

# **Guidelines on Using eForm B to Report Admission of Students with Student Reference Number**

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## A. General Guidelines on Using eForm for Student Information Management System (STIM)

### I. How to enter the eForm for Student Information Management System (STIM)

The eForm for STIM is an application in the School Portal. You may access the School Portal logon page at the following url:

<http://scp.edb.gov.hk>

Alternatively, you may access the page in EDB Homepage as shown in the following screen:

The screenshot shows the EDB homepage with a navigation menu on the left. The 'School Administration' section is expanded, and the 'School Portal' link is circled in red. Other visible links include 'Regulations', 'Administrative Arrangements for Specialised Teaching', 'Copyright Matters', 'Data Collection Year Planner', 'Director of Audit's Report on Primary Education', 'Effective Use of Resources in Schools', 'Guidelines for Granting of Leave', 'Meal Arrangements in Schools', 'Measures to Relieve Teachers' Workload', 'Prevent Avian Flu & other communicable diseases', 'Principles of Equal Opportunities', 'Safety & Insurance', and 'WebSAMS'. The main content area features a 'SED's Welcome message' from Mr. Michael M Y Suen, Secretary for Education, and a section titled 'Realising the vision of 334'.

At the logon page, enter the Login Name and Password and click <Logon>.

The screenshot shows the logon page for the School Portal. At the top, it displays the Education Bureau logo and name in Chinese and English: '中華人民共和國香港特別行政區政府 教育局 Education Bureau The Government of the Hong Kong Special Administrative Region'. Below this, the text '學校入門網站 School Portal' is centered. A 'Please log In' section contains a login form with the following fields: '登入名稱/Login Name: 密碼/Password:' followed by two input boxes. The first box contains the text 'B123456000123' and the second box contains a series of dots. To the right of the password box is a button labeled '登入/Logon'. At the bottom, there are two links: '更改學校入門網站密碼 Change Password for School Portal' and '下載重設密碼表格 Download form to reset password'.

After logging in the portal, the following selection menu will appear.



To enter a particular eForm, select the eForm from the selection menu and click “Confirm”.

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## II. Before you start...

- Get a copy of the Guidelines for the Student Information Management System (STIMS), SPA Section, EDB, September 2009 Edition (Location: EDB website > Kindergarten, Primary and Secondary Education > Education System > School Places Allocation Systems > Student Information Management System) and read it carefully. You may need to refer to the Guidelines in updating the eForm.

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## III. Save the eForm regularly and frequently

- Please save the eForm REGULARLY and FREQUENTLY.
  - This helps to prevent data loss due to system problems.
  - The eForm will conduct a checking on the data when it is saved. If the eForm contain errors, it will display error message of the first error encountered. Please read the error message carefully. After you confirm the error message, the eForm will move the cursor to the error concerned. Please correct the error and save the eForm again.
  - If the eForm contains many errors, it will take a long time to correct all errors one by one. You should therefore save your eForm frequently and avoid updating too many students without saving your eForm.

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## B. Guidelines on Using eForm B

eForm B is designed for use in reporting data on:

- A newly admitted student who has previously studied in other STIMS schools in

Hong Kong, even if the student cannot provide his / her STRN.

- A student that has been re-admitted to / resumed schooling in your school, while at an earlier time, your school has submitted an eForm A to this section to report of his / her leaving school / long absence from class. Schools should submit eForm B for students within 10 days after the first day of their attendance.

## I. Tips for filling in the eForm B

- The Class Name to be entered should be one of the Class Names reported in the Class and Subject Details Survey eForm.
- In the eForm, all the fields marked with "\*" are mandatory and must be filled in. If there is any unfilled mandatory field, the eForm cannot be saved. Therefore, please make sure that all the information is ready before you update the eForm.
- Please input all Date fields with the format 'DD/MM/YYYY'. Do not forget to put the '/' between DD, MM and YYYY. For example, to input the date 11st August, 1995, enter "11/08/1995".
- Once the eForm B is submitted, all the data will be submitted and cannot be retrieved and re-submitted again. Please make sure you have verified all records and printed them (either in the form of hardcopy or softcopy) for filing purpose before submitting the eForm B.

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## II. Select the Language Group

If your school operates more than one Language Group (e.g. one Anglo-Chinese and one Chinese), you must select the appropriate Language Group.

### Education Bureau

Student Information Management System - Form B  
Admission of Students with Student Reference Number

[GUIDELINE](#)

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)  
PRIMARY - AM

Language :	ANGLO-CHINESE - 英文部
Status : Submit	ANGLO-CHINESE - 英文部
Last Save Time :	CHINESE - 中文部
Last Submit Time :	26/06/2007 15:58:03
	Last Submit Time : 26/06/2007 15:59:52

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
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 Insert Record

Remember: Always save your work before switching to work on another Language Group.

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### III. Add a student record

When you open a new eForm B or you have submitted your eForm for the last time, a blank eForm will be displayed.

