《查詢教員註冊資料》 電子申請表格使用指引 Enquiring Teacher Registration Information eForm Guidelines

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	(School Supervisor / School Head)	Digital signing	

第一部分:委派「申請人」(*學校行政主戶)*及「審批人」(*校監/校長)*

Part 1: Delegation of "Applicant" (MSA) and "Approver" (School Supervisor / School Head)

[首次設定後無須重新設定 / Reconfiguration is not required after setup]

步驟一	校監/柞	交長/學	校行政主戶(MS	SA accou	unt) 經「統-	一登入系統	」登入	(網址:
Step 1	https://clo	.edb.gov.h	<u>k/</u>)					
	School St	pervisor/	School Head/ Mast	er School	Administrato	: (MSA) log i	n via Con	nmon Log-
	On Syster	n (website	: <u>https://clo.edb.go</u>	<u>ov.hk/</u>)				
			教育局 Education Bureau					
			Common Log-On Syster 統一登入系統 (CLO)	n				
			Username/用戶名稱 Password/密碼	CLO	EDB application sys information which sho preventive measures an • Avoid logging on sy or through unsecure	tems contain sensitive persuld be handled with care. Sugge e as follows: stem using public/shared compu- t networks.	onal sted iters	
			Logon/登入 FAQs/带员 Forgot Username/Pass]問題 word /isv4年	After logging on, do without proper secure Log out after used so that others cann	not leave the computer unatter ity measures. and close all browsers immedia ot gain unauthorized access.	ded tely CLO	
			智方使登入 Login with iAM Smart Self Register/自助註冊	「解更多 CLO	教育局應用系統存有敏感 措施如下: •請勿使用公共/共用電 •登入後,請勿在沒有合 •使用後立即登出並關	的個人資料,必須小心處理。建議 職成透過不可靠的網絡登入。 通保安措施下離開你的電腦。 期所有瀏覽器,以防止其他人士非	預防	
			Click <u>here</u> to register a new e-Services Port Account/ 物化計冊新約電子化認察入門網防鋼校戶口	al School	λ.	k here for details of using CU	0	
					including logging school represent account, etc. 祭校可按此瀏覽有 百口等入 季紅縣	j on, delegating school user to b ative and registering a CLO Us 属「統一登入系統」的操作説明,包 成代書和自行祭祀百口等	er CLO	
步驟二	登入後,	按「教育」	局電子表格遞交系	統」				
Step 2	Click "eF	ormSS" af	ter login					
_	-	数有局 Education Bureau		統一登入系統	휷 (CLO)			
		首頁 調查及電子表格 校	本系統					
	Ċ) CL(電子化服務入門網站		CLO tai	CLO U行事度		Ceo	
			Education Bureau e 教育局電子化服務入F	-Services Portal 引網站		Training Galenda	7 培训标节用	
	6	商校合作計劃		Т-й	開発			
			教育局 前校合作語	计翻		T-surf ² T-瀏覽	4/7 24/7	
		學生津貼系統		故				
			Student Gran	ıt System		eFor	mSS	

