

To: Supervisors and Principals of all aided schools (including special schools)

The “e-Appointment System for Aided Schools” Online Briefing Sessions

To assist aided schools in the full implementation of the “e-Appointment System for Aided Schools” (“EASAS”) for submission of appointment forms in the 2024/25 school year, and facilitate schools to understand the procedures and operation of submitting appointment forms via the EASAS, the EDB now cordially invites schools to participate in the briefing sessions on the EASAS to be held on 28 February 2024 (Wednesday) and 1 March 2024 (Friday). The content and arrangement of the briefing sessions are as follows:

- Introduce the arrangement of the full implementation of the EASAS in the 2024/25 school year
- Demonstrate the procedures for logging into the EASAS, filling in and submitting appointment forms
- Illustrate the new functions of the EASAS (including alternative arrangement for individual Supervisors who are unable to perform digital signing via iAM Smart + on Section III of the appointment form)
- Points to note about the use of EASAS to submit appointment forms

Session	Date	Time (around 2 hours)
A (Primary Schools)	28 February 2024 (Wednesday)	10:30 a.m. – 12:30 p.m.
B (Secondary Schools)		2:30 p.m. – 4:30 p.m.
C (Secondary Schools)	1 March 2024 (Friday)	10:30 a.m. – 12:30 p.m.
D (Primary Schools)		2:30 p.m. – 4:30 p.m.


Schools can register online through the link or QR code appended at **Annex I on or before 21 February 2024.**

For enquiries regarding the aforementioned briefings, please contact Teacher Administration 1 Section at 2892 6374 or 2892 5477.

Teacher Administration 1 Section
Education Bureau

Annex I

Registration for Online Briefing Sessions on the “e-Appointment System for Aided Schools”

Online registration link : https://forms.office.com/r/WscJM8gyHf	Online registration QR code : 
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Points to note:

1. The online briefing sessions will be conducted via Zoom. Schools are required to download relevant application in advance.
2. Please fill in the form with required information and ensure the email address is filled in correctly.
3. Each school is required to **register once** only. Schools can **log in to the briefing session with up to 3 accounts concurrently**. During registration, school applicants are required to indicate their preferred and alternate attendance sessions. Slots will be allocated on a first-come, first-served basis.
4. A confirmation notice will be issued to schools, which have registered, via email and **the meeting ID and password** of the online briefing session will be sent to the schools which have successfully registered **two days prior to the briefing session** via email. Schools should check whether the mentioned email has been received and notify related personnel to attend the online briefing on time.
5. To facilitate authorisation of participants, principals and schools staff concerned are required to use **full name of the school** as the name to join the online briefing session.