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

(Ver: 202409)

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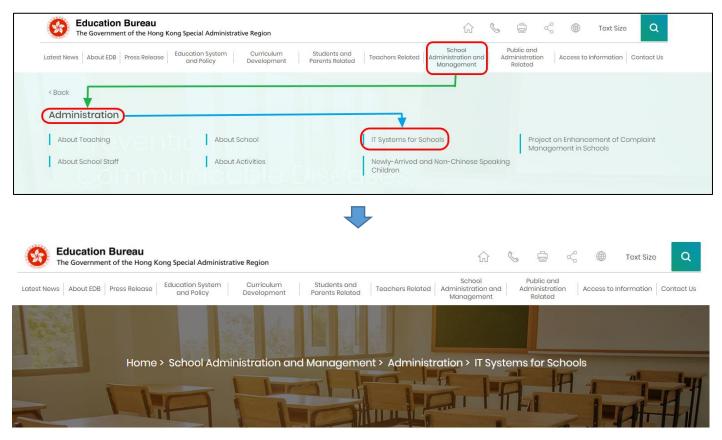
## <u>A. General Guidelines on Using eForm for Student Information Management System</u> (STIMS)

#### 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 (<u>www.edb.gov.hk</u> > School Administration and Management > Administration > IT Systems for Schools > Common Log-On System) as shown in the following screens:





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.)

教育局 Educatio	n Bureau									
Common Log-On System 統一登入系統 (CLO) CLO										
Username/用戶名稱 (username) Password/密碼	10									
Logon / 登入	FAQs/常見問題 Forgot Username/Password <u>忘記用戶名稱/密碼</u>									
Self Register/自助註冊 Click <u>here</u> to register a 按此註冊新的電子化服務	new e-Services Portal School Account/ 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.

	<b>汝育局</b> ducation Bureau	Common Log-On System (CLO	敏體 新聞 FAQs	⊠ .
Home	Survey & eForm	School-based System		
	or Student Informati ment System (STIM			
		CLO		

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.

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

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

8	lucation Bureau 商局										
	eForm for Student Information Management System (STIMS) 學生資料管理系統電子表格										
	edish01										
	Confirm/Select school to represent 確認/遵德所代表學校										
	Confirm/Select school to represent 確認 選擇所代表學校										
	(PENDING)(A PROPOSED PRI CUM SEC SECONDARY SCHOOL IN SHATIN) (560561000133) WHOLE DAY 全日 SHA TIN 沙田區 (PENDING) (PROPOSED SCHOOL SITE AT INVERNESS ROAD, KOWLOON CITY) (587469000133) WHOLE DAY 全日 KOWLOON CITY 九範城區										

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 required.



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

<b>Edu</b> 教育	acation Bureau 局 School Name School Number	
		Exit 離開
	PRIMARY SCHOOL 小學 ( -0001-2-3)	
PRIVATE 私立 - WH	HOLE DAY 全日 - 區	
	eForm for Student Information Management System (STIMS) chool	
School Language	學校語言 ANGLO-CHINESE 英文部 ▼	
Form A	Report of Student Leaving / Absence from School	
表格 A	學生離校 / 缺誤報告表格	Enter 進入
Form B	Form for Reporting Admission of Students with Student Reference Number	
表格 B	填報已有學生編號的入學學生表格	Enter 進入
Form C	Form for Reporting Admission of Students without Student Reference Number	
表格 C	填報未有學生編號的入學學生表格	Enter 進入
Form D	Student Particulars Amendment Form	
表格 D	學生資料更正表格	Enter 進入
Form E	Enrolment Survey	
表格 E	學生收錄實況調查	Enter 進入
Form P6ID	Checking List of HKIC Number of P6 Students	
表格 P6ID	小六學生香港身份證號碼核對表	Enter 進入

## 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.

<b>Educati</b> 教育局	ion Bureau							
		<u>Exit</u> 離開						
PR	RIMARY SCHOOL 小學 ( -0001-2-3)							
PRIVATE 私立 - 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							
表格A	學生離校 / 缺課報告表格	Enter 進入						
Form B	Form for Reporting Admission of Students with Student Reference Number	<b>E</b> ( )#1						
表格B	填報已有學生編號的入學學生表格	Enter 進入						
Form C	Form for Reporting Admission of Students without Student Reference Number							
表格 C	填報未有學生編號的入學學生表格	Enter 進入						
Form D	Student Particulars Amendment Form							
表格 D	學生資料更正表格	Enter 進入						
Form E	Enrolment Survey							
表格 E	學生收錄實況調查	Enter 進入						
Form P6ID	Checking List of HKIC Number of P6 Students							
表格 P6ID	小六學生香港身份證號碼核對表	Enter 進入						

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

#### 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: <u>www.edb.gov.hk</u> > 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.

