Guidelines on Using eForm P6ID for Checking HKIC Number of P6 Students

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Note: "Student Information Management Application (STM)" is also known as "Student Information Management System (STIMS)"
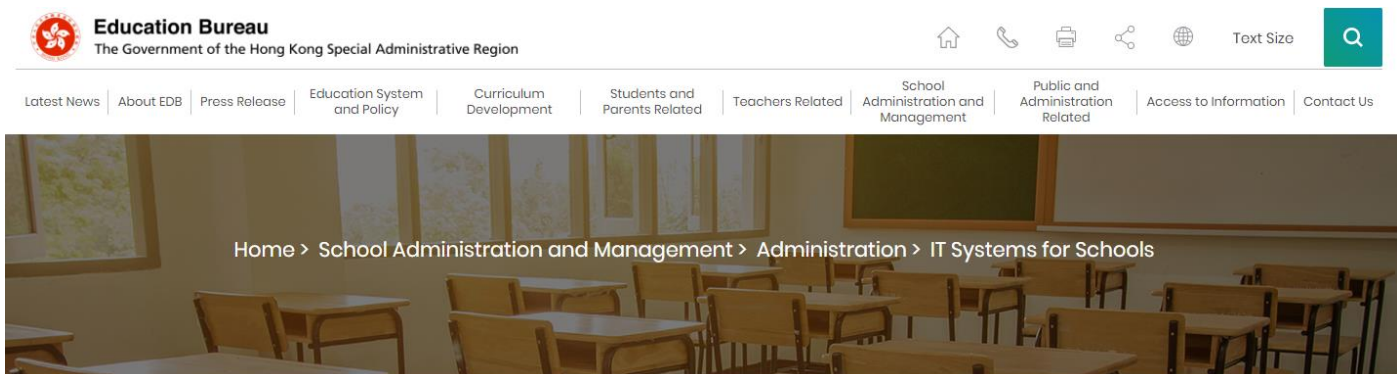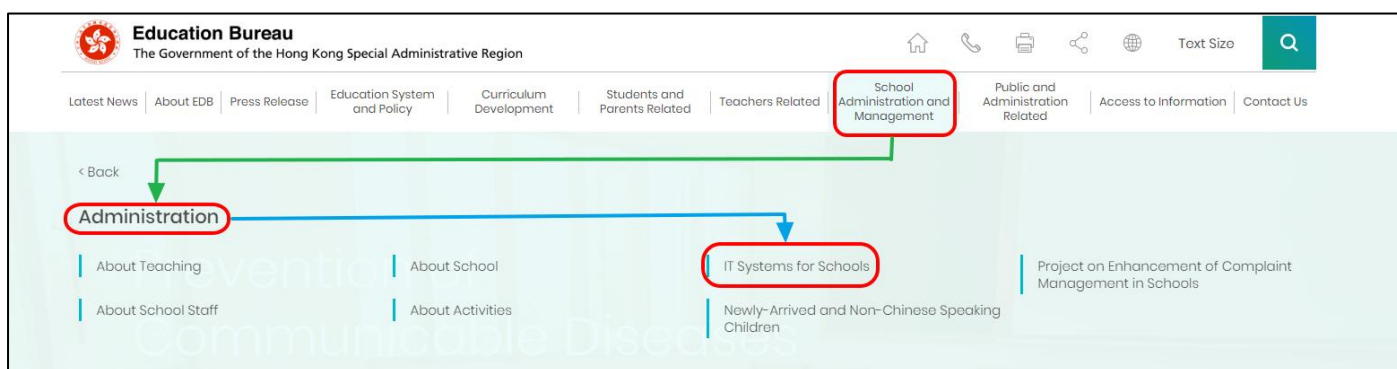註：「學生資料管理應用系統」又稱「學生資料管理系統」

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

I.   **How to enter the eForm for Student Information Management System (STIMS)**

The eForm for STIMS is an application of **Education Information System (EdIS)**.   To access the eForm page, you have to logon through **Common Log-On System (CLO)**.   You may access the logon page at the following URL:

clo.edb.gov.hk

Alternatively, the CLO logon page can be accessed through the Education Bureau (EDB) Homepage   (**www.edb.gov.hk > School Administration and Management > Administration > IT Systems for Schools > Common Log-On System**) as shown in the following screens:

IT Systems for Schools
- Common Log-On System (CLO)
- WebSAMS

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At the logon page, enter the Username and Password and click **<Logon>**.

