INTRODUCTION

The emails and SMS sent by the JUPAS Office to your registered email account will also be sent to the Message Box of your JUPAS account. Should there be any discrepancies between information contained in emails and SMS and your JUPAS account, the information contained in the JUPAS account is final.

Please check your Message Box from time to time for updated information from the JUPAS Office, the 9 JUPAS participating-institutions and the SSSDP institutions, in short: the Institutions. No reminders to check for such information will be sent to you. Please also note that the JUPAS Office and the Institutions contact you not only via the Message Box in your JUPAS account, but also via home phone, mobile phone, personal email, SMS or mail. You should ensure that all your communication information is up to date and correct, otherwise you may not receive or miss important messages and correspondence from the JUPAS Office and the Institutions.

If you want to know more details about communication information, please visit https://www.jupas.edu.hk/en/about-jupas/important-notices/#communication at the JUPAS website.

The JUPAS online application system ONLY supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and browsers simultaneously to ensure data integrity.
1. **CHECK Message Box**

Procedure (3 steps in total)

Step 1: Log on your JUPAS account and click “Message Box”.
The number in red, if any, which is displayed beside “Message Box” indicates the number of unread messages.

Step 2: The unread message are marked as “NEW”.

Step 3: Click the subject of message you want to read.
The message content will be appeared at the bottom of the message list.

Please note that you **SHOULD** log out from the JUPAS online application system when you have finished using it.