

# Guidelines on Using eForm D to Report Amendment of Student Particulars

(Ver.: 202509)

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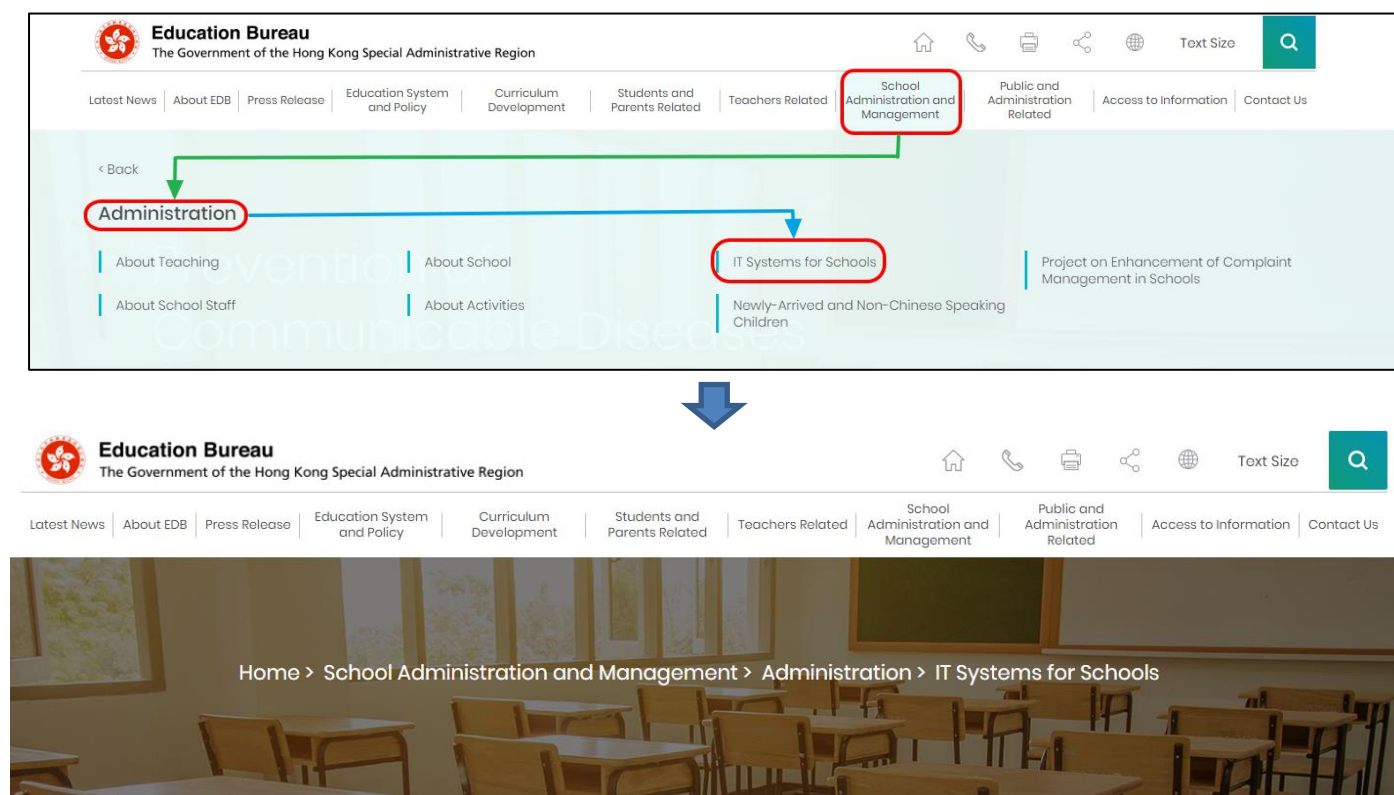
## A. General Guidelines on Using eForm for Student Information Management System (STIMS)

### 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](http://clo.edb.gov.hk)

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

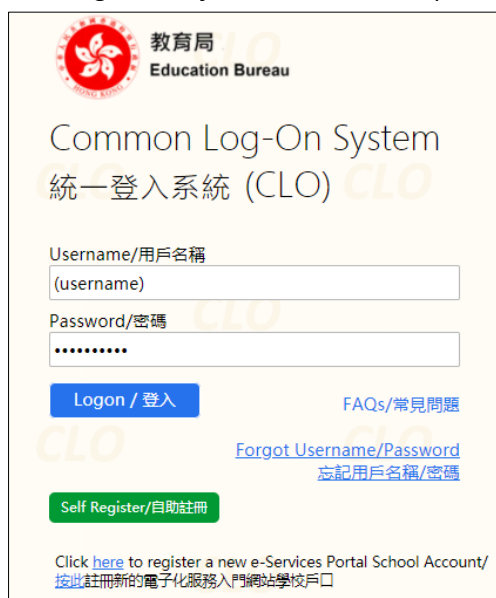


### IT Systems for Schools

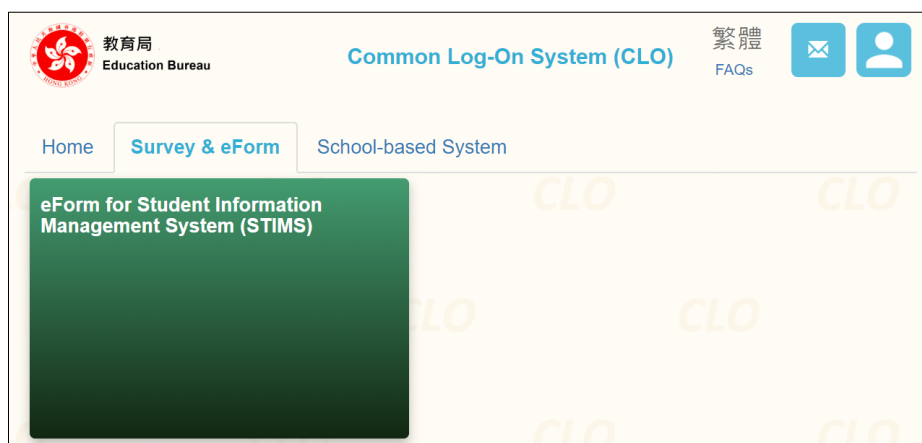
- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

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<sup>1</sup> or the personal user accounts<sup>2</sup> as delegated by school in CLO.)