Education Bureau The Government of the Hong Kong Specia	Administrative Region	û S 🖨 <℃ 🌐 Text Size 📿
Latest News About EDB Press Release Education and P		School Public and Administration and Administration Access to Information Contact Us Management Related
< Back		
Primary and Secondary Education	n	
Primary Education	Applicable to Primary and Secondary School Places Education	s Allocation Systems Healthy School Policy
Secondary Education		
	•	
	School Places Allocation	n Systems
	Primary One Admission System	
	Secondary School Places Allocation (SSPA) System	stem
	Secondary Four Placement Mechanism	
	Student Information Management System	

#### Back to Index

#### **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.

## **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 "<u>HKIC Not Issued</u>", "<u>Correct HKIC No. (if different)</u>" or "<u>Remark</u>". 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.

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## II. Retrieve students' record

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

Edu 教育	cation Bure 局	eau											
									Gui	deline 指引 Exit 離開			
P6ID-Form P6ID - C	P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表												
SCHOO	DL	學校 (	-0001-2-3	•)									
PRIVATE 私立 - WHOLE DAY 全日 -													
School Language 學	School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間:												
Form Status 填報狀	兄:				Submi	t Time	表格遞交時間:						
Class Name 班級名種	¥	•	Retrieve Reco	ord 擷取資料									
							* = The	-	ated by the system ba 香港出生證明號碼而產	HKBC No.			
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			
Save 儲存	Submit 遞交	Download St	ubmitted Record	下載已遞交資料	Print 列印 E	Back to	o Main Menu 返回主頁						

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>**.

Class Name 班級名	·稱 6A		Retrieve Reco	ord 擷取資料			* = Th	-	ated by the system ba 香港出生證明號碼而產生	HKBC No.	
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	
Save 儲存											

Records for the selected class will be displayed.

Cla	ss Name 班級	8稱 6	А	•	Retriev	/e Record 摄取資料					
											io. is generated by the system based on the student's HKBC No. 的香港出生證明號碼而產生的香港身份證號碼。
	<b>STRN</b> 學生編號	Student Name (English) 學生姓名 (英文)	Stude it Name (Chinesi) 學生姓名 (中文)	Class Name 斑級 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 尚末換 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	М	01/01/1900		A0000000			•
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000			•
3.	7000000	TEST P6ID ONE		6A	М	01/01/1900					•
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000			•
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			•
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E0000000			•
7.	70000001	TEST P6ID TWO		6A	М	01/01/1900					•
	Save 儲存	Submit 遞	交 Dow	vnload Su	bmitted	Record 下載已遞交到	資料	Print 列印	Back to Ma	ain Menu 返回主頁	

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

## 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".

	<b>STRN</b> 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	М	01/01/1900		A000000	•		S-Form A already sent 已遞交表格A V
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		E0000001	
3.	70000000	TEST P6ID ONE		6A	М	01/01/1900			✓		
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000	н.		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E000000		E0000001	· · · ·
7.	70000001	TEST P6ID TWO		6A	М	01/01/1900				K0000001	· · · ·

ii. HKIC No. not yet available

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

	<b>STRN</b> 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	М	01/01/1900		A0000000	•		S-Form A already sent 已遞交表格A V
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	воооооо	र	E000001	· · · · · · · · · · · · · · · · · · ·
3.	70000000	TEST P6ID ONE		6A	М	01/01/1900					· · · · · ·
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000			▼-Verified 已核對
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E0000000		E000001	· · · · ·
7.	70000001	TEST P6ID TWO		6A	М	01/01/1900				K0000001	· · · · ·

#### 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)".

	<b>STRN</b> 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	М	01/01/1900		A000000			S-Form A already sent 已遞交表格A <
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		E000001	
3.	7000000	TEST P6ID ONE		6A	М	01/01/1900			✓		
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000			V-Verified 已核對
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E0000000		E0000001	
7.	70000001	TEST P6ID TWO		6A	м	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)".