(Please note: To use the eForm, you must use the user accounts of school administrators[1] or the personal user accounts[2] as delegated by school in CLO.)

The CLO Main page will be shown.   Choose the tab **<Survey & eForm>** to access the **eForm for Student Information Management System (STIMS)** through the shortcut.
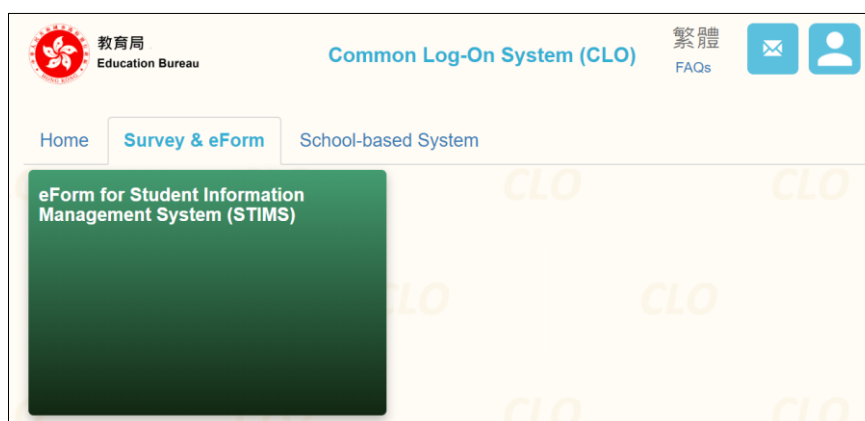
School users who can access the selected eForm for multiple schools will be redirected to a page for school selection before entering the eForm.

In the drop down list for school selection, only the schools that the school users have access right to the eForm will be listed.   Select the appropriate school and click **<Enter>** to access the eForm for the school.

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1   These accounts refer to the e-Services user account of the School Head or the Master School Administrator, and the CLO School Administrator account.

2   These accounts refer to the e-Services or Training Calendar System user account, and the CLO User account of school users.

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For school users who can access the selected eForm for one school only, they will be redirected to the corresponding eForm right after clicking the eForm application shortcut at CLO.

A new version was launched in the 2016/17 school year. The interface is displayed in both Chinese and English. Changing of language is not required.

Please note that eForms for Student Information Management System (STIMS) have been revised. The data item names and descriptions are displayed in both Chinese and English.

請注意，學生資料管理系統(STIMS) 電子表格已作出更新，數據欄名稱及說明會同時以中文及英文顯示。

After logging on to the portal, the following selection menu will appear.

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II. Select the School Language and a particular eForm

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

Click **<Enter>** on the right to select a particular eForm.

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

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III. Points-to-note/tips before you start