The image shows the login page of the Common Log-On System (CLO). At the top left is the Education Bureau logo. The title "Common Log-On System" and "統一登入系統 (CLO)" are centered. Below the title are two input fields: "Username/用戶名稱" with a placeholder "(username)" and "Password/密碼" with a masked password "\*\*\*\*\*". To the right of the password field is a link "FAQs/常見問題". Below the input fields is a blue button labeled "Logon / 登入". To its right is a link "Forgot Username/Password" and "忘記用戶名稱/密碼". At the bottom left is a green button labeled "Self Register/自助註冊". At the bottom center is a link "Click here to register a new e-Services Portal School Account/按此註冊新的電子化服務入門網站學校戶口".

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.

The image shows the main page of the Common Log-On System (CLO). At the top left is the Education Bureau logo. The title "Common Log-On System (CLO)" is centered. To the right of the title are two icons: a mail icon and a user icon, with the text "繁體FAQs" above them. Below the title are three tabs: "Home", "Survey & eForm" (which is selected and highlighted in blue), and "School-based System". Below the tabs is a large green button labeled "eForm for Student Information Management System (STIMS)".

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.

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.

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.

The interface of the eForm is displayed in both Chinese and English, so changing of language is not necessary.



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

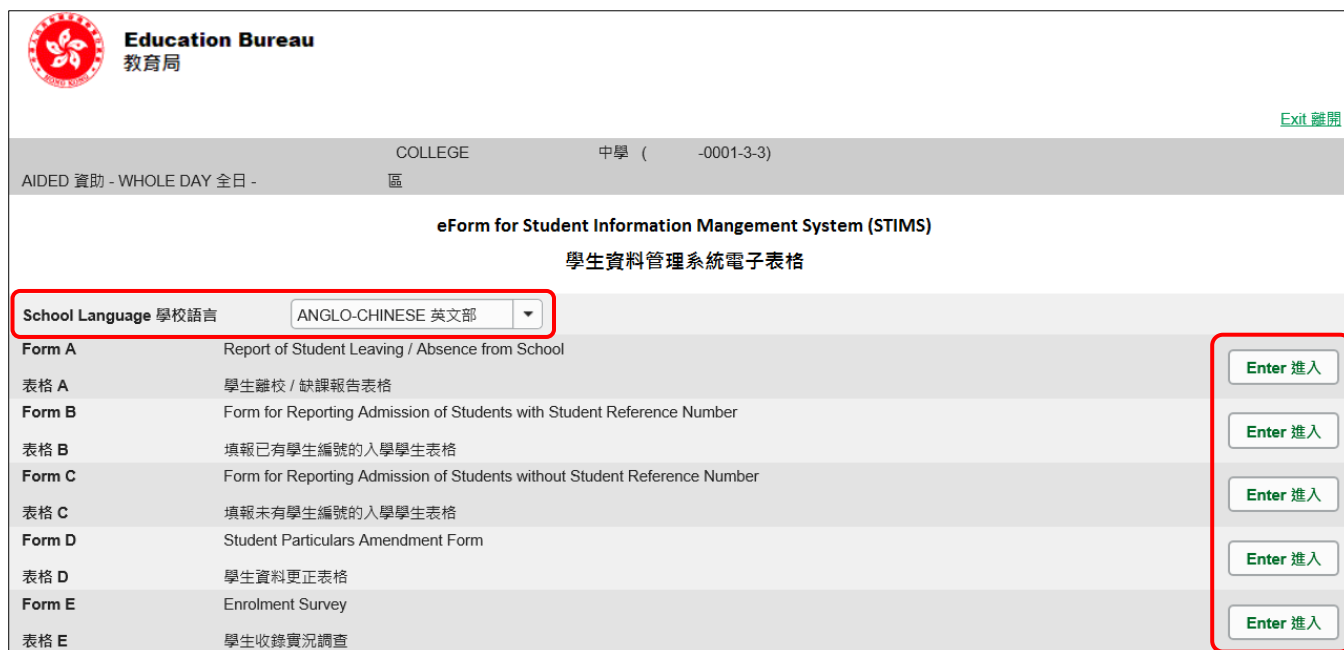
Form A	Form B	Form C	Form D	Form E
Report of Student Leaving / Absence from School	Form for Reporting Admission of Students with Student Reference Number	Form for Reporting Admission of Students without Student Reference Number	Student Particulars Amendment Form	Enrolment Survey
學生離校 / 缺課報告表格	填報已有學生編號的人學學生表格	填報未有學生編號的人學學生表格	學生資料更正表格	學生收錄實況調查

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## II. Select the School Language and a particular eForm

If your school operate 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.



**Education Bureau**  
教育局

Exit 離開

COLLEGE 中學 ( -0001-3-3)  
AIDED 資助 - WHOLE DAY 全日 - 區

**eForm for Student Information Management System (STIMS)**  
學生資料管理系統電子表格

School Language 學校語言: ANGLO-CHINESE 英文部

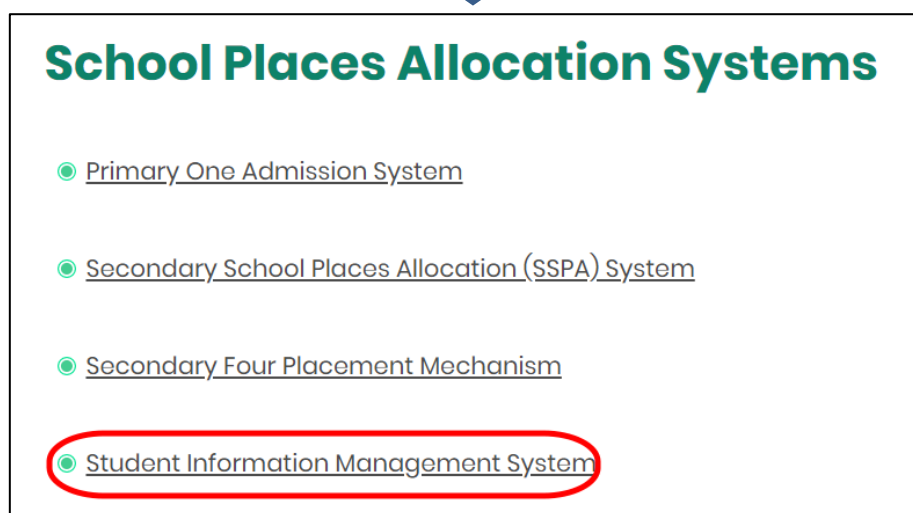
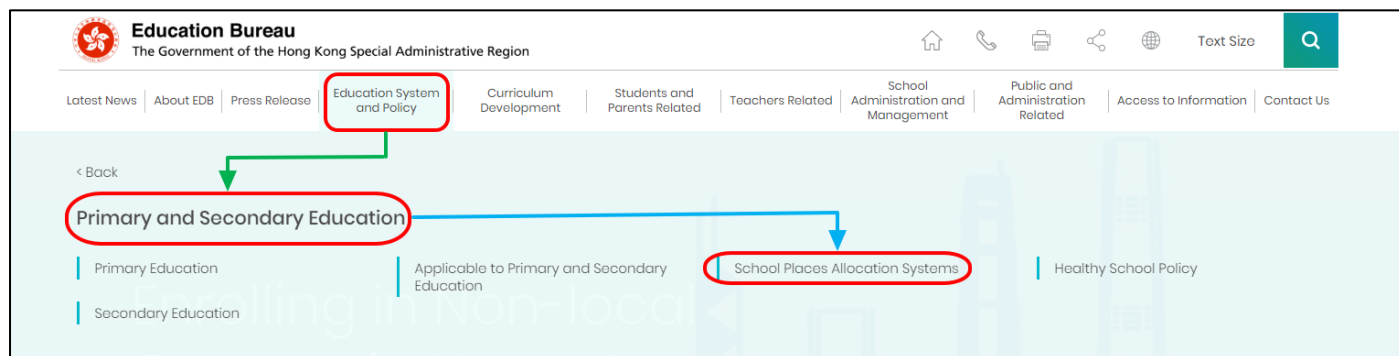
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	