	<b>STRN</b> 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	М	01/01/1900		A000000			S-Form A already sent 已遞交表格A V
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		E000001	
3.	7000000	TEST P6ID ONE		6A	м	01/01/1900			✓		
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000			V-Verified 已核對
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E000000			
7.	70000001	TEST P6ID TWO		6A	М	01/01/1900				K0000001	

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.

	<b>STRN</b> 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	М	01/01/1900		A0000000			S-Form A already sent 已遞交表格A 🔹
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		E000001	
3.	7000000	TEST P6ID ONE		6A	М	01/01/1900			✓		
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000			V-Verified 已核對
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E0000000		E0000001	
7.	70000001	TEST P6ID TWO		6A	М	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".

	<b>STRN</b> 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	М	01/01/1900		A000000			S-Form A already sent 已遞交表格A V
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		E0000001	· · · · · · · · · · · · · · · · · · ·
3.	7000000	TEST P6ID ONE		6A	М	01/01/1900			✓		· · · · · · · · · · · · · · · · · · ·
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000	•		V-Verified 已核對 ▼
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			W-Form A will be sent 將會遞交表格A ▼
6.	E0000000	TEST P6ID THREE		6A	М	01/01/1900		E0000000		E0000001	· · · · · · · · · · · · · · · · · · ·
7.	70000001	TEST P6ID TWO		6A	М	01/01/1900				K0000001	

#### 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.

Save 儲存	Submit 遞交	Download Submitted Record 下載已遞交資料	Print 列印	Back to Main Menu 返回主頁

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

Confirmation	×
▲ Are you sure to save the form? 你是否確定儲存此表格	3?
Yes Xo	

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. <u>Please read the error messages</u> carefully, correct the errors and save the eForm again.

Ę		ucation 奇局	Bureau								
	X Invalid input data. Record update failed. 填報資料不正確,資料儲存失敗 人工 Notify unsuccessful saving ×										
											Guideline 指引 Exit 離開
P6I	D-Form P6ID - SCH0	-	st of HKIC Nu 學相			<b>ents</b> 表格 <b>P6ID -</b> 小六 )001-2-3)	、學生	香港身份證號碼核對表	Ē		
PRI	VATE 私立 - W			~ (							
	ool Language m Status 填報;				1-/	ANGLO-CHINESE 英	文部		ate Time 上 me 表格遞	·灾更改時間: 交時間:	
Cla	ss Name 班級:	3稱 6	A	•	Retriev	/e Record 擷取資料					
											o. is generated by the system based on the student's HKBC No. 內香港出生證明號碼而產生的香港身份證號碼。
	<b>STRN</b> 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	М	01/01/1900		A0000000		A1234563	· · · · · · · · · · · · · · · · · · ·
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	Postoou	7	A1234563	
Dup	licated HKIC N		入的身份證號	碼重複使用	∎ -						
3.	7000000	TEST P6ID ONE		6A	М	01/01/1900					•
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000	->	C0000007	· · · · · ·
Inva	alid HKIC No. e	ntered 輸入的	的身份證號碼不	正確							
5.	D0000000	TEST P6ID SIX		6A	М	01/01/1900		D0000000			•

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.

Edu 教育)	cation Bure 하	au								
1 Record upda	ted successfully	. 資料已儲存		Notify succ	essful saving					
									Gui	deline 指引 <u>Exit</u> 離
P6ID-Form P6ID - C SCHO PRIVATE 私立 - WH	DL	HKIC Number o 學校	f P6 Students 表 ( -0001-2-3 區		主香港身份證號碼核!	討表				
School Language 學 Form Status 填報狀			1-ANGLC Save 儲存	)-CHINESE 英文 F		·	Time 上次更改時間: 表格遞交時間:		2016-11-08 10:01:7	9
Class Name 班級名	稱	•	Retrieve Reco	ord 擷取資料						
							* = The	-	ated by the system bas 香港出生證明號碼而產的	HKBC N
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
Save 儲存	Submit 遞交	Download s	Submitted Record	下載已遞交資料	Print 列印	Back t	to Main Menu 返回主員	1		

#### 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.

	Curbanit 洒去	December of Colorest T 并 门 语 士 李 幽	Deine Tilfa	
Save 儲存	Submit 遞交	Download Submitted Record 下載已遞交資料	Print列印	Back to Main Menu 返回主頁

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

Confirmation	×
▲ Are you sure to submit the Form? 你是否確定遞交此表格?	?
Yes X No	

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.

