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

If you want to know more details about communication information, please visit https://www.jupas.edu.hk/en/application-procedures-information/application-procedures/communication-channels/ at the JUPAS website.
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 your JUPAS account when you have finished using the JUPAS online application system.