**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](http://www.edb.gov.hk) > Education System and Policy > Primary and Secondary 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.



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### 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 with reason for failure. Please read the error message(s) carefully, then correct the error(s) 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 that you save the eForm. The message "Record updated successfully" will also be displayed.

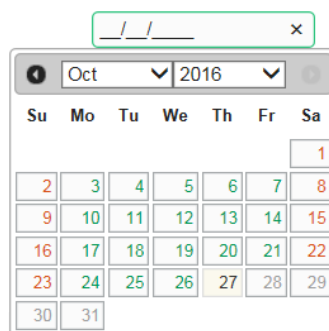
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## **B. Guidelines on Using eForm D**

eForm D is suitable for reporting amendment of student particulars.

### **I. Tips for filling in the eForm D**

- The Class Name to be entered should be one of the Class Names reported in the “Class and Subject Details (C&SD) Survey” eForm. Please liaise with the colleagues of your school who are responsible for C&SD Survey for using the same set of class names in both the C&SD Survey and Enrolment Survey.
- In the eForm, all the fields marked with asterisk “\*” are mandatory. This means that you must fill in all these mandatory fields. If there are any unfilled mandatory fields, 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’. Inputting slashes ‘/’, spaces or symbols between DD, MM and YYYY is not required. For example, to input the date 11th August, 1995, enter “11081995”. On the other hand, you may use the calendar tool to select the exact date.



- Once the eForm D is submitted, all the data will be submitted and cannot be retrieved and re-submitted. 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 D.

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## II. Add a record of amendment of student particulars

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

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[Guideline 指引](#) [Exit 離開](#)

D-Form D - Student Particulars Amendment Form 表格 D - 學生資料更正表格

SCHOOL 學 ( -0001-2-3)

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School Language 學校語言:	2-CHINESE 中文部	Last Update Time 上次更改時間:	2016-09-26 10:46:19
Form Status 填報狀況:	Save 儲存	Submit Time 表格遞交時間:	2016-08-04 11:35:39

\* = Mandatory fields 必須填寫

[Add Record 新增資料](#)

[Save 儲存](#) [Submit 遞交](#) [Reset 重設](#) [Download Saved Record 下載已儲存資料](#) [Print 列印](#) [Back to Main Menu 返回主頁](#)

To add a record of amendment of student particulars, click **<Add Record>**.

[Add Record 新增資料](#)

[Save 儲存](#) [Submit 遞交](#) [Reset 重設](#) [Download Saved Record 下載已儲存資料](#) [Print 列印](#) [Back to Main Menu 返回主頁](#)

A blank student particulars amendment form will be displayed. You must fill in “STRN” and “Student Name” (mandatory fields marked with an asterisk “\*”)

\* = Mandatory fields 必須填寫

1. \*STRN 學生編號

\*Chinese / English Student Name  
學生中或英文姓名

[Delete 刪除](#)

**Student Particulars** 學生資料 (Fill in data items to be amended only 只須填報更改項目)

Student English Name  
學生姓名 (英文)

Student Chinese Name  
學生姓名 (中文)

Sex 性別 Please Select

Date of Birth 出生日期 (dd/mm/yyyy)

Home DC 家居區議會分區 Please select

Place of birth 出生地 Please select

Ethnicity 種族 Please select

Spoken Language at Home 家庭常用語言 Please select

Delete New Arrival Children Indicator 刪除新來港兒童標記

Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)

**Identification** 身份證明 (Fill in data items to be amended only 只須填報更改項目)

Delete HKIC Number from record 刪除香港身份證號碼

Delete HKBC Number from record 刪除香港出生證明書號碼

Document Type 身份證明種類 Please Select

Document No. 證件號碼

**Class Info.** 班級資料 (Fill in data items to be amended only 只須填報更改項目)

First Day of Attendance 首次上課日期 (dd/mm/yyyy)

Date of Transfer 轉班日期 (dd/mm/yyyy)

Class Level 班級 Please Select

Class Name 班級名稱 Please Select

Update Item 更新項目 Please select

[Add Record 新增資料](#)

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### III. Completing the new record in eForm D

**You should input data for item(s) to be amended only.** Please note the following when you fill in the new record for eForm D:

a. Amendment to data items related to general student particulars

To amend general student particulars ('Student English Name', 'Student Chinese Name', 'Sex', 'D.O.B.', 'Home DC', 'Place of Birth', 'Ethnicity', 'Spoken Language at home'), just input the updated data to the data field(s) concerned.

Student Particulars 學生資料 (Fill in data items to be amended only 只須填報更改項目)

Student English Name 學生姓名 (英文)

Student Chinese Name 學生姓名 (中文)

Sex 性別

Date of Birth 出生日期 (dd/mm/yyyy)

Home DC 家居區議會分區

Place of birth 出生地

Ethnicity 種族

Spoken Language at Home 家庭常用語言

Delete New Arrival Children Indicator 刪除新來港兒童標記 ☐

Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)

Data input for the items 'Student Name' and 'Date of Birth' must tally with the original copy of the student's identity document. The Schools need to check against with student's HK Identity Card (or HK Birth Certificate if the student has not yet had the HK Identity Card). Only when the student does not possess these two documents, school may refer to other documents.