		<b>lucation</b> 奇局	Bureau								
	Form canr 有學生記錄未	ot be submit 被更新或確認	ted. Some stu ,請更新或確	u <b>dent rec</b> o 認電子表标	ord(s) is 各P6ID内	s/are not yet updated  每位小六學生的記錄	l or c • (Cl	confirmed. Please up lass not yet complete	date or co ed 未完成预		s in the erorm Рыр. 表俗木能感父*节 × ify failed submission
											<u>Guideline 指引</u> Exit 離開
P6ID	-Form P6ID -	Checking Lis	t of HKIC Nu	mber of F	6 Stude	ents 表格 P6ID - 小六	學生福	香港身份證號碼核對表			
	SCHO	OOL	學校	ξ (	-0	001-2-3)					
PRIV	/ATE 私立 - W	HOLE DAY 숲	2日 -		00						
	ool Language				1-/	ANGLO-CHINESE 英	文部			:次更改時間:	
Forr	m Status 填報	状況:						Submit Ti	me 表格遞	交時間:	
Clas	ss Name 班級	名稱 6	A	•	Retriev	ve Record 擷取資料					
										* = The HKIC N	lo. is generated by the system based on the
										系統根據學生的	student's HKBC No. 的香港出生證明號碼而產生的香港身份證號碼。
	<b>STRN</b> 學生編號	Student Name (English) 學生姓名	Student Name (Chinese) 學生姓名	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	HKIC Not Issued 尚未換 領身份	Correct HKIC No. (if different) 正確身份證號碼(如不同)	Remark 備註
		(英文)	(中文)	10 17#3				號碼	證		
1.	A0000000	TEST P6ID FIVE		6A	М	01/01/1900		A000000		A1234563	· · · · · · · · · · · · · · · · · · ·
2.	B0000000	TEST P6ID FOUR		6A	М	01/01/1900	*	B0000000		A1234563	· · · · · · · · · · · · · · · · · · ·
Dup	licated HKIC	No. entered 輔	l入的身份證號	碼重複使用	ŧ						
3.	70000000	TEST P6ID ONE		6A	м	01/01/1900					•
Inpu	ut one item 必	夏填寫其中一耳	頁資料								
4.	C0000000	TEST P6ID SEVEN		6A	М	01/01/1900	*	C0000000		C0000007	· · · · · · · · · · · · · · · · · · ·
Inva	alid HKIC No.	entered 輸入的	自份證號碼不	正確							
5.	D0000000	TEST P6ID SIX		6A	м	01/01/1900		D000000			•
Inpu	It one item 🖄	夏填寫其中一項	頁資料								

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.

<b>Education Bureau</b> 教育局			_								
Record submitted successfully. 資料已遞交	Notify su	ccessful submission				×					
					Guidelin	<u>e 指引</u> Exit 離開					
P6ID-Form P6ID - Checking List of HKIC Nu PRIMARY SCHOOL PRIVATE 私立 - WHOLE DAY 全日 -											
School Language 舉校語言: Form Status 填報狀況:	1-ANGLO-CHINES Submit 遞交		a Time 上次重改時間 e 表格遞交時間:	1.	2015-12-30 16 2015-12-30 16						
Class Name 班級名 稱	Retrieve Record 擷	取資料									
				•	erated by the syste stuc 證明號碼而產生的者	lent's HKBC No.					
STRN         Student Name         Student Name         Name (English)           學生編號         學生姓名         學生姓名           (英文)         (中文)	Class Sex Name 性別 班級名稱 性別	Date of Birth 出生日期 <sup>*</sup> (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					
Download Submitted Record 下載已遞交	資料 Print 列印	Back to Main Menu 返回主頁									

## 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.

_			
	Download Submitted Record 下載已遞交資料	Print列印	Back to Main Menu 返回主頁

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".

neral Options		
Select Printer		
📇 CutePDF Writer	🚍 Kyocera T/	ASKalfa 6053ci
🔊 HP LaserJet 400 M401 PCL 6	🚍 Kyocera T/	ASKalfa 6053ci
🚍 Kyocera TASKalfa 6053ci KX (AEO)	🚍 Kyocera T/	ASKalfa 6053ci
<		>
Status: Ready	Print to file	Preferences
Location:		
Comment:		Find Printer
Page Range		
<ul> <li>All</li> </ul>	Number of copies	: 1 🚔
O Selection O Current Page		
O Pages: 1	Collate	3-53-53
Enter either a single page number or a single page range. For example, 5-12	1	1 22 33

b. Download softcopy of eForm P6ID

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

Further Information 其他資料								
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 返回主真					

