

E-enrolment網上報名

Student Health Service(SHS) 學生健康服務(SHS)

June2025

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Workflow of E-enrolment (Primary School)

July

Schools will (2 July 2025):

- ✓ Receive two email (for login link to school portal & initial password) from Student Health Service(SHS) in their designated email address (which is typically managed by school administrators responsible for handling enrolment)

Schools should:

- ❑ Access the School Login Page (set an own password afterward)
- ❑ Create account for assistant(s) (e.g. teachers and other staff members) *(if applicable)*
- ❑ Input class maintenance information accordingly (grade, classes per school, number of students per class)

Mid- August

Schools will (20 Aug 2025):

- ✓ Receive an enrolment link/ QR code from SHS in their designated email address

Schools should:

- ❑ Distribute this link/ QR code to parents
- ❑ Ensure that parents complete the application process within the following period:
1 Sept -14 Sept 2025

September
[Submission deadline]

Parents will (1 Sept – 14 Sept 2025):

- ✓ Complete the application process

Schools should (15 Sept – 26 Sept 2024):

- ❑ Screen the applications received, and verify that the applied students belongs to the respective classes
- ❑ Submit the confirmed applications to SHS via the E-platform
- ❑ **Return the followings to designated School Dental Clinic:**
 - **School calendar (2 copies)**
 - **School Summary (CM101)**
 - **the completed Joint Application and Consent Forms (for those cannot use the E-enrolment platform)**

Activation of School Portal 2 July - 30 September

小學網上報名工作流程

七月

學校於2025年7月:

- ✓ 學校行政管理員會收到兩封由學生健康服務(SHS)發出的電郵
- ✓ 第一封電郵內附網頁登入連結
- ✓ 第二封電郵內附首次登入碼

八月

8月20日系統發電郵予學校行政管理員，內附學校專屬報名連結/二維碼

九月
[提交報名表]

家長於9月1-14日於網上為子女報名參加學生健康服務和學童牙科保健服務

學校

- ❑ 登入學校入門網站 (於首次登入時須設置個人密碼)
- ❑ 為協助人員(例如:老師及其他同事)開啟帳戶(如適用)
- ❑ 輸入班級資料(全校各級、班及每班人數)

學校

- ❑ 透過電子通告或列印發放學校專屬報名連結/二維碼予家長
- ❑ 提示家長於9月1-14日於網上為子女報名參加學生健康服務和學童牙科保健服務

學校(9月15-26日):

- ❑ 核實報名學生就讀班級
- ❑ 透過學生報名網站提交已核實報名表到學生健康服務
- ❑ 把以下文件交回所屬學童牙科診所:
 - 兩份校曆表
 - 參加一覽表 (CM101)
 - 家長/監護人填妥的〈參加表格及同意書〉(如有家長無法通過電子平台遞交子女的申請表格)

學校入門網站於7月2日至9月30日開放

Workflow of E-enrolment (Secondary School)

七月

Schools will (2 July 2025):

- ✓ Receive two email (for login link to school portal & initial password) from Student Health Service(SHS) in their designated email address (which is typically managed by school administrators responsible for handling enrolment)

Schools should:

- ❑ Access the School Login Page (set an own password afterward)
- ❑ Create account for additional assistant(s) (e.g. teachers and other staff members) *(if applicable)*
- ❑ Input class maintenance information accordingly (grade, classes per school, number of students per class)

Mid- August

Schools will (20 Aug 2025):

- ✓ Receive an enrolment link/ QR code from SHS in their designated email address

Schools should:

- ❑ Distribute this link/ QR code to parents
- ❑ Ensure that parents complete the application process within the following period:
8 Sept -21 Sept 2025

September
[Submission deadline]

Parents will (8 Sept – 21 Sept 2025):

- ✓ Complete the application process

Schools should (22 Sept – 28 Sept 2024):

- ❑ Screen the applications received, and verify that the applied students belongs to the respective classes
- ❑ Submit the confirmed applications to SHS via the E-platform
- ❑ **Return the followings to designated SHS Centre:**
 - **School calendar (2 copies)**
 - **Enrolment Summary**
 - **the completed Application and Consent Forms (for those cannot use the E-enrolment platform)**

Activation of School Portal 2 July - 30 September

中學網上報名工作流程

七月

學校於2025年7月:

- ✓ 學校行政管理員會收到兩封由學生健康服務(SHS)發出的電郵
- ✓ 第一封電郵內附網頁登入連結
- ✓ 第二封電郵內附首次登入碼

八月

8月20日系統發電郵予學校行政管理員，內附學校專屬報名連結/二維碼

九月
[提交報名表]