Download a copy of the latest edition of the *Guidelines for the Student Information Management System (STIMS)*, (Path: **www.edb.gov.hk** > **Education System and Policy** > **Primary and Secondary School Education** > **School Places Allocation Systems** > **Student Information Management System**) and read it carefully. You may need to refer to the Guidelines in updating the eForm.
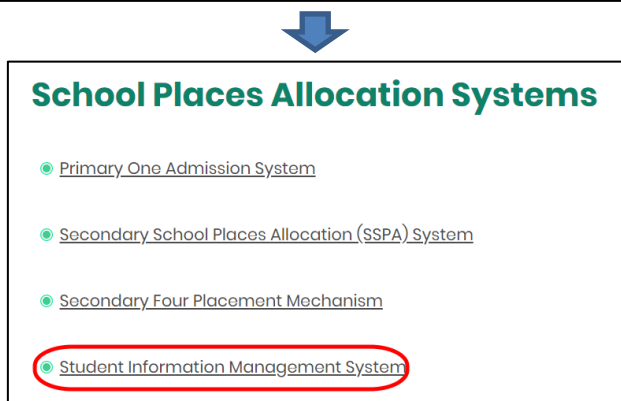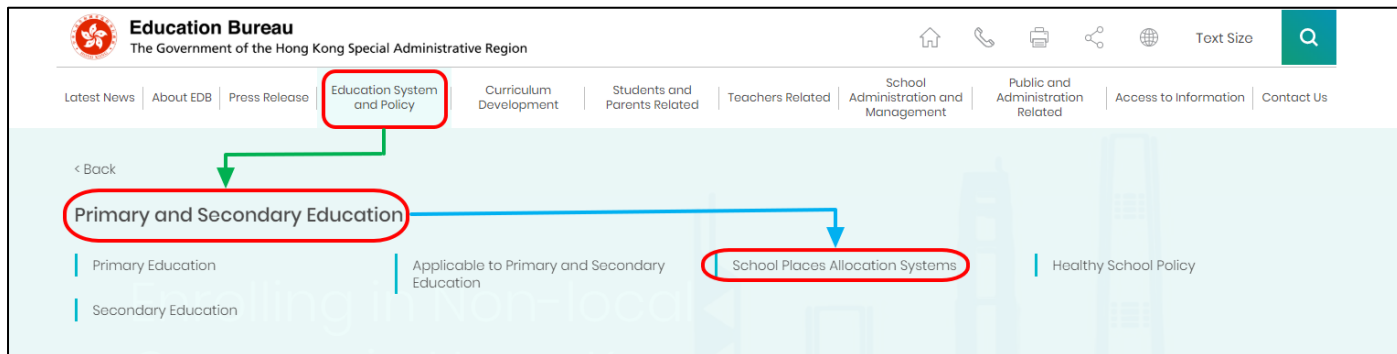
IV. Save the eForm regularly and frequently

- **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 contains errors, it will display error messages. Please read the error messages carefully. Afterwards, please correct the errors 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 regularly and avoid updating too many student records without saving your eForm.
  - If the eForm is saved successfully, the "Form Status" will become "Save" and the "Last Update Time" will display the time you saved the eForm. The message "Record updated successfully" will be displayed also.

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B. Guidelines on Using eForm P6ID

"eForm P6ID" is a checking list containing the HKIC numbers of the current P6 students recorded in the database of the EDB. Please note that the HKIC number marked with "*" is generated by the computer based on the student's Hong Kong Birth Certificate number previously reported by the school.

I. Tips for filling in the eForm P6ID

- On the preloaded checklists of eForm P6ID, if there are any departed students who have not been reported to the EDB, please submit eForm A to report their departure **immediately**.

- Please verify the HKIC number for every P6 student.

- For updating/confirming the HKIC information of a student, you could only select the most appropriate one among the columns "HKIC Not Issued", "Correct HKIC No. (if different)" or "Remark". Once you select (and fill in) a column, the remaining two will be disabled.

- Please make sure you have verified all records before submitting the eForm P6ID. You may print the eForm for every P6 class (either in the form of hardcopy or softcopy) for filing purpose.

II. Retrieve students' record

When you first open the eForm P6ID, a blank eForm will be displayed.

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You have to retrieve students' records before you can verify and update their HKIC numbers. To retrieve students' records, select the appropriate class name in the Class Name pull-down menu. Then click **<Retrieve Record>**.

Records for the selected class will be displayed.

Important: Always save the eForm before retrieving the records of another class.

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III. Complete the eForm P6ID

You should verify the following items for EVERY student record retrieved in the eForm P6ID:

- Hong Kong Identity Card Number
- Students already departed from school

a. Verify and update the Hong Kong Identity Card Number

Please verify the HKIC No. of <u>every student record</u> in the column "HKIC/Generated HKIC No." of the eForm P6ID against the HKIC held by the student and make necessary updates in the eForm P6ID .

i. HKIC No. verified to be the same as that listed in the eForm P6ID

If the HKIC No. in the column "HKIC/Generated HKIC No." is correct, please select "Verified" in the column "Remark".