Please ensure that the Home District Council (DC) of a student is the district in which the student usually resides during the school days. For the students who live in the Mainland and travel daily to schools in Hong Kong, their Home DC should be reported as "Inapplicable" (or Home DC code reported as "X").

b. Amendment to data items related to New Arrival Children

Please note the following points in amending data items related to New Arrival Children,

- The data field "Date of Entry from Mainland" is required for and only for students who do **not** possess a Hong Kong Birth Certificate, newly arrive from the Mainland and are admitted to the STIMS schools (e.g. public sector schools) for the first time.
- For all students who arrive from the Mainland and hold the **One-way Permit**, the school should report their Date of Entry from Mainland, otherwise, you will receive warning message when you save/submit the eform.
- In order to extract correct and complete students' records for use in the Survey on Children from the Mainland Newly Admitted to Schools, you are advised to report the Date of Entry from Mainland for all students who arrive from the Mainland and hold the One-way Permit accurately.

Student Particulars 學生資料 (Fill in data items to be amended only 只須填報更改項目)

Student English Name 學生姓名 (英文)

Student Chinese Name 學生姓名 (中文)

Sex 性別

Date of Birth 出生日期 (dd/mm/yyyy)

Home DC 家居區議會分區

Place of birth 出生地

Ethnicity 種族

Spoken Language at Home 家庭常用語言

Delete New Arrival Children Indicator 刪除新來港兒童標記 ☐

Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)

- iv. If the student is not newly arrived from the Mainland, please “✓” the “Delete New Arrival Children Indicator” check box.

Student Particulars 學生資料 (Fill in data items to be amended only 只須填報更改項目)

Student English Name 學生姓名 (英文)	<input type="text"/>	Student Chinese Name 學生姓名 (中文)	<input type="text"/>
Sex 性別	<input type="text" value="Please Select"/>	Date of Birth 出生日期 (dd/mm/yyyy)	<input type="text"/>
Place of birth 出生地	<input type="text" value="Please select"/>	Home DC 家居區議會分區	<input type="text" value="Please select"/>
Ethnicity 種族	<input type="text" value="Please select"/>		
Spoken Language at Home 家庭常用語言	<input type="text" value="Please select"/>		
Delete New Arrival Children Indicator 刪除新來港兒童標記	<input checked="" type="checkbox"/>	Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)	<input type="text"/>

c. Amendment to Identification data item

In making amendment to data items in the Identification, please note the following points.

- If the student possesses more than one identification documents, always select the ID document to be provided in the following priority:
  - HK Identity Card
  - Hong Kong Birth Certificate
  - Other identification document
- The school should report the Hong Kong Birth Certificate Number or HK Identity Card Number of the student concerned if he/she was born in Hong Kong.
- “Other Identification Document” should not be a HK Identity Card or Hong Kong Birth Certificate
- To add/amend the HK Identity Card Number, select “HKIC” in the ID Type pull down menu and input the HK Identity Card Number in the Document No. Skip the bracket in the last digit of the HK Identity Card Number. For example, if the HK Identity Card number is A000000(3), please enter A0000003 instead.

Identification 身份證明 (Fill in data items to be amended only 只須填報更改項目)

Delete HKIC Number from record 刪除香港身份證號碼	<input type="checkbox"/>	Delete HKBC Number from record 刪除香港出生證明書號碼	<input type="checkbox"/>
Document Type 身份證明種類	<input type="text" value="01-HKIC 香港身份證"/>	Document No. 證件號碼	<input type="text" value="A0000003"/>

- To add/amend the HK Birth Certificate Number, select “HK Birth Certificate” in the ID Type pull down menu and input the HK Birth Certificate Number in the Document No.. Skip the bracket in the last digit of the HK Birth Certificate Number. For example, if the HK Birth Certificate number is A000000(3), please enter A0000003.

Identification 身份證明 (Fill in data items to be amended only 只須填報更改項目)

Delete HKIC Number from record 刪除香港身份證號碼	<input type="checkbox"/>	Delete HKBC Number from record 刪除香港出生證明書號碼	<input type="checkbox"/>
Document Type 身份證明種類	<input type="text" value="00-HK BIRTH CERTIFICATE 香港出生證明書"/>	Document No. 證件號碼	<input type="text" value="A0000003"/>

- For deletion of the HK Identity Card Number, please “✓” the “Delete HKID Card Number from record” check box.

Identification 身份證明 (Fill in data items to be amended only 只須填報更改項目)

Delete HKIC Number from record 刪除香港身份證號碼 ☒

Delete HKBC Number from record 刪除香港出生證明書號碼 ☐

Document Type 身份證明種類 Please Select

Document No. 證件號碼

- For deletion of the Hong Kong Birth Certificate Number, please “✓” the “Delete Birth Cert Number from record” check box instead.

Identification 身份證明 (Fill in data items to be amended only 只須填報更改項目)

Delete HKIC Number from record 刪除香港身份證號碼 ☐

Delete HKBC Number from record 刪除香港出生證明書號碼 ☒

Document Type 身份證明種類 Please Select

Document No. 證件號碼

#### d. Amendment to Class information

In addition to the First Day of Attendance, there are three types of update that may be performed by eForm D, namely Update Class Name, Transfer to Different Class Level and Transfer to Another Class.

The list of class names in the Class Name drop down list comes from the Class and Subject Details Survey eForm. If the class name in the Class and Subject Details Survey eForm has not yet been confirmed, no class name will be shown in the list. Please liaise with the officer in your school who are responsible for the Class and Subject Details Survey for using of the same class names in both the Class and Subject Details Survey and Enrolment Survey and have these class names confirmed in the Class and Subject Details Survey eForm.

##### i. Update Class Name

If the Class Name of a student is incorrect, you have to amend the student's Class Name by selecting Update Class Name in the “Update Item” pull-down menu. Then, you need to select the Class Level in the “Class Level” pull-down menu. Afterwards, you can select the correct Class Name in the “Class Name” pull-down menu.