家長於9月8-21日於網上為子女報名參加學生健康服務

學校

- ❑ 登入學校入門網站(於首次登入時須設置個人密碼)
- ❑ 為協助人員(例如:老師及其他同事)開啟帳戶(如適用)
- ❑ 輸入班級資料(全校各級、班及每班人數)

學校

- ❑ 透過電子通告或列印發放學校專屬報名連結/二維碼予家長
- ❑ 提示家長於9月8-21日於網上為子女報名參加學生健康服務

學校(9月22-28日):

- ❑ 核實報名學生就讀班級
- ❑ 透過學生報名網站提交已核實報名表到學生健康服務
- ❑ 把以下文件交回所屬學生健康服務中心:
 - 兩份校曆表
 - 參加一覽表
 - 家長/監護人填妥的〈參加表格及同意書〉(如有家長無法通過電子平台遞交子女的申請表格)

學校入門網站於7月2日至9月30日開放



How to log in to the School Portal (initial login)

如何登入學校入門網頁 (首次登入)

How to log in to the School Portal (initial login) 如何登入學校入門網頁(首次登入)

Step 1 步驟一

Enter registered email address and initial password in the login page

於登入版面輸入已登記的電郵地址及首次登入碼

Step 2 步驟二

Check email for a system-generated one-time link (magic link).

查閱電郵接收由系統生成一次性連結 (magic link)

Step 3 步驟三

Login into the school portal by **clicking the Magic Link**

透過一次性連結 (magic link) 登入學生健康服務學校入門網頁

Step 4 步驟四

set a personal password

設置個人密碼

How to log in to the School Portal (initial login) – Step 1

如何登入學校入門網頁(首次登入) – 步驟一

Enter registered email address and initial password in the login page
於登入版面輸入已登記的電郵地址及首次登入碼

Registered email address:

Administrator: Previously registered with the SHS.

Assistant: Registered in the system by the administrator.

已登記的電郵地址:

行政管理員: 早前已向學生健康服務登記

協助人員: 由行政管理員在系統內登記

Initial password :

Administrator: Will receive an email from the SHS by the end of June

Assistant: Registered in the system by the administrator.

首次登入碼:

行政管理員: 於6月底會收到由SHS發出電郵

協助人員: 於行政管理員在系統內登記後, 由系統發出電郵

The screenshot shows the login interface of the School Portal. At the top, it says 'Please browse E-enrolment related information from item(s) below:' followed by two bullet points: 'For School (English)' and 'For School (Traditional Chinese)'. Below this are two input fields: 'Email*' and 'Password*'. The 'Email*' field has a placeholder 'Email' and a label 'Registered email address' with the Chinese translation '已登記的電郵地址'. The 'Password*' field has a placeholder 'Password' and a label 'Initial password' with the Chinese translation '首次登入碼'. Below these fields is a CAPTCHA section titled 'Enter the Text in the Image Below*' with a text input field containing the text 'ENTER THE TEXT IN THE IMAGE BELOW'. Below the CAPTCHA is a small image of a license plate '93Q7' and two links: 'Renew the image' and 'Change to audio verification'. At the bottom is a blue button labeled 'School User Login'. Two blue arrows point from the text boxes on the left to the 'Email*' and 'Password*' fields respectively.