**Education Bureau**  
Student Information Management System - Form B  
Admission of Students with Student Reference Number [GUIDELINE](#)

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DEMO SCHOOL 1 測驗學校— (100340-0001-2-1)  
PRIMARY - AM

Language :

Status : Submit  
Last Save Time : 26/06/20xx 15:58:03  
Last Submit Time : 26/06/20xx 15:59:52

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
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To add a record for admission of student with STRN, click “Insert Record”

**Education Bureau**  
Student Information Management System - Form B  
Admission of Students with Student Reference Number [GUIDELINE](#)

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DEMO SCHOOL 1 測驗學校— (100340-0001-2-1)  
PRIMARY - AM

Language :

Status : Submit  
Last Save Time : 26/06/20xx 15:58:03  
Last Submit Time : 26/06/20xx 15:59:52

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
-------	--------------	-------------	---------------------------------------	----------	------------	--------------------------	---------------	--------------	--------

A blank student record will be displayed. All fields marked with an asterisk “\*” are mandatory. You must fill in all mandatory fields for each student.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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#### IV. Completing the new record of eForm B

In completing the new record of eForm B, please take note of the following points.

##### a. STRN

- When admitting students, schools should check their Student Reference Numbers from the students' Primary One / Secondary One Admission Slips, handbooks or academic reports of the schools they last attended.
- For a transferred student who claims to have forgotten his / her STRN but fails to produce the said documents, the new school should advise the student to obtain his / her STRN from his / her last school. In case you cannot obtain the STRN of such a student, please contact your Liaison Officer. Please report via eForm B or eForm E (during Enrolment Survey), but **not eForm C**.
- In case schools have doubt whether a student has ever been assigned an STRN by the EDB system, please contact your Liaison Officer for clarification. **DO NOT** simply report a eForm C instead for any students who have previously studied in STIMS schools.

##### b. First Day of Attendance

"First Day of Attendance" should be the first day when the student **attends** the school, but not the day when the school registered his / her admission. Schools should not submit eForm B before the day he / she actually attends school. The year-end date is by default 15 July each year. The first day of attendance cannot be marked beyond that date.

##### c. Student Name

Please ensure that the data input for the "Student Name" tally with those listed on the original copy of the student's identity document. [Note: Schools need to check against the student's HK identity card or HK Birth Certificate. Only when the student does not possess these two documents, school may refer to his / her other documents.]

##### d. School Group

For the item "School Group", schools may leave it blank for reporting the student admission except for the following group of school:

- Schools need to input relevant data when reporting new admission of P5 and P6 students participating in Secondary One Places Allocation system.

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## V. Delete a record of admission of student with STRN

If you have inserted a new record that is not required, you have to delete it. To delete a record, click the “X “ button at the end of the record.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1	1A	01/10/2009	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		


A confirmation message will be popup. By confirming the message, the record will be deleted.

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## VI. Save the eForm B

Always remember to save the eForm B frequently and regularly. To save the eForm A, click the Save button at the end of the eForm B.

\* = Mandatory fields


STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1	1A	01/10/2009	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		

By saving the eForm, it will carry out checking on the data it contains. If there is any error found, an error message will be popup.

Microsoft Internet Explorer

Mandatory field missing:Class Name.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1		01/10/2006	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		

**Please read the error message carefully.** After you confirm the error message, the eForm will move the cursor to the error concerned. Please correct the error and save the eForm again.

If the eForm is saved successfully, the Status of the eForm will become “Save” and the Last Save Time will display the time you save the eForm.



After printing the eForm B, please close the “printing-friendly” eForm B.

b. Print softcopy of eForm B

To print softcopy of the eForm A, click the “Print” button at the bottom of the eForm.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1		01/10/2006	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		

Insert Record

A “printing-friendly” eForm B will be generated and popup. In addition, the “printing” dialog box will popup also. Click “Cancel” to close the “printing” dialog box.

At the bottom of the “printing-friendly” eForm B, there is a “Save As File” button. Click the “Save As File” button and a “saving” dialog box will popup. The content of the dialog box will depend on individual PC’s configuration. Please select the location of saving the softcopy and enter the filename also.

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## VIII. Submit the eForm B

After updating the eForm B, you should check the correctness of the entered data. If you are sure that the entered data is correct, you may submit the data to EDB by clicking the “Submit Form” button at the bottom of the eForm B.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1		01/10/2006	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		

Insert Record

A confirmation message will be popup. By confirming the message, the eForm B will be submitted. If the eForm is submitted successfully, the Status of the eForm will become “Submit” and the Last Submit Time will display the time you submit the eForm. The message “Records saved and submitted successfully” will be displayed also.

DEMO SCHOOL 1 測驗學校一 (100340-0001-2-1)

PRIMARY - AM

Language : 

Status : Save

Last Save Time : 26/06/20xx 16:07:34

Last Submit Time : 26/06/20xx 15:59:52

Records saved successfully

Once an eForm is submitted, you cannot retrieve it again. Therefore, you may print the eForm B before submitting it for filing purpose.

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## IX. Exit the eForm B

To exit from the eForm B, click the "Exit" at the bottom of the eForm B.

\* = Mandatory fields

STRN*	Class Level*	Class Name*	First Day of Attendance (DD/MM/YYYY)*	Home DC*	Ethnicity*	Spoken Language at home*	Student Name*	School Group	Delete
A0000003	P1		01/10/2006	A - CENTRAL AND WESTERN	CHI - CHINESE	CHI - CHINESE	CHAN TAI MAN		

 Insert Record   [Back to Index](#)