Class Information 班級資料 (Fill in data items to be amended only 只須填報更改項目)

First Day of Attendance 首次上課日期 (dd/mm/yyyy)

Update Item 更新項目 1-Update Class Name 更新班別名稱

Date of Transfer 轉班日期 (dd/mm/yyyy)

Class Level 班級 S1

Class Name 班級名稱 Please Select

Please Select

S1A

S1B

Add Record 新增資料

Save 儲存 Submit 遞交 Reset 重設 Download Saved Record 下載已儲存資料 Print 列印 Back to Main Menu 返回主頁

## ii. Transfer to Different Class Level

If a student is being transferred to a different class level, you have to select the function “Transfer to Different Class Level” and update his/her (1) Date of Transfer, (2) Class Level together with the (3) Class Name.

The screenshot shows the 'Class Information' form with the 'Update Item' dropdown set to '2-Transfer to Different Class Level 轉到不同班級'. The 'Date of Transfer' is set to '01/10/2016', 'Class Level' is 'S2', and 'Class Name' is 'Please Select'. The 'Class Name' dropdown is open, showing options '2A' and '2B'. The form includes buttons for 'Add Record', 'Save', 'Submit', 'Reset', 'Download Saved Record', 'Print', and 'Back to Main Menu'.

## iii. Transfer to Another Class

If a student is being transferred to another class (which is in the same Class Level) in the school year, you have to select the function “Transfer to Another Class” and update his/her (1) Date of Transfer, (2) Class Level together with the (3) Class Name.

The screenshot shows the 'Class Information' form with the 'Update Item' dropdown set to '3-Transfer to Another Class 轉到其他班別'. The 'Date of Transfer' is set to '01/10/2016', 'Class Level' is 'S1', and 'Class Name' is 'Please Select'. The 'Class Name' dropdown is open, showing options 'S1A' and 'S1B'. The form includes buttons for 'Add Record', 'Save', 'Submit', 'Reset', 'Download Saved Record', 'Print', and 'Back to Main Menu'.

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#### IV. Delete a record of amendment of student particulars

If you have added a new record that is not required, click **<Delete>** on the right-hand side of the record to delete it.

1. *STRN 學生編號	A0000003	<b>Delete 刪除</b>
*Chinese / English Student Name 學生中或英文姓名	CHAN TAI MAN	
Student Particulars 學生資料 (Fill in data items to be amended only 只須填報更改項目)		
Student English Name 學生姓名 (英文)		Student Chinese Name 學生姓名 (中文)
Sex 性別	Please Select	Date of Birth 出生日期 (dd/mm/yyyy)
Place of birth 出生地	Please select	Home DC 家居區議會分區
Ethnicity 種族	Please select	Please select
Spoken Language at Home 家庭常用語言	Please select	
Delete New Arrival Children Indicator 刪除新來港兒童標記	<input type="checkbox"/>	Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy)
		05/07/2012
Identification 身份證明 (Fill in data items to be amended only 只須填報更改項目)		
Delete HKIC Number from record 刪除香港身份證號碼	<input type="checkbox"/>	Delete HKBC Number from record 刪除香港出生證明書號碼
Document Type 身份證明種類	Please Select	<input checked="" type="checkbox"/>
		Document No. 證件號碼
Class Information 班級資料 (Fill in data items to be amended only 只須填報更改項目)		
First Day of Attendance 首次上課日期 (dd/mm/yyyy)		Date of Transfer 轉班日期 (dd/mm/yyyy)
Update Item 更新項目	Please Select	
		Class Level 班級
		Class Name 班級名稱
		Please Select

A confirmation message will pop up. If you click **<Yes>**, the record will be deleted.

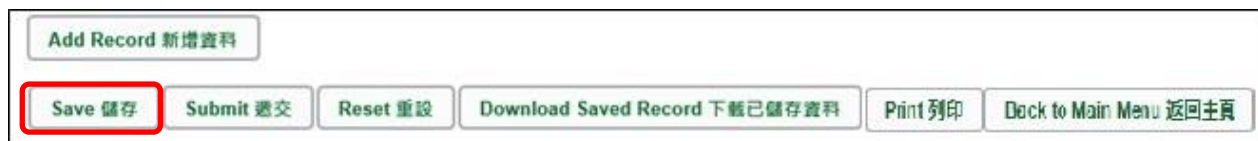
**Confirmation** ✕

^ Are you sure to delete the student record? 你是否確定刪除此資料？

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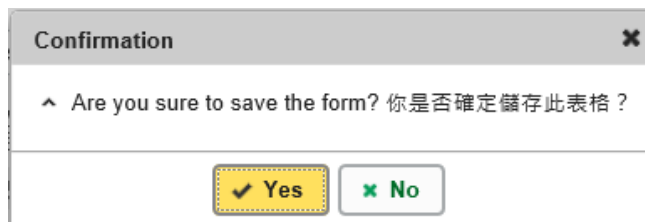
## V. Save the eForm D