How to log in to the School Portal (initial login) – Step 2 & 3

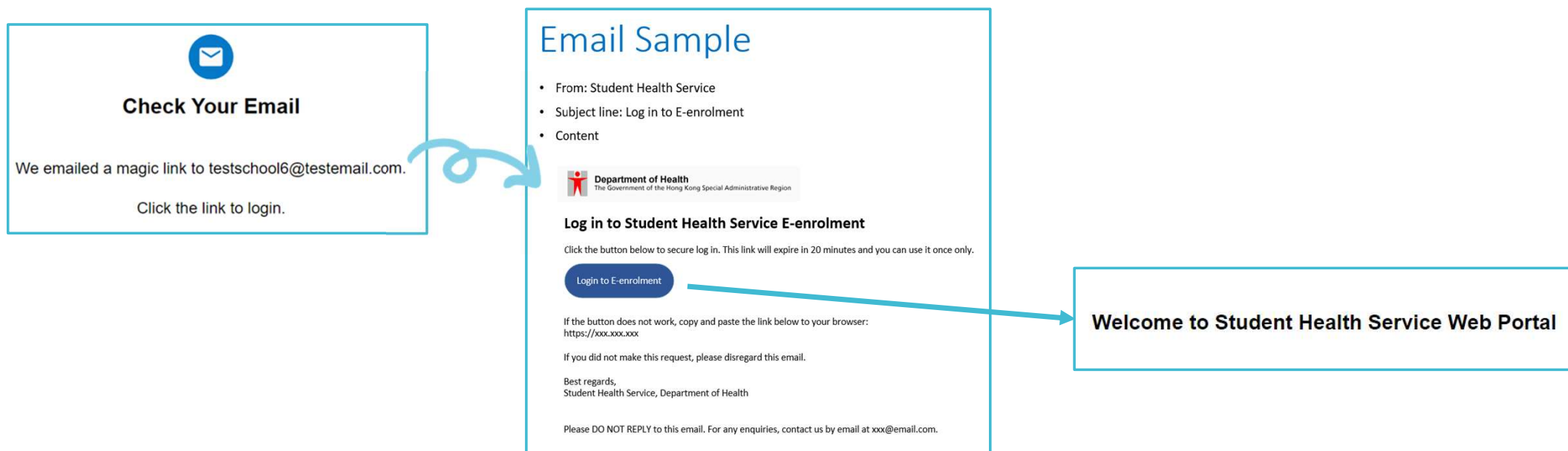
如何登入學校入門網頁(首次登入) – 步驟二及三

Step 2 : Check email for a system-generated one-time link (magic link).

步驟二：查閱電郵接收由系統生成一次性連結(magic link)

Step 3 : Log in to the school portal by clicking the Magic Link

步驟三：透過一次性連結(magic link) 登入學生健康服務學校入門網頁



How to log in to the School Portal (initial login) – Step 4

如何登入學校入門網頁(首次登入) – 步驟四

Set a personal password
設置個人密碼

✓ Login Successfully. ✕

👤 (NAME OF USER)

Account Management

Current Password* [Initial password](#)

🔒 Current Password 首次登入碼 👁

New Password* [Personal password](#)

🔒 New Password 個人密碼 👁

Re-enter Password* [Personal password](#)

🔒 Re-enter Password 個人密碼 👁

[Save](#)

School Year:

1 2 3 4 5 6 7 8 9 10 11 12

Enter again the initial password
再次輸入首次登入碼

Set a personal password
設置個人密碼

✕ Within 10-32 characters

✕ At least 1 uppercase

✕ At least 1 lowercase

✕ At least 6 alphanumeric characters

✕ At least 2 numbers (0-9)

How to log in to the School Portal (initial login) - Notes

如何登入學校入門網頁(首次登入) – 注意事項

School administrators and assistants can save the following link in advance. This link is also included in the email from the SHS at the end of June.

行政管理員及協助人員可預先儲存以下網頁登入連結方便日後使用。此連結也在學生健康服務於六月底發送的電子郵件中包含。

<https://www.clinical.dh.gov.hk/dhOnlineBooking/stdhs/e-enrolment/schoolportal/>



School Portal
學校入門網頁

During each login, Steps 1 to 4 must be completed using the same browser.

於每次登入時，步驟一至四必須於同一個瀏覽工具上完成。

Each one-time link (magic link) can only be used once and cannot be reused.

每條一次性連結(magic link) 只能用一次，不可重複使用。

The magic link has a time limit of 20 minutes. Please ensure to click it within the time frame.

一次性連結的有效時間為 20 分鐘。請確保在此時間內點擊。

After setting personal password, you can login with your personal password instead of initial password.

設置個人密碼後，您可以使用個人密碼登錄，而不需使用首次登入碼。

Functions in the system

系統中的功能

		Administrator 行政管理員	Assistant 協助人員
E-enrolment Form Verification	Verify the Application Form 核實報名表資料 Submit the Application Form to SHS 提交已核實報名表到學生健康服務	✓	✓
School Submission Status	Monitor the submission status of each class 查閱家長交報名表狀況	✓	✓
Reject Basket	Handle problem application 處理有問題報名表 Change grade / class for parents 更正申請表上的班級資料	✓	
Class Maintenance	Perform Class Maintenance 輸入班級資料	✓	
Account Management	Create Account for Additional Assistant(s) 為協助人員開啟帳戶	✓	

