

Outcomes-Based Teaching and Learning @HKBU Creating a KEEP Account and Enrolling in the Course

This document outlines the procedure for signing up for an account at the KEEP platform, for accessing the “Outcomes-Based Teaching and Learning @HKBU” online course.

Step 1

Visit <https://edx.keep.edu.hk/> with a web browser. Select the “**Sign Up**” at the top, and scroll down to the bottom and click on "University account".

Password

Password

Use 8 or more characters. It must contain at least 1 uppercase letter, 1 lowercase letter, 1 digit and 1 special character (! ? . % + = ^ \$ & # - @).

Confirm password

Confirm password

- I have read and agree to the [Terms of Service](#) and [Privacy Policy](#).
- Please send me the latest eLearning updates and recommendations via email.

Sign Up

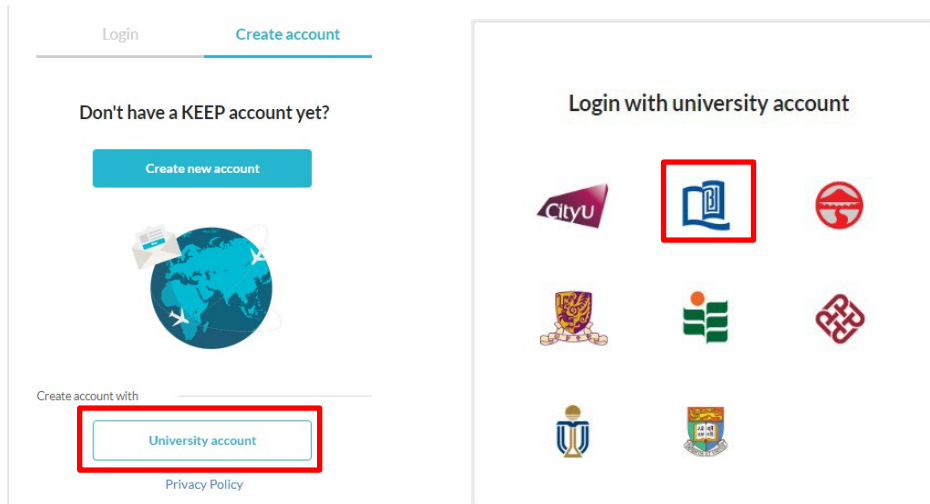
Already have an KEEP account? [Login](#)

Or create account with

University account

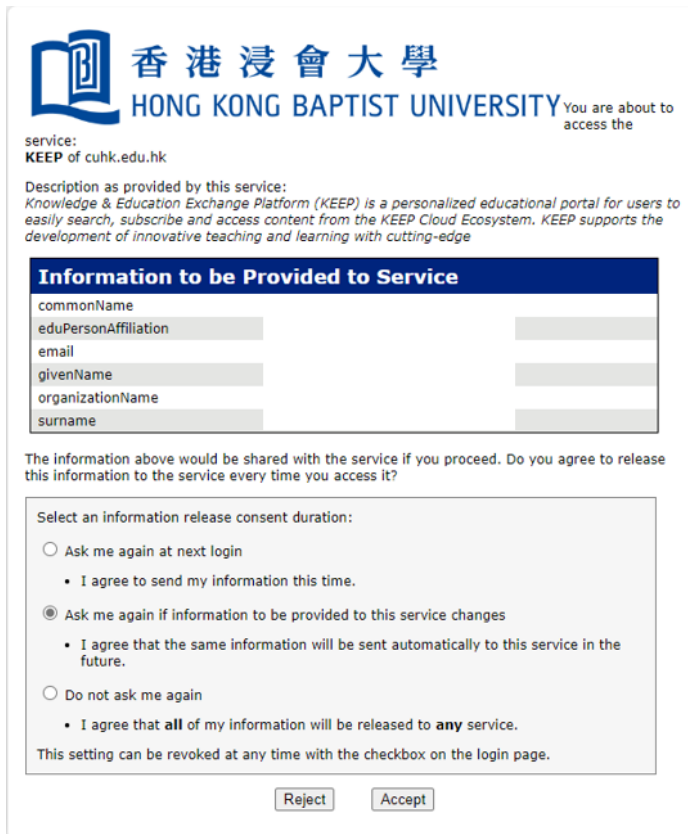
Step 2:

Continue by clicking "University account" again and select HKBU logo. The system will automatically bring you to our SSOid page, please login by using SSOid and password for account creation.



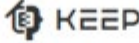
Step 3:

As a part of the account verification process, you need to accept the service to continue:



Step 4:

When the following page is shown, please enter the preferred username and check the “terms of service”. Meanwhile, the latest eLearning updates checkbox is optional. Please click on “**Create**” to proceed.

 **KEEP**

Create a KEEP account

Almost done! Choose a username for your KEEP account.

Full name

Email

Username

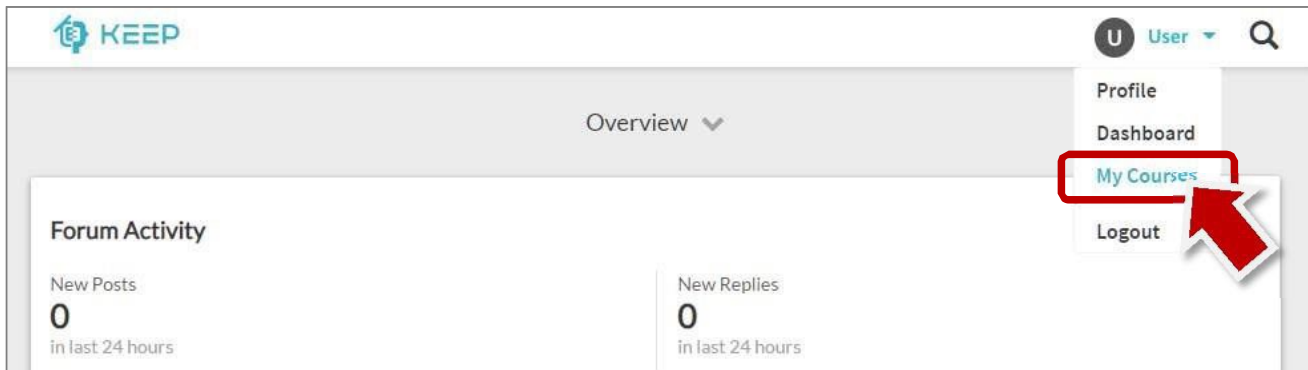
Use 6-30 characters. You can use letters, numbers, hyphen (-) and underscore (_).
Avoid personal information such as phone number or student ID.