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



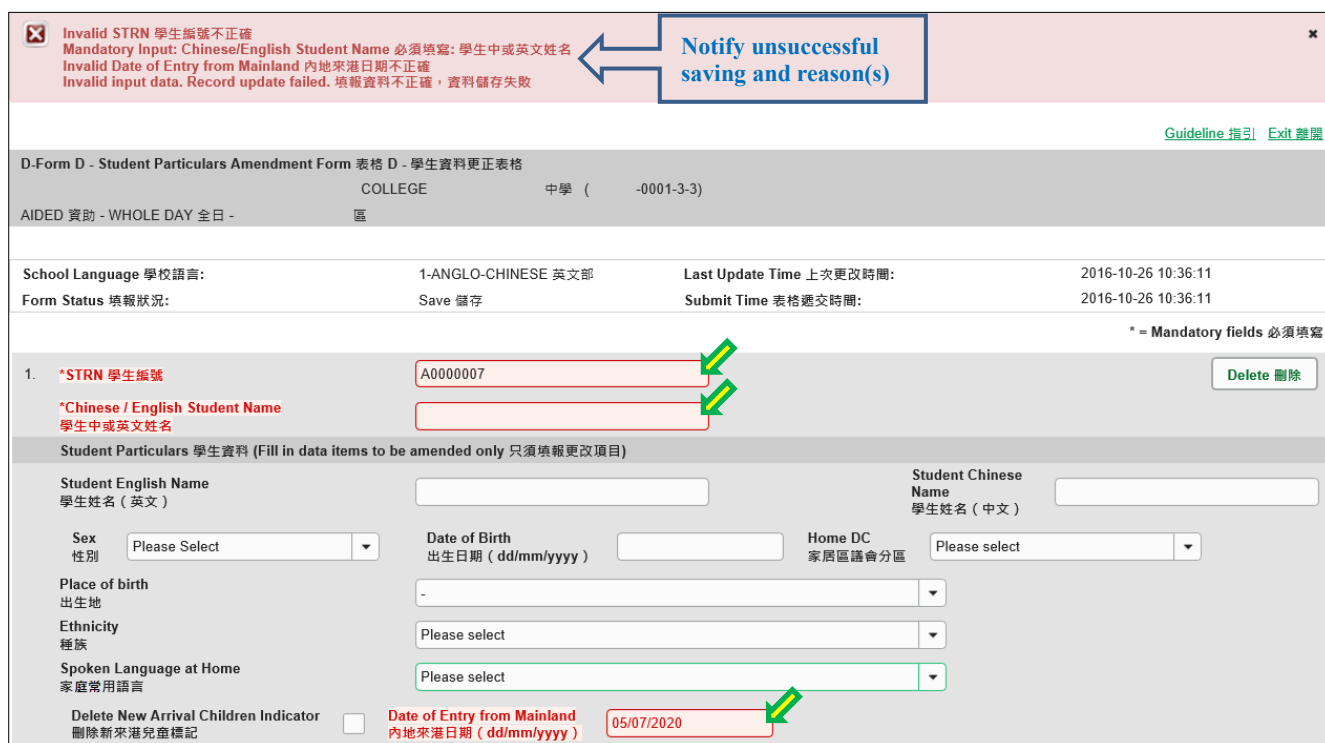
Toolbar buttons: Add Record 新增資料, Save 儲存 (highlighted with a red box), Submit 遞交, Reset 重設, Download Saved Record 下載已儲存資料, Print 列印, Dock to Main Menu 返回主頁.

The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm, then the amended data was saved successfully.



Confirmation dialog box with the text: "Are you sure to save the form? 你是否確定儲存此表格?". Buttons: Yes (with a green checkmark), No (with a red X).

If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm D. 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.



**Error Notification:** Invalid STRN 學生編號不正確. Mandatory Input: Chinese/English Student Name 必須填寫: 學生中或英文姓名. Invalid Date of Entry from Mainland 內地來港日期不正確. Invalid input data. Record update failed. 填報資料不正確, 資料儲存失敗. (A blue arrow points from this message to the "Notify unsuccessful saving and reason(s)" box).

**Notify unsuccessful saving and reason(s)**

**D-Form D - Student Particulars Amendment Form 表格 D - 學生資料更正表格**

COLLEGE 中學 ( -0001-3-3)

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2016-10-26 10:36:11

Form Status 填報狀況: Save 儲存 Submit Time 表格遞交時間: 2016-10-26 10:36:11

\* = Mandatory fields 必須填寫

1. \*STRN 學生編號 A0000007 [Delete 刪除]

\*Chinese / English Student Name 學生中或英文姓名 [Red box]

**Student Particulars 學生資料 (Fill in data items to be amended only 只須填報更改項目)**

Student English Name 學生姓名 (英文) [Red box] Student Chinese Name 學生姓名 (中文) [Red box]

Sex 性別 Please Select [Red box] Date of Birth 出生日期 (dd/mm/yyyy) [Red box] Home DC 家居區議會分區 Please select [Red box]

Place of birth 出生地 [Red box]

Ethnicity 種族 Please select [Red box]

Spoken Language at Home 家庭常用語言 Please select [Red box]

Delete New Arrival Children Indicator 刪除新來港兒童標記 [Red box] Date of Entry from Mainland 內地來港日期 (dd/mm/yyyy) 05/07/2020 [Red box]

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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## VI. Reset the eForm D

You can click <Reset> to reset all the information entered after the last save action.

The system will pop up a message to seek user's confirmation. **Be careful**, all information entered by users after the “Last Update Time” will be cancelled without saving to the eForm D when you press <Yes>.

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## VII. Print and Download the eForm D

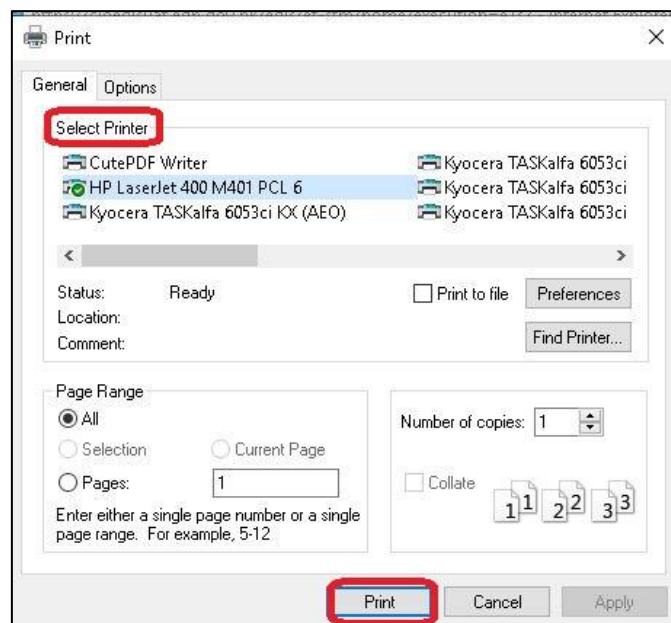
**Before submitting eForm D**, you can print hardcopy or download softcopy of the eForm D for checking and filing purpose. Once the eForm is submitted, you cannot retrieve it again.

### a. Print hardcopy of eForm D

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

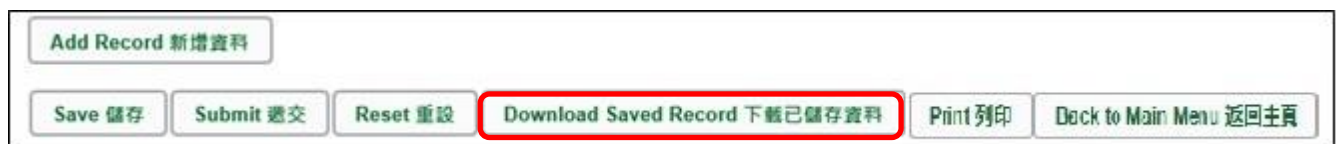


The “printing” dialog box will pop up. The content of the dialog box will depend on individual PC’s configuration. Please select the appropriate printer from the printer list and confirm printing.