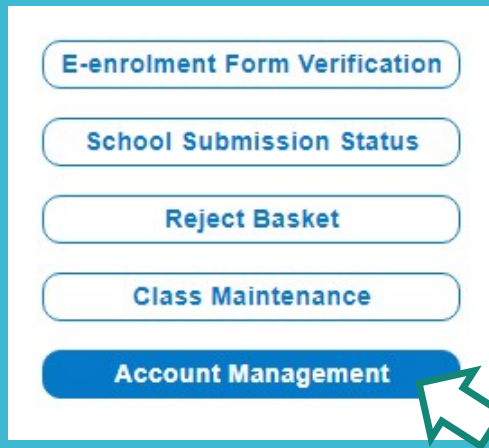
E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management



Account Management

- Create Account for Assistant(s) (if applicable)
- 為協助人員開啟帳戶 (如適用)

School Administrator to determine number of assistant to perform the E-enrolment form verification in “**Account Management**” page

學校行政管理員可自行決定於系統開啟予協助人員的帳戶數目，以便進行核實報名表的工作。

NAME OF USER

Account Management

School: NAME OF SCHOOL

User	Email	Status		Last Sent Date	
Chan Tai Man	ChanTaiMan@testmail.com	Active	Reset Password	13-Sept-2024 9:34	 
NAME OF TEACHER	EMAIL				 

- School administrator can add **assistant** to verify students' application forms (if applicable)
- Private email addresses are **not encouraged**
- 學校行政管理員可以開啟帳戶予協助人員，以便進行核實報名表的工作(如有需要)
- **不建議** 使用私人電郵

- Initial password will be sent to assistant's email when [✓] button is clicked to save
- 按[✓]號，系統會發出一一次性密碼到協助人員登記的電郵地址

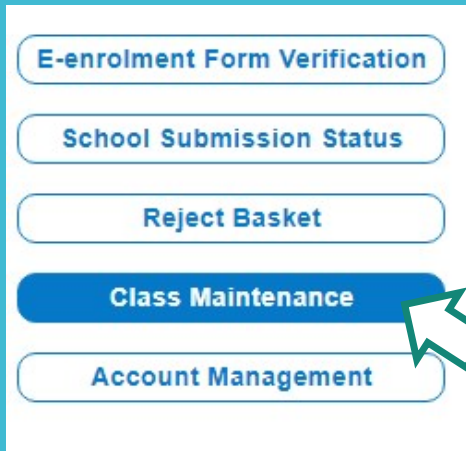
Create

Back

Class Maintenance

- Insert Class information
- 輸入班級資料

- Grade and Class information must be completed on or before 15 August, 2025
- Total number of students per class can be amended afterward
- 必須於8月15日前輸入全校級別和班別資料
- 全班學生人數可以隨時更改



(NAME OF USER)

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

Class Maintenance

School Year:

School: NAME OF SCHOOL

Total No. of Students in the School: 481

Grade	Class	Class	Class	Class
S1	A (30)	---	---	---
S2	A (30)	---	---	---
S3	A (30)	B (40)	C (30)	---
S4	A (25)	---	---	---
S5	A (28)	---	---	---
S6	A (30)	B (30)	C (30)	D (30)
S7	W (28)	X (30)	Y (30)	Z (30)
S9	AB (30)	---	---	---

Add / Edit Class information
按此可以輸入或更改

Add / Edit

Back

- Grade:
Primary school小學 : P1-P6
Secondary school中學 : S1-S6
- International school國際學校:
Y1=P1, Y2=P2....Y7=S1, Y8=S2
- Class: choose the class name from
the drop down list
班名請於系統挑選

Class Maintenance

	Grade	Class	No. of Students	
1	S1	A	30	   
2	S2	A	30	   
3	S3	A	30	   
4	S3	B	40	   
5	S3	C	30	   
6	S4	A	25	   
7	S5	A	28	   
8	S6	A	30	   
9	S6	B	30	   
10	S6	C	30	   
11	S6	D	30	   
12	S1	W	28	   
13	S2	X	30	   
14	S3	Y	30	   
15	S4	Z	30	   
16	S5	AB	30	   
17	S6			   