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#).

Please send me the latest eLearning updates and recommendations via email.

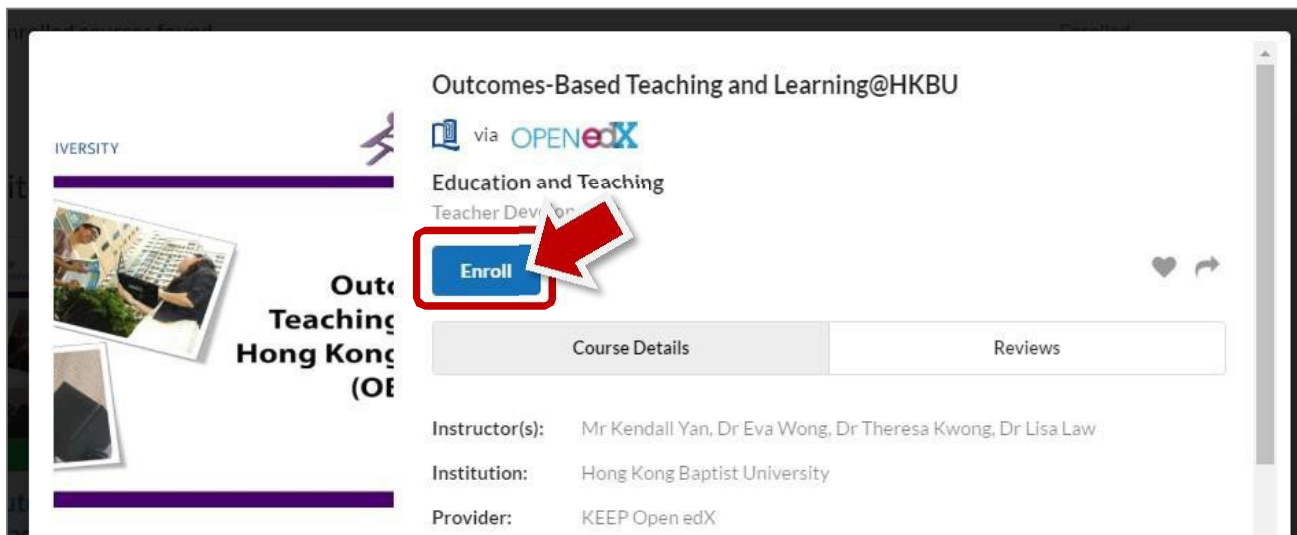
Step 5:

You will be first redirected to the Profile Page once your account is created. You can make sure your account has been created by clicking the profile. By using the [direct link](#) on the website, you can enter the site again and enroll yourself.



Step 6

Please click on the course item (as shown above), and then click the “**Enroll**” button on the pop-up window to make the course available to yourself.

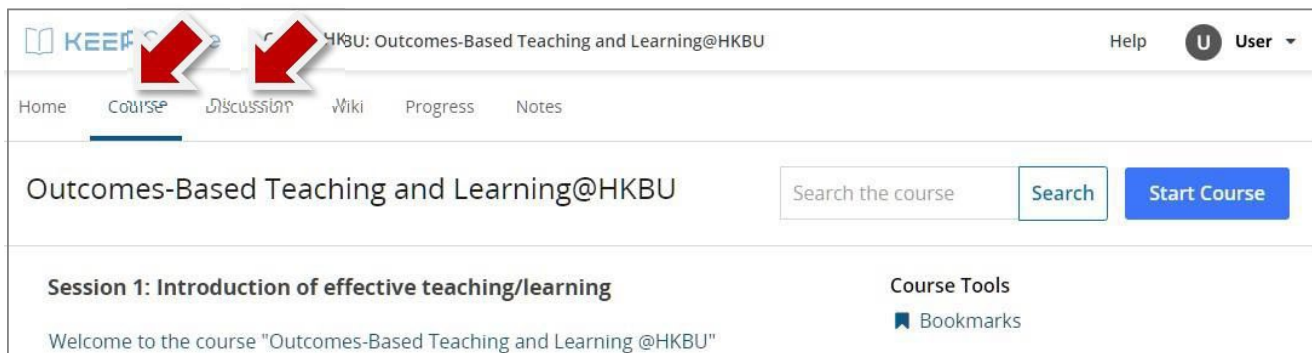


Logging into the KEEP platform

From now on, you can log into the KEEP platform at <https://edx.keep.edu.hk> with your KEEP account.

On the Home Page of a course, the news about the course is shown. You can navigate to different parts of the course by selecting the relevant tabs on the Home Page. For example:

- To view the course materials, click on the “**Course**” tab, or simply click the blue “**Start Course**” or “**Resume Course**” button;
- To participate in the discussions, please click on the “**Discussion**” tab.



Enquiries

If you have any difficulties or enquiries, please email to Centre for Holistic Teaching and Learning (CHTL) at chtl@hkbu.edu.hk.