步驟三	委派學校行政主户為「申請人」,以填寫	電子表格
Sten 3	Delegate MSA as "Applicant" for eForm filli	no
Step 5	Delegate Mort as Applicant for er orm min	¹¹ 5
	a) 按「秃派百而」	
	a) 设 安派只出」 Client "Delegation Dage"	
	Click Delegation Page	
	1) 溉摆「丰坎20 卫禾泥阁长仁功士点「	
	b) 選择「衣格28」 及安派学校行政主户「	中ز人」, % 復按 ' 儲仔」
	Select "Form 28" and assign MSA as "Applic	cant", then click "SAVE"
	主页 > efcmmS > 麦加頁兩 * 聖出	Delegation Page
	委派頁面	Select Form ID for delegation.
	● 個人資料 対策形体 20 min 20 mi	Application Form 28 * : Application Form for Enquiring Teacher Registration Information
		e-Forms Application 1. Form Delegation (For New Forms) Users who have the delenation civit's can delenate the form to themselves or another staff member for form
	總有臺於推對四戶一時換款指約一時換款指錄申請於臺於法台已或其他學校類員(作「申請人」)以其熟悉格,並應臺於嚴富 較大局(包括他對本人)以當此先(作「當批人」)及還交款貿易:	Search Application filing (as "Applicant") and should assign appropriate school personnel (including themselves) to approve the form (as "Approver") based on the application flow for submission to EDB:
	() 湖岸委が月間 ※10 年秋/」或 第位人」。 () 湖岸委が月間 ※10 年秋/」或 第位人」。 () 湖岸委 が月間 ※10 年秋/」或 第位人)。 () 対 「 御茶」。	Support Hotline 1) Setect role for delegation, i.e. "Applicant" or "Approver". 2) Setect or enter the account to replace the original delegated account. 3) Click "AVE".
	中議人 第二審批人	APPLICANT SECOND APPROVER
	名稱 電子參弁 氟位 智良為:	Name Email Post Replace To:
		gm MSA ACCOUNT
ा निर्माल प्रसिद्ध नी र		旧会長マキャ
步驟四	委派校監/校長為「審批人」,以簽署及	提交電子表格
步驟四 Step 4	委派校監/校長為「審批人」,以簽署及 Delegate School Supervisor / School Head as	提交電子表格 "Approver" for approval and submission of eForm
步驟四 Step 4	委派校監/校長為「審批人」,以簽署及 Delegate School Supervisor / School Head as	提交電子表格 "Approver" for approval and submission of eForm
步驟四 Step 4	委派校監/校長為「審批人」,以簽署及 Delegate School Supervisor / School Head as a) 按「第二審批人」	提交電子表格 "Approver" for approval and submission of eForm
步驟四 Step 4	委派校監/校長為「審批人」,以簽署及 Delegate School Supervisor / School Head as a) 按「第二審批人」 Click "Second Approver"	提交電子表格 "Approver" for approval and submission of eForm
步驟四 Step 4	委派校監/校長為「審批人」,以簽署及 Delegate School Supervisor / School Head as a) 按「第二審批人」 Click "Second Approver"	提交電子表格 "Approver" for approval and submission of eForm
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步驟四 Step 4	 委派校監/校長為「審批人」,以簽署及其 Delegate School Supervisor / School Head as a) 按「第二審批人」 Click "Second Approver" b) 委派校監/校長作「審批人」,然後按 Assign School Supervisor / School Head as " 	提交電子表格 "Approver" for approval and submission of eForm 「儲存」 Second Approver", then click "Save"
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第二部分:填寫電子表格(學校行政主户)

Part 2: eForm Filling (MSA)

步驟一	「申請人」(學校行政主户(MSA))經「	統一登入系統」登入「教育局電子表格遞交系統」
Step 1	後,按「電子表格」	
-	"Applicant" (MSA) logs into "eFormSS	" via Common Log-On System and select "e-Forms
	Application"	
	- ppn-auton	
	· 香港特别行政国政府	
	2 教育局	Engine 11/5 Contraction Bureau The Government of the Hong Kong Special Administrative Region Street Reference Contraction Bureau
	主页	Site Legent
		Home
		Profile Page
	□ 電子表格 電子表格	Search Application E-FORMS
		La Support Hotine
		Q
		SEARCH
		АРРЫСКІЮН
上的一	選擇「 28 本海海昌計皿咨約由語主枚	
少 <u></u> w Stan 2	医学 20. 旦间教員註間員科中萌衣俗	
Step 2	Select 28. Application Form for Enquirin	ig reacher Registration information
	按照:* 種類	If a form is not found by applicants in the list below, supervisors, school heads or school
	● 個人資料 全部 如申請人未能在以下列表中找到所需表格,校整,校長或學校行政人員可能住「委派頁面」將	e-Forms Application administrators may assign the form to the respective accounts of the applicants on the "Delegation Page".
	 ★ 25 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Search Application Form List
	表格查询 2. 公给心保護「近債須提續整計書」總名表及均易預報記錄表 ①	Support Hourse 14. Application for Course Fee Refund to Teachers
	3. <u>為低近人収留的小學主導曲店校会會主調申請表述</u> ● 7. <u>技法課後學習及支援計劃,申請技术進計</u> ●	16. Certification for Principalship (CEP) Application Form (1)
	8. 2022-2023年小台小生業協用調査部計技交注業協用業造中請表 9. 2022-2023年小台小生業協用調査部計技交注意協用業中等中等素	17. <u>Renewal of Certification for Principalship (CEP) Application Form</u> 18. Restarting the Certification for Principalship (CEP) Process Application Form
	10.21世紀東亞書少生大文治計畫譯名表始 (要主) 2023/24 ()	0
	22. Application for Advance of Salary under the NET Scheme in Primary Schools / the Enhanced NET Scheme in Secondary Schools 1	26. Scholarship for Prospective English Teachers (2022/23) Application Form
	 Form C. – Personal Particulars of NETS Recruited Directly by Schools under the NET Scheme in Primary Schools / the Enhanced NET Scheme in Secondary Schools () 	21 - Sacandaratario da Lasandra a Landaria a Landaria a Latifuter da
	26. Scholarship for Prospective English Teachers (2023/24) Application Form ④ 27. <u>新聞物業等(编載用十級作業時)(2023/24)申請表</u> ④	28. Application Form for Enguiring Teacher Registration Information
	28. 波浪教舞註冊寶紀曲讀表绘	29. Application Form for Releasing Jeacher Registration Information ()