Create

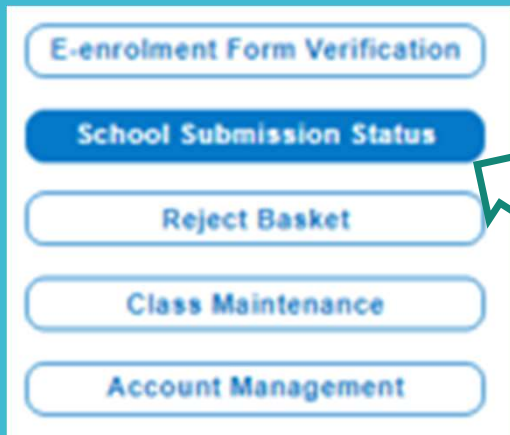
Add a new class
增加班別

Save

Complete
maintenance
完成輸入

Cancel

School Submission Status



Monitor the submission status of each class
查閱家長交報名表狀況

Monitor the submission status of each class

查閱家長交報名表狀況

If the number of submission is not tallied with the reply indicating for joining the service(s), please remind the parents submit the application before deadline

如家長交報名表狀況與回覆會參加人數不符，請提示家長於限期內交報名表

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

School Submission Status

School Year:

School: NAME OF SCHOOL

Grade	Class	Class	Class	Class	Class
S1	A (7/30) ☒	B (0/30)	C (0/30)	D (0/30)	----
S2	A (0/30) ☒	B (0/30)	C (0/30)	D (0/30)	----
S3	A (0/30) ☒	B (0/40) ☒	C (0/30)	D (0/30)	----
S4	A (1/25)	B (0/30)	C (0/30)	D (0/30)	----
S5	A (1/28) ☒	B (0/30)	C (0/30)	D (0/30)	----
S6	A (2/30)	B (0/30)	C (0/30)	D (0/30)	----
S7	W (2/28)	X (4/30)	Y (1/30) ☒	Z (2/30) ☒	甲A (1/35)

Orange:

E-enrolment Forms are partially reviewed

Green:

All E-enrolment Forms are reviewed

☒

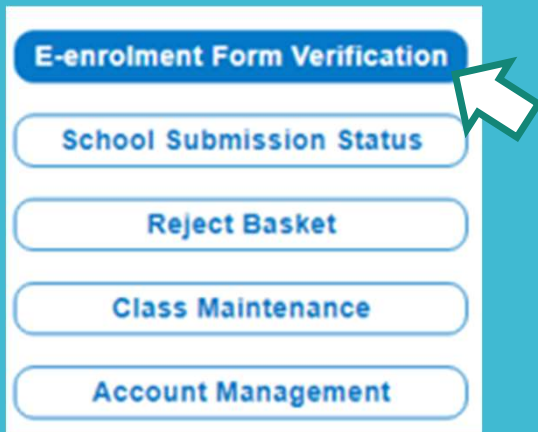
Submitted to Student Health Service

Ratio:

Number of approved E-enrolment forms / Total number of students in the class

Back

E-enrolment Form Verification



Function 1 : Verify registration eligibility
(whether the student is enrolled in that class)

Function 2 : Submit the Application Form
to SHS

功能1：核實報名資格(是否就讀該班)

功能2：提交已核實報名表到學生健康服務

Verify and submit application forms to SHS - Notes 核實及提交報名表到學生健康服務– 注意事項

The deadline of E-enrolment submission

Primary School: 15-26 Sept. 2025

Secondary School: 22-28 Sept. 2025

Administrators and assistants can verify the application form information at any time after parents submit the application form. All application forms for classmates must be verified before submitting the form to the SHS.

*****Be aware the deadline for school submission*****

*****Note: Only one submission to SHS per class is allowed.*****

提交報名表到學生健康服務期限

小學9月15-26日

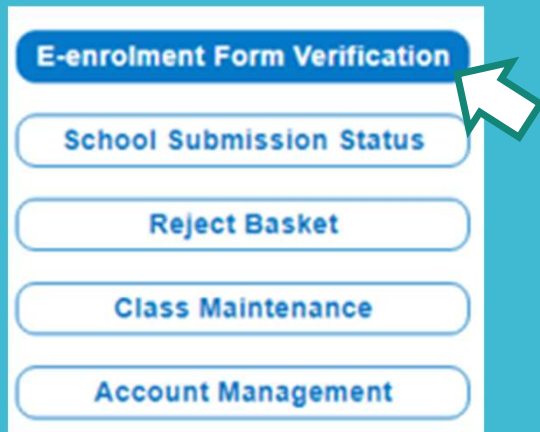
中學9月22-28日

行政管理員及協助人員可於家長遞交申請表後的任何時間核實學生是否就讀該班。需核實所有同班同學的報名資格後，才可提交報名表到學生健康服務。

*****留意學校提交表格的截止日期*****

*****注意每班只能提交一次報名表到學生健康服務*****

E-enrolment Form Verification



Function 1 : Verify registration eligibility
(whether the student is enrolled in that class)