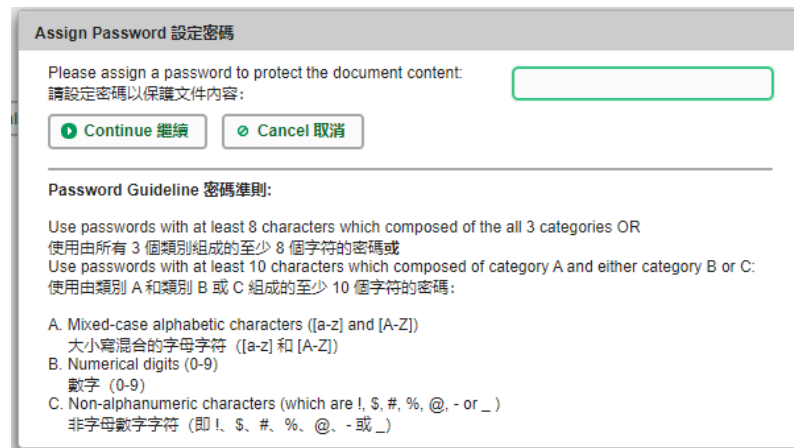
### b. Download softcopy of eForm D

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



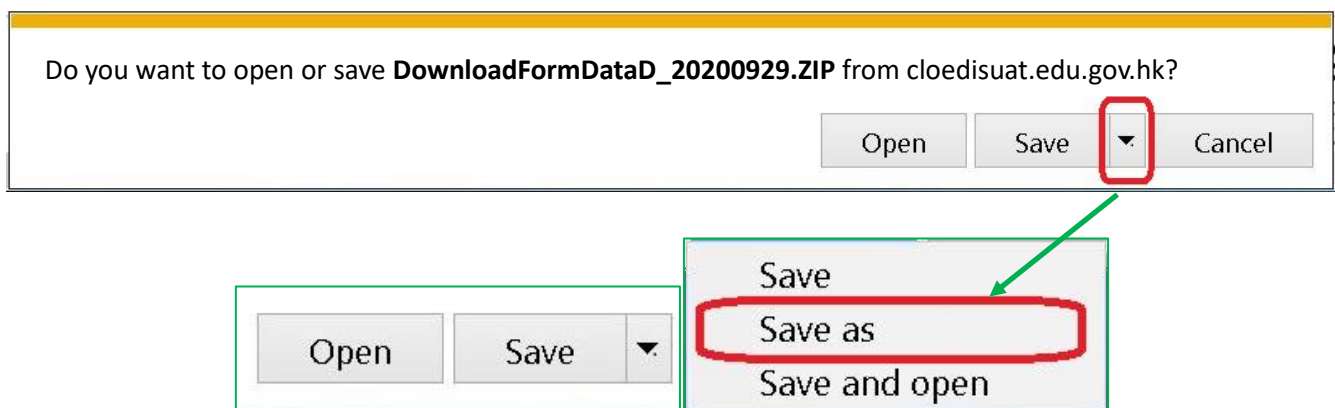


The following box will pop up. User is required to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click **<Continue>** after the key has been input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



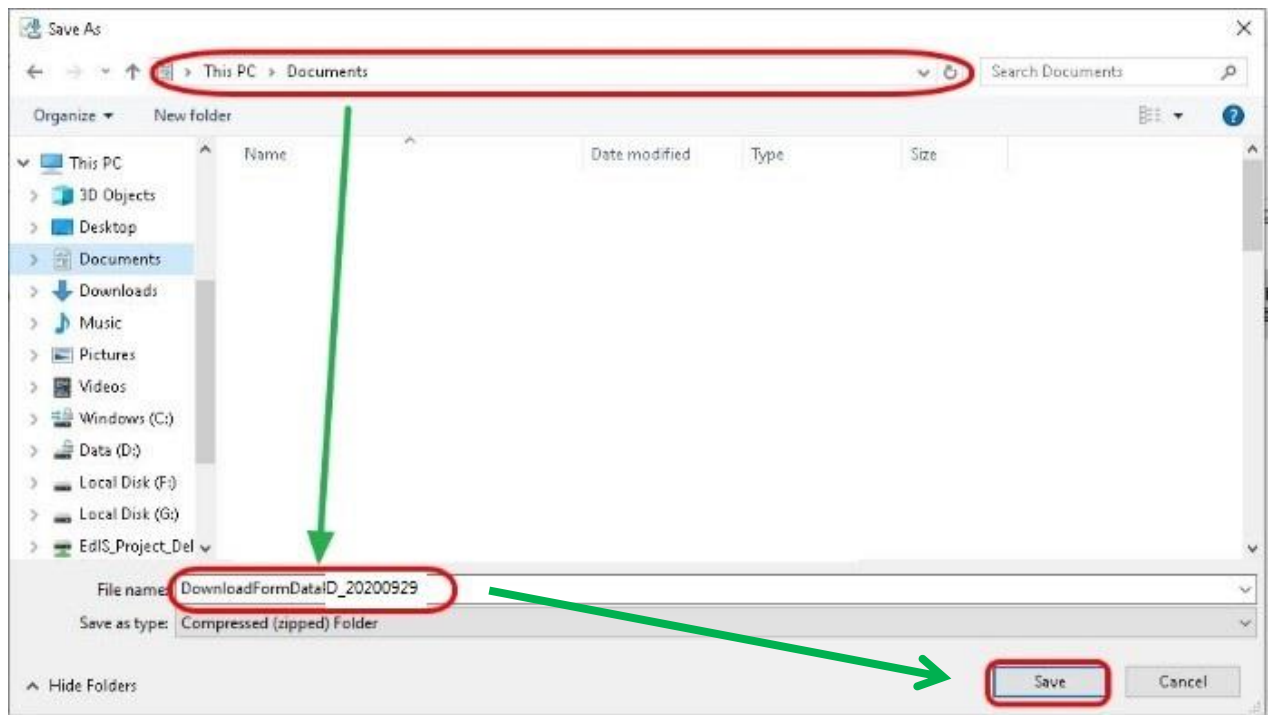
The image shows a dialog box titled "Assign Password 設定密碼". It contains a text input field for a password and two buttons: "Continue 繼續" and "Cancel 取消". Below the input field, there is a section titled "Password Guideline 密碼準則:" which lists the requirements for a strong password. The guidelines are: 1. Use passwords with at least 8 characters which composed of the all 3 categories OR 使用由所有 3 個類別組成的至少 8 個字符的密碼或; 2. Use passwords with at least 10 characters which composed of category A and either category B or C: 使用由類別 A 和類別 B 或 C 組成的至少 10 個字符的密碼;. The categories are: A. Mixed-case alphabetic characters ([a-z] and [A-Z]) 大小寫混合的字母字符 ([a-z] 和 [A-Z]); B. Numerical digits (0-9) 數字 (0-9); C. Non-alphanumeric characters (which are !, \$, #, %, @, - or \_) 非字母數字字符 (即 !, \$, #, %, @, - 或 \_).