步驟三	填寫電子表格,然後提交		
Sten 3	Fill in the eForm and submit		
Step e			
	(注音:提交後,擬聘用教師/昌工將收到雷郵通知,以墳宴及签署雷子表格)		
	(江志·远大及)城内市权师员工所收入电却通知 以供高次级自电」 (China and signing the		
	(Note: After submission, prospective appointees will receive email for mining and signing the		
	主直 > <u>eFormSS</u> 登出		
	查詢教員註冊資料申請表格		
	第1步 第2步 教員註冊資料		
	里安拢示 :必须填寫		
	第2步 教員註冊資料		
	中請人姓名:*		
	^{第3步} ^{陳大文} 「申請人電郵地址」:即 <u>擬聘用教師/員工</u> 的電郵,系統		
	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□		
	The second se		
	校監/校長姓名:*		
	學校地址:*		
	「學校電郵」:申請結果將發送至此電郵地址		
	6 Education Bureau The Government of the Hong Kong Special Administrative Region 繁體 简体		
	tionol *		
	Application Form for Enguiring Teacher Registration Information		
	Step 1 Step 2 Application Information		
	* mandatory fields		
	Application Name of Applicant*		
	"Email Address of Applicant" refers to prospective appointee's		
	Confirmation Email Address of Applicant. ⁴ email address. Email will be sent to the prospective appointee		
	Name of School:"		
	Name or "supervisor/#nnopa:"		
	School Address.*		
	School's Email" "School's Email" refers to the email address to		
	receive the application results.		

第三部分:填寫及簽署電子表格(擬聘用教師/員工)

Part 3: Filling and signing of eForm (Prospective Appointee)