功能1：核實報名資格(是否就讀該班)

Select respective class

揀選準備處理的班別

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

E-enrolment Form Verification

School: NAME OF SCHOOL

School Year: Total No. of Students in the School: 906

Grade	Class	Class	Class	Class	Class
S1	A (30)	B (30)	C (30)	D (30)	---
S2	A (30)	B (30)	C (30)	D (30)	---
S3	A (30)	B (40)	C (30)	D (30)	---
S4	A (25)	B (30)	C (30)	D (30)	---
S5	A (28)	B (30)	C (30)	D (30)	---
S6	A (30)	B (30)	C (30)	D (30)	---
S7	W (28)	X (30)	Y (30)	Z (30)	甲A (35)

The deadline of E-enrolment submission will be on

Back

NAME OF USER

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

E-enrolment Form Verification

School Year:

School: NAME OF SCHOOL

Grade: S1

Class: A

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05 (HKID)		☐	☒
2		LLL	LLL		M	C193 (HKID)		☐	☒
3		CHAN	SIU MEI		F	G11 (HKID)		☐	☒
4		TESTING	FIVE		M	A032 (HKID)		☐	☒
5		GFDGD	YTIUYTIUY		M	E05 (HKID)		☐	☒
6		LAM	LAM LI		F	S45 (HKID)		☐	☒
7		E	E		F	O85 (HKID)		☐	☒
8		KNOLL	MAY	美美	F	C85 (HKID)		☐	☒

Total Number of Students in the Class:

30

Total Number of E-enrolment Form Approved:

0

- ☐ ONLY one submission is allowed, please ensure :
- 1) Form verification completed
 - 2) No. of application tally to no. of student willing to join the service(s)

Note: The E-enrolment form can be submitted to StdHS after the student submission deadline

Submit

Save

Print

Back

View E-enrolment
form
查閱報名表

Verify
registration
eligibility
(whether the
student is
enrolled in that
class)
- 核實報名
資格(是否就
讀該班)

Is in
this
class
就讀
本班

Is not
in this
class
不是
就讀
本班

[View E-enrolment form](#)
[查閱報名表](#)



No information can be amended in this page
家長填寫的資料只供參考，不能更改

Enrollment Form Verification
MARYKNOLL SECONDARY SCHOOL

Student Particulars
▼

School Submission Status

Repeat Basket

Class Maintenance

Account Management

Identify Document Type of Student

☒ HK Permanent Identity Card
☐ HK Identity Card (only applicable for the age of 11 or above)

Identify Document Number of Student

(Please complete the name as printed on Identity Card / Birth Certificate)

***Name of Student**

*Surname: CHAN *Given Name: SIU MEI

Chinese Name:

***Sex**

☒ Female ☐ Male

***Date of Birth**

***Place of Birth**

HONG KONG

Date of Arrival in Hong Kong

(Not for child born in Hong Kong)

***Contact Phone Number of Parent / Guardian**

(HK phone no. to receive SMS for the one-time password would be preferable)

***Mobile SMS**

Mobile:

Home:

(If failed to submit the one-time password timely, you are required to restart the application.)

***Email**

chansiumei@testmail.com

☒ English ☐ Chinese

(SMS and email notification for appointment in Student Health Service would be sent to the mobile SMS no. and Email)

****Correspondence Address**

Structured Free Text

School

MARYKNOLL SECONDARY SCHOOL

***Class**

S1 A

☒ I wish the above named child to join Electronic Health Record Sharing System (eHealth)

Consent and Declaration for Student Health Service (Student)
▼

***Student Health Service (SHS)**

☒ I agree to enroll the above named child in the Student Health Service.

I give consent to and authorise the Director of Health to obtain or disclose all relevant information relating to the child from me, the school the child is attending, the service providers engaged by SHS, Government Departments and Bureau and external parties for the purpose of enrolment and follow-up appointment and establishing the eligibility status of the child for fee-determination purpose. (The SHS is provided free for those students who are "eligible persons". For "non-eligible persons", they have to pay on the appointment day the gazette annual fee, the prevailing fee is HK\$615.)

***Name of Parent / Guardian**

CHAN DAI MEI

***Relationship**

☐ Father ☒ Mother ☐ Guardian

Print

Back

Print application form
列印報名表

Sample of the printable version of the individual form 列印報名表的樣式

[Print](#)

5/7/24, 10:49 AM Student Health Service E-enrolment

Student Particulars

Identity Document Type of Student

HKID Card
HK Permanent Identity Card

Identity Document