Name	Session From Date	Session To Date	Attendance From Time	Attendance To Time	Hours Attended
BUDDY SCHEME 2018/19	BUDDY PROGRAMME MENTORING	1 May 2019	31 Aug 2019	00:00	00:00	1

## II. Information on printed ELAT record (for current students only)

1. Click “ELAT Preview” and check your ELAT records shown on your printed ELAT.

# ELAT System



My Attendance History



ELAT Preview

The screenshot shows the ELAT system interface. On the left is a green sidebar with a 'Dashboard' menu containing 'ELAT Preview', 'My Attendance History', 'Need to Know More', 'What is ELAT?', and 'First Time User'. Below the menu is a 'Contact' section. The main content area displays a preview of an 'EXPERIENTIAL LEARNING AND ACHIEVEMENTS TRANSCRIPT' (經驗學習及成就報告表). At the top right of the transcript is a 'NON-OFFICIAL' stamp. The transcript includes fields for Student Name, Student Number, Programme, Date of Admission, Major, HKID Number, and Mode of Study, all of which are redacted with black boxes. Below these fields are sections for 'CONTRIBUTION TO UNIVERSITY AND STUDENT ORGANIZATIONS' and 'PARTICIPATION IN CO-CURRICULAR ACTIVITIES'. The latter section is a table with columns for activity name and hours. The transcript ends with 'END OF TRANSCRIPT' and a warning: 'TRANSCRIPT INVALID WITHOUT OFFICIAL STAMP AND SIGNATURE'. The date of issue is '16 Sep 2022 09:08:20'.

CONTRIBUTION TO UNIVERSITY AND STUDENT ORGANIZATIONS	HOURS
-2019-2020- CAMPUS LIFE TUTOR OF CAMPUS LIFE ADVISING SYSTEM	
PARTICIPATION IN CO-CURRICULAR ACTIVITIES	
-2018-2019- CAREERS AND PROFESSIONAL DEVELOPMENT	1.0
CITIZENSHIP AND CIVIC ENGAGEMENT PERSONAL EFFECTIVENESS	1.0
-2019-2020- NEW STUDENT FRIENDSHIP DAY 2018	12.0
-2020-2021- CITIZENSHIP AND CIVIC ENGAGEMENT PERSONAL EFFECTIVENESS	1.3
-2021-2022- CAREERS AND PROFESSIONAL DEVELOPMENT PERSONAL EFFECTIVENESS	1.0
-2021-2022- CAREERS AND PROFESSIONAL DEVELOPMENT PERSONAL EFFECTIVENESS	1.3
-2021-2022- PERSONAL EFFECTIVENESS	1.3

\* If you participate in an individual programme that fulfills the required hours according to programme category below, the programme name will be shown on your printed ELAT.

<b>Programme Category in Category B</b>	<b>Required hours for showing an individual programme name</b>
Citizenship and Civic Engagement (CC) Careers and Professional Development (CP) Global and Cultural Enrichment (GC) Personal Effectiveness (PE)	8 hours

2. If you need to have an official copy of ELAT, please apply for your ELAT online through “e-SIS”. You can refer to the [ELAT Application Guideline](#).