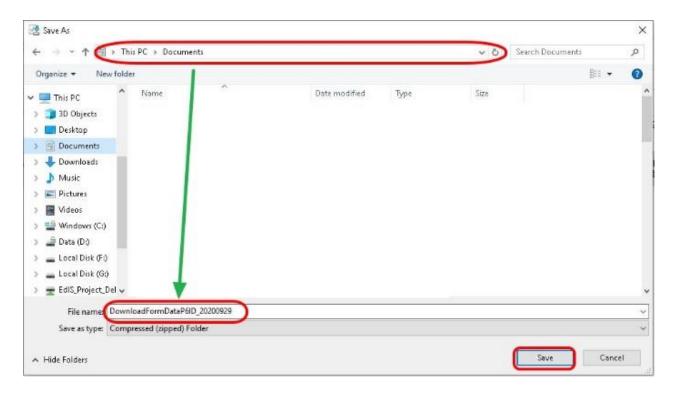
The following dialog box will pop up. User is required to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click **Continue** after the key has been input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

Assign Password 🗄	设定密碼		
Please assign a pa 請設定密碼以保護	issword to protect the doc 文件内容:	ument content:	
O Continue 繼續	賣	]	
Password Guidel	ne 密碼準則:		
	h at least 8 characters wh		e all 3 categories OR
Use passwords with	別組成的至少 8 個字符的8 h at least 10 characters w 別 B 或 C 組成的至少 10 (	hich composed of c	ategory A and either category B or C:
	abetic characters ([a-z] a	nd [A-Z])	
B. Numerical digits	母字符([a-z] 和 [A-Z]) (0-9)		
數字 (0-9) C. Non-alphanume	ric characters (which are		)
	(即1、\$、#、%、@、-1		

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.

Do you want to open or save <b>DownloadFormDataP6ID_20200929.ZIP</b> from cloedisuat.edu.gov.hk?									
					Open	Save	•	Cancel	
				Save	5				
	Open	Save	•	Save		n			

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.

## 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.

tedu 教育	cation Bure 局	eau							Gui	deline 指引 Exit 離開
P6ID-Form P6ID - C	P6ID-Form P6ID - Checking List of HKIC Number of P6 Students 表格 P6ID - 小六學生香港身份證號碼核對表									
SCHOO		學校	( -0001-2-3							
PRIVATE 私立 - WH	OLE DAY 全日 -									
School Language 學	校語言:		1-ANGLC	-CHINESE 英文語	ß Last L	odate	Time 上次更改時間:		2016-11-08 10:4	17:19
Form Status 填報狀況			Submit 遞			• 101 010101 01010	表格遞交時間:		2016-11-08 10:4	17:19
Class Name 班級名和	<b>A</b>	•	Retrieve Reco	ord 擷取資料						
	* = The HKIC No. is generated by the system based on the student's HKBC No. 系統根據學生的香港出生證明號碼而產生的香港身份證號碼。									
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 / 永 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
Download Subm	iitted Record 下 <sup>ii</sup>	戰已遞交資料	Print列印	Back to Ma	iin Menu 返回主頁	)				

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

Education Bureau     教育局										
									Gui	deline 指引 Exit 離開
P6ID-Form P6ID - 0	Checking List of	HKIC Number o	f P6 Students 表	格 P6ID - 小六學	生香港身份證號碼核對	表				
SCHO	OL	學校	( -0001-2-3	3)						
PRIVATE 私立 - WH	HOLE DAY 全日 -									
School Language 특	曼校語言:		1-ANGLC	)-CHINESE 英文	部 Last U	Jpdate	Time 上次更改時間:		2016-11-08 10:4	47:19
Form Status 填報狀			Submit 逦	交		9. 01 01 01 01 00 00 00 00 00 00 00 00 00	表格遞交時間:		2016-11-08 10:4	47:19
	~									
Class Name 班級名	(稱	•	Retrieve Reco	ord						
	* = The HKIC No. is generated by the system based on the stude HKBC 系統根據學生的香港出生證明號碼而產生的香港身份證號								HKBC No.	
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
Download Subr	mitted Record 下	載已遞交資料	Print列印	Back to N	lain Menu 返回主頁					

Back to Index

 $\sim$  END  $\sim$