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 image shows a file download dialog box with the text "Do you want to open or save DownloadFormDataD\_20200929.ZIP from cloedisuat.edu.gov.hk?". It has three buttons: "Open", "Save", and "Cancel". A red box highlights the "Save" button, and a green arrow points to a pull-down menu that appears when the "Save" button is clicked. The pull-down menu has three options: "Save", "Save as", and "Save and open". The "Save as" option is highlighted with a red box.

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.



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

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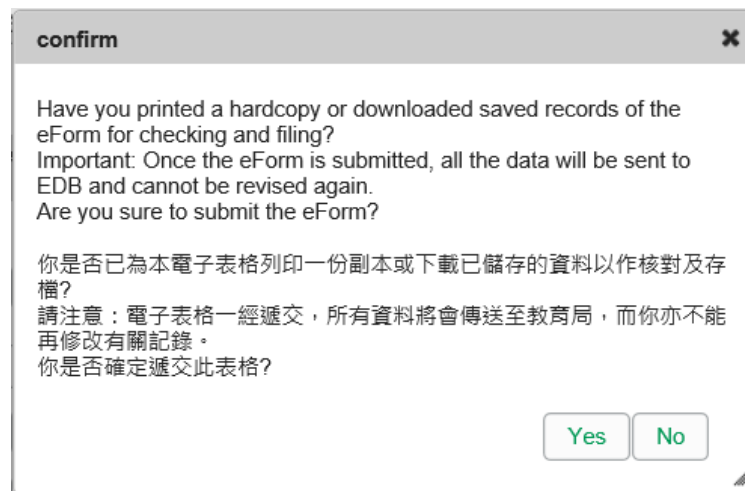
## VIII. Submit the eForm D

After updating the eForm D, you should make sure that all the data entered are accurate. If you are sure that the entered data is correct, you may submit the data to the EDB by clicking **<Submit>** at the bottom of the eForm.



Buttons: Add Record 新增資料, Save 儲存, **Submit 遞交**, Reset 重設, Download Saved Record 下載已儲存資料, Print 列印, Back to Main Menu 返回主頁

The system will pop up a message to seek user's confirmation. By clicking **<Yes>**, the eForm D will be submitted.



**confirm**

Have you printed a hardcopy or downloaded saved records of the eForm for checking and filing?  
Important: Once the eForm is submitted, all the data will be sent to EDB and cannot be revised again.  
Are you sure to submit the eForm?

你是否已為本電子表格列印一份副本或下載已儲存的資料以作核對及存檔?  
請注意：電子表格一經遞交，所有資料將會傳送至教育局，而你亦不能再修改有關記錄。  
你是否確定遞交此表格？

Yes No

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.



**Education Bureau**  
教育局

Record submitted successfully. 資料已遞交 **Notify successful submission**

Guideline 指引 Exit 離開

D-Form D - Student Particulars Amendment Form 表格 D - 學生資料更正表格

SCHOOL 學 ( -0001-2-3)

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言: 2-CHINESE 中文部

Last Update Time 上次更改時間: 2016-11-11 11:09:31

**Form Status 填報狀況: Submit 遞交**

**Submit Time 表格遞交時間: 2016-11-11 11:09:31**

\* = Mandatory fields 必須填寫

Buttons: Add Record 新增資料, Save 儲存, **Submit 遞交**, Reset 重設, Download Saved Record 下載已儲存資料, Print 列印, Back to Main Menu 返回主頁

Once the eForm is submitted, you cannot retrieve it again. Therefore, you should save or print the eForm D before submitting it for filing purpose.

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## IX. Exit the eForm

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

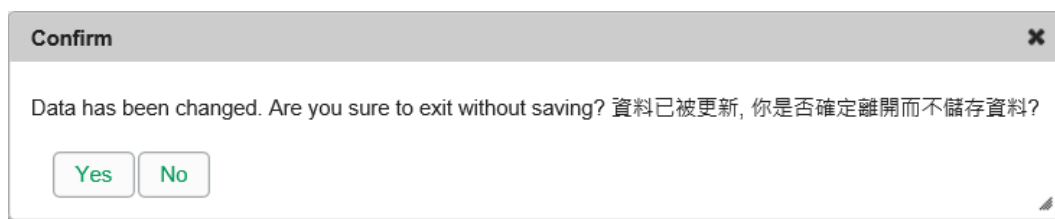


The screenshot shows the 'D-Form D - Student Particulars Amendment Form' interface. At the top left is the Education Bureau logo. The title 'D-Form D - Student Particulars Amendment Form 表格 D - 學生資料更正表格' is displayed. Below the title, there are fields for 'SCHOOL' and '學 ( -0001-2-3)'. A grey bar contains 'AIDED 資助 - WHOLE DAY 全日 - 區'. The form includes a table with the following data:

School Language 學校語言:	2-CHINESE 中文部	Last Update Time 上次更改時間:	2016-11-11 11:09:31
Form Status 填報狀況:	Submit 遞交	Submit Time 表格遞交時間:	2016-11-11 11:09:31

At the bottom right, a note states '\* = Mandatory fields 必須填寫'. The bottom navigation bar contains several buttons: 'Add Record 新增資料', 'Save 儲存', 'Submit 遞交', 'Reset 重設', 'Download Saved Record 下載已儲存資料', 'Print 列印', and 'Back to Main Menu 返回主頁'. The 'Back to Main Menu 返回主頁' button is highlighted with a red box.

If there is any unsaved changes, the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving updated data.



The screenshot shows a 'Confirm' dialog box with the text: 'Data has been changed. Are you sure to exit without saving? 資料已被更新, 你是否確定離開而不儲存資料?'. There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a red box.

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



This screenshot is identical to the one above, showing the 'D-Form D - Student Particulars Amendment Form' interface. In this instance, the 'Exit 離開' button in the top right corner is highlighted with a red box.

If there is any unsaved change(s), the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving updated of data.

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~ END ~