

## **“The SSPA e-Platform” (eSSPA) – Parent’s Desk**

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## **eSSPA Account Creation, Activation and Login**

**1. Q: If parents do not have a computer, can they create an eSSPA account using a mobile phone?**

A: With their child's "Student Reference Number", "Activation Code" of the eSSPA and a mobile phone registered with "iAM Smart", parents can create an eSSPA account using a mobile phone.

**2. Q: Who should create an eSSPA account?**

A: In general, the student's parent/guardian should create the eSSPA account. Please note that account binding cannot be changed once the parent has bound the "iAM Smart+/iAM Smart" account to the student's eSSPA account.

**3. Q: What should I do if I lose the "Student Reference Number" and "Activation Code"?**

A: For students studying in a primary school participating in SSPA, please contact the attending primary school for the "Student Reference Number" and "Activation Code". For students studying in a non-participating primary school, please contact the School Places Allocation Section of the Education Bureau (Tel: 2832 7740/2832 7700).

**4. Q: What should parents do if they forget their "iAM Smart" login information?**

A: An "iAM Smart" account is linked to the user's identity card number. If parents replace their mobile phones, they need to transfer their "iAM Smart" account from the old phone to the new phone. You may contact the "iAM Smart" hotline for enquiries.

**5. Q: Can I still access the eSSPA overseas?**

A: The eSSPA is a website, and in principle, as long as there is an internet connection and you can log in to "iAM Smart", you can access the eSSPA.

**6. Q: How can I link more than one/two/three child(ren) to the eSSPA account?**

A: For parents with more than one child participating in the SSPA in the same cycle, they should first create an account with the information of one of their children, and then add the information of the other child(ren) via the eSSPA without registering again.

**7. Q: What should I do if I don't receive the account activation email?**

A: If parents do not receive the account activation email after half an hour, they may check the "spam" folder of their email first. In addition, parents may repeat the steps for account creation and carefully check the email address entered to avoid failing to receive the account activation email due to inputting an incorrect email address.

**8. Q: What is the difference between "iAM Smart" and "iAM Smart+"?**

A: "iAM Smart" account is available in two versions. The "iAM Smart" version comes with authentication, form-filling and Personal Assistant functions, while the "iAM Smart+" version comes with the previously mentioned as well as the digital signing function. Parents who wish to submit applications via the eSSPA must bind their accounts with "iAM Smart.

## **Application for Cross-net Allocation**

**9. Q: What is the maximum size of files that each student can upload on the eSSPA?**

A: The maximum size of files that each student can upload (including copies of proof of Hong Kong residential address and other relevant documents) is 5MB.

**10. Q: What should parents do if they wish to re-upload the proof of residential address?**

A: During the application period for cross-net allocation, parents may contact their children's attending primary schools to request for their "unlocking" of the application so as to re-upload the relevant documents and submit the application again.

## **Application for Discretionary Places (DP)**

**11. Q: What is the maximum size of files that each student can upload on the eSSPA (including submission of applications for DP to the two secondary schools)?**

A: The maximum size of files that each student can upload (including applications for DP submitted to the two secondary schools) is 25MB, i.e. DP application for Order of School Preference 1 and Order of School Preference 2 each has a file size limit of 12.5MB. After uploading a file, the file size will be displayed next to it so that parents can keep track of the remaining space available for uploading files.

**12. Q: Can parents submit applications for DP to any participating secondary schools, including Jockey Club Ti-I College, via the eSSPA?**

A: All participating secondary schools accept applications for DP submitted via the eSSPA. Students applying to Jockey Club Ti-I College or non-participating Direct Subsidy Scheme (NDSS) secondary schools are required to submit application to the secondary school direct.

**13. Q: According to the mechanism, what will happen if parents submit duplicate applications via the eSSPA and paper application forms (i.e. applications with the same Order of School Preference to the same secondary school)?**

A: **Parents should not submit duplicate applications for the same child via the eSSPA and paper application forms.** If parents submit duplicate applications (i.e. submitting applications bearing the same application number to the same secondary school via both the eSSPA and in paper Application Form), these applications will be regarded as one application only. Hence, submission of duplicate applications will not increase the chance of a student being allocated to the school.

Please note that parents should not submit applications bearing the same application number to two different secondary schools via the eSSPA and in paper form. Otherwise, **the DP applications of their child will be rendered void.**

**14. Q: What should I do if I wish to amend my contact information such as email address or upload other supporting documents after submitting the application for a DP via the eSSPA?**

A: According to the existing mechanism of the SSPA, regardless of whether the applications are submitted via the eSSPA or in paper Application Form, the applications, **once submitted, cannot be retrieved or cancelled, and no change can be made to the order of school preference.**

If parents need to amend contact information such as email address or upload other supplementary information, please contact the secondary school applied to for the “unlocking” and re-submitting of supporting documents.

## **Notification Arrangements for Successful DP Applicants**

**15. Q: Can parents submitting paper Application Form for DP check the notification for successful DP applicants via the eSSPA if they have an eSSPA account?**

A: Regardless of whether the application for DP is submitted via the eSSPA or in paper Application Form, parents who have registered as an eSSPA user can view the notification via the eSSPA from 10 a.m. on the day of notification for successful DP applicants.

**Central Allocation (CA) (Only Applicable to Students Attending Primary Schools Participating in Secondary School Places Allocation) (SSPA))**

**16. Q: If parents submit the DP application in paper Application Form, can they submit the Choice Form via the eSSPA during the CA stage?**

A: Yes. Regardless of whether the applications are submitted via the eSSPA or in paper Application Form, parents who have registered as an eSSPA user can submit the Choice Form via the eSSPA during the CA stage.

**17. Q: If parents select the same secondary school repeatedly on the eSSPA, will there be any prompts?**

A: In addition to prompting parents in case the same school has been selected repeatedly, the eSSPA will also check the number of school choices made by parents, and filter school choices that match the student's gender and school net.



## **Release of Allocation Results**

**18. Q: If parents submit the Choice of Schools Form (Choice Form) in paper form, can they check the allocation results on the eSSPA?**

A: Yes. Regardless of whether the Choice Form is submitted via the eSSPA or in paper form, parents who have registered as an eSSPA user can check the allocation results via the eSSPA from 10 a.m. on the day of the announcement of the allocation results.

**19. Q: If I plan to check the allocation results on the eSSPA, do my children still need to return to their participating primary school to collect the allocation results?**

A: Yes. Primary 6 students are required to collect the Allocation Slip and Admission Slip on the day of announcement of the allocation results through their attending primary school, and parents need to complete the registration of allocated secondary school on the registration date.

## **Others**

**20. Q: How can parents access the eSSPA Parent's Guide?**

A: The eSSPA Parent's Guides are available in both English and Chinese and will be uploaded to the EDB's Homepage. Parents may visit the EDB's Homepage (Path: Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Secondary School Places Allocation > Digitalisation of S1 Admission) > [SSPA e-Platform Parent's Guide](#)) for relevant guides.

**21. Q: When will EDB fully implement digitalisation of S1 admission?**

A: To cater for the needs of different parents, EDB will continue to provide paper application forms.

School Places Allocation Section

Education Bureau

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