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

ii. HKIC No. not yet available

If the HKIC No. of a student is not yet available, please put a "✓" inside the check box in the column "HKIC Not issued".

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

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iii. Incorrect HKIC No. in the list

If the HKIC No. of a student in the column "HKIC/Generated HKIC No." is found to be incorrect, please enter the correct HKIC No. in the column "Correct HKIC No. (if different)".

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

iv. HKIC No. not found in the list

If there is no HKIC No. being found in the column "HKIC/Generated HKIC No." for a student, but whose HKIC No. is available, please check the HKIC No. for that student and enter it in the column "Correct HKIC No. (if different)".

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

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b. Report students who have already departed from the school

Please verify if all students listed in the eForm P6ID are currently studying in your school. For any student who has already departed from your school, please update the eForm P6ID and/or report his/her departure to the EDB.

i. If eForm A has not yet been submitted for a student

You should (1) select "Form A will be sent" in the column "Remark" and (2) submit eForm A to the EDB **immediately** to report student's departure from school.

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

ii. If eForm A has already been submitted for the student(s) earlier

You should select "Form A already sent" in the column "Remark".

	STRN 學生編號	Student Name (English) 學生姓名 (英文)	Student Name (Chinese) 學生姓名 (中文)	Class Name 班級名稱	Sex 性別	Date of Birth 出生日期 (dd/mm/yyyy)	*	HKIC/Generated HKIC No. 身份證號碼 / 系統產生的身份證號碼	HKIC Not Issued 尚未換領身份證	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
1.	A0000000	TEST P6ID FIVE		6A	M	01/01/1900		A0000000	■		S-Form A already sent 已遞交表格A ▼
2.	B0000000	TEST P6ID FOUR		6A	M	01/01/1900	*	B0000000	☐	E0000001	▼
3.	70000000	TEST P6ID ONE		6A	M	01/01/1900			✔		▼
4.	C0000000	TEST P6ID SEVEN		6A	M	01/01/1900	*	C0000000	■		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	M	01/01/1900		D0000000	■		W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	M	01/01/1900		E0000000	☐	E0000001	▼
7.	70000001	TEST P6ID TWO		6A	M	01/01/1900			☐	K0000001	▼

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IV. Save the eForm P6ID

Please save the eForm P6ID frequently and regularly.   To save the eForm P6ID, click **<Save>** at the bottom of the eForm.

The system will pop up a message to seek user's confirmation.   Press **<Yes>** to confirm.

By saving the eForm, it will carry out checking on the input data.   If errors are found, error notification will be shown on the top of the screen, with reason for the failure shown below the student record(s) concerned with invalid data in red.   **Please read the error messages carefully, correct the errors and save the eForm again**.

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If the eForm is saved successfully, the message "Records updated successfully" will be shown on the top of the screen. The "Form Status" will become "Save" and the "Last Update Time" will display the time you save the eForm.

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V. Submit the eForm P6ID

Before submitting the eForm P6ID, you should make sure that all the data entered for EVERY P6 students are accurate. If you are sure that the data is correct, you can submit the eForm P6ID to the EDB by clicking **<Submit>** at the bottom of it.

The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm.

You should **update or confirm EVERY P6 student records** in eForm P6ID. If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm P6ID. An error notification will be shown on the top of the screen, with reason for the failure shown below the student records concerned with invalid data in red. Please read the reasons carefully, correct the errors and submit the eForm again.

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If the eForm is submitted successfully, the message "Record submitted successfully" will appear on the top of the screen.   The "Form Status" will become "Submit" and the date and time you submit the eForm will be displayed.

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VI. Print the eForm P6ID

You can print hardcopy or download softcopy of the eForm P6ID for every P6 class for checking and filing purpose.

a. Print hardcopy of eForm P6ID

To print hardcopy of the eForm P6ID, click **<Print>** at the bottom of the eForm.

The "Printing" dialog box will pop up.   The content of the dialog box will depend on individual PC's configuration.   Please select an appropriate printer from the printer list and confirm printing by clicking "Print".
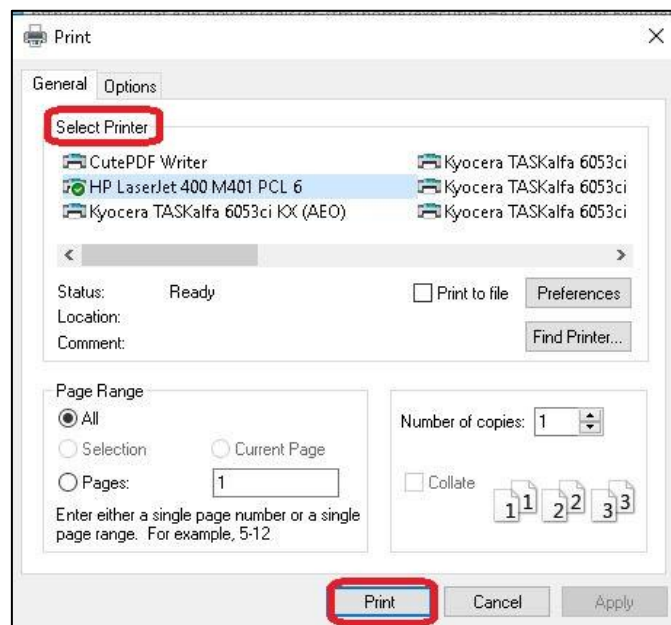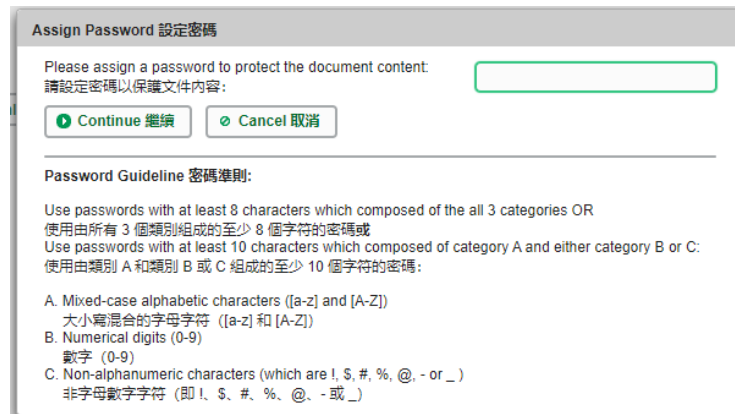
b. Download softcopy of eForm P6ID

To download a softcopy of the eForm P6ID, click **<Download Saved Record>** at the bottom of the eForm.

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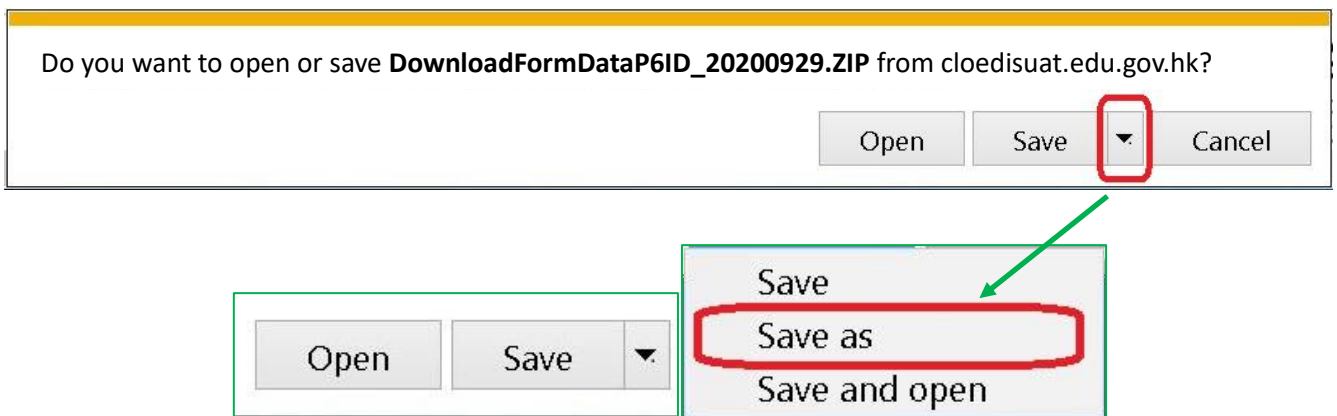
The following dialog box will pop up. User is required to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click **<Continue>** after the key has been input or click **<Cancel>** to go backwards.

A "file download" dialog will be shown on the bottom of screen. On the right hand side of the **<Save>** button, there is a pull-down menu button. Select **<Save as>** on the pull down menu.

The "Save as" box will pop up. Select the file location for saving the softcopy, enter the file name and click **<Save>** to save the file.

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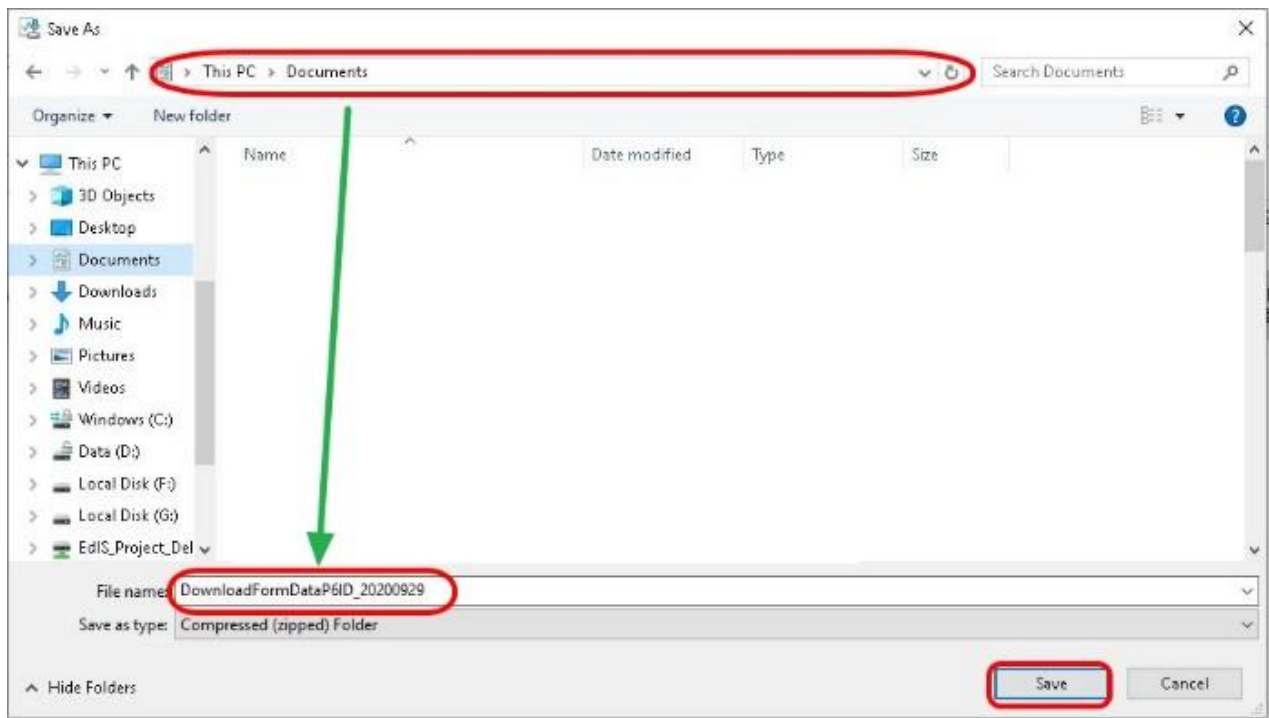
Please use the key to open the file that has been downloaded to your computer.

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VII. Exit the eForm P6ID

To exit from the eForm P6ID and go to another eForm, click **<Back to Main Menu>** at the bottom of the eForm and select another eForm for updating.

To return to CLO, click **<Exit>** on the top right hand corner of the eForm.

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~ END ~