步驟一	按下電郵通知內的連結
Step 1	Click the hyperlink in the notification email
	BUD NUMBER OF ALL AND
步驟二 Sten 2	透過電郵通知內的連結進入「教育局電子表格遞交系統」後,選擇公眾登入 After entering "eFormSS" through the hyperlink in the potification email click "Public Login"
Step 2	After enternan company in the upper the second of the sec
步驟二 Sten 3	輸入電郵地址,以「索取一次性密碼」或透過「智方便」登入 Input email address to "Get one-time password" or login with "iAM Smart"
~~~r	▲

步驟三	登入後,按「表格查詢」搜尋相關申請	
Sten 4	After login click "Search Application"	
	主页     Public * 設出       ● 個人病料     ● 中       ■ 電子機結     ● 水鉛室油       ● 水鉛室油     ● 常子機結       ● 水鉛室油     ● 常子機結       ● 水鉛室油     ● 常子機結       ● 水鉛室油     ● 常子機結       ● 水鉛室油     ● 常子機構       ● 水鉛室油     ● 常子機構       ● 水鉛室油     ● 常子機構       ● 水晶室油     ● 常子機構       ● 水晶室油     ● 常子機構	e rolle Page Forms Application support Hotitee E-FORMS APPLICATION E-FORMS APPLICATION E-FORMS APPLICATION
步驟四 Step 5	核對及填寫所需的資料後,透過「智方便+」簽 After verifying and filling in the eForm, sign and su (注意:提交後,校監/校長(「審批人」)將4 (Note: After submission, School Supervisor / S notification for verifying and signing the eForm)	署提交電子表格; bmit it with "iAM Smart+" 文到電郵通知,以核對及簽署電子表格) chool Head (Approver) will receive email
	由教育局職員填寫	To be completed by EDB officer
	这些一亿表: 用建本局的定路。就以上申请人的宽度的,现回覆如下: [10]的。本规型施具上申请人的宽度的,现回覆如下: [10]的。本规型施具上申请人的宽度的是一般。 [10]的,以上申请人现为。他坚强人。 [20]的本规型这些推进这个审试人的修定。你就是用数量计可能解放现得从文化。 [20]的本规型这些加强人。你们就是一些有效通过一种请求规模从上申请人的修定一个相对最且证明的记路。 [20]的本规型这些加强人。中国人,但也没以上申请人的修定。你相对我真正可能。 [20]的本规型的一些一年一一月一日就是以上申请人的修定。你相对我真正可能。 [20]的本规型的一些一一一一一日就是以上申请人的修定。你相对我真正可能。 [20]的本规型的一些一一一一一日就是以上申请人的修定。你是们就就是一些一个和你们都不可。 [20]的本规型的一些一一一一一一日就是以上申请人的修定。你是们就就是一些一个和你们都不可。 [20]的本规型的一些一一一一一一一一一一一一一一个就是一个不是一个一个不是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一	Construction or encodi. The tabeler registration information of the above applicant is an lotious:     Construction or encodi. The tabeler registration income has been found in EDB.     Construction of the above applicant is any permitted baseler.     Construction of the above applicant is any permitted baseler.     Construction of the above applicant is any permitted baseler.     Construction of the above applicant is any permitted baseler.     Construction of the above applicant is any permitted baseler classes to be employed in the software the tabeler registration is record.     Construction of the above applicant is any permitted baseler classes to be employed in the software the tabeler registration.     Construction of the above applicant has recordent to be applicant has been classed to fund the tabeler registration of the above applicant has been classed to the above applicant has been classes of the software the software the above applicant has been classes of the above applicant has recorded to the above applicant has been classes of the above applicant has been classed to the above applicant has been for the above applicant has been classed to the above applicant has above for the above applicant has been classed to the above applicant has been classed to the above applicant has above for the above applicant has above for the above applicant has above the provision of the above applicant has above the provision of the above applicant has above the provision of the provee applicant has above the provision of the provee applicant has above applicant has above the provision of the provee applicant has above applicant.     Construction of the above applicant has above the provision of the provee applicant has above applicant.     Construction of the above applicant has above the provision of the provee applica
	預號PDF 還回給填表者 担收 簽署	PREVIEW PDF RETURN TO APPLICANT REJECT SIGN

#### 第四部分:簽署及提交電子表格(校監/校長)

# Part 4: Signing and submission of eForm (School Supervisor / School Head)

步驟一	「審批人」(校監/校長)收到雷郵通知後,按雷子郵件中的紹連結以進入雷子表格
Step 1	Upon receipt of email notification, Approver (School Supervisor / School Head) accesses to the
1	eForm via the hyperlink
	200/0201 dE_1 1702 of arrows @odb.gov.hk
	elOTTISS@edD.GOV.TIK 現已收到您的申請
	10 Dear School,
	致學校, Your application for enquiring teacher registration information has been received. 取已收到你才關查論教員註冊答料的由語。 The reference information is listed below:
	シレゴメション January Ja
	申請表維結: https://web-eformss 多考編號: Form028000233 Web With Web
	次態:等待學校從父表格 謝謝。 Thank you.
	Best regards,  教育局 Education Bureau
Sten 2	超過电却通知的是過進入 获得局电子、低温处示弧」並並入後 1% 、低值重码」1%等
Step 2	$1 \square \square$
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Step 5	After verifying and fining in the erorm, sign and submit it with TAM Smart+
	(注音:坦态後, 教育局系统命處理相關由語, 由語結果整發送至醫校所提供的露子郵件)
	(江忌•) 近义夜 / 秋月向示观冒处生伯卿中胡 / 中胡和木府及丛土子仪用近层的电 ] 卸什
	اللائلال) (Note: After submission, the EDD system will preserve the application and the application result.)
	(Note: After submission, the EDB system will process the application and the application result will be sent to school's email address provided)
	هدی المال م
	校验/仪员: Dear Supervised Principal According to our record. The lasted registration information of the above applicant is as follows:
	10月本本時に「記録・取込上申測人が登録性・形成に関因ト:     □ (70) 物価は最初に再成しが登録性目的になって目的になった日本時、加速した日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本時、10日 (70) 7年間になった日本にのに、     □ (70) 7月目前になった日本にのに、     □ (70) 7月目前になった日本にのにのにのにのにのにのにのにのにのにのにのにのにのにのにのにのにのにのにの
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	C(2)(1) 本局位在把想以上中请人试搬定/准用载员赶进申请成现得以上申请人试搬定/准用载员赶进的记录。     C(2)(1) 本局的学、年
	[20](年本項管於 <u>非一、月、一日記述</u> 以上申請人が許能ご法律用者加加。 [30]() 本局本有就人上申請人的洗碗註量資格向其者出議業/警告/執给信:     [31]() 本局本有就人上申請人的洗碗註量資格向其者出議業/警告/執给信:     [31]() 本局本有法 和生活的 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
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	合語構成之月。如有塩一步支持。請電3467 8282月支貨局影的注册小組器符。 本語語目的 (# and the provide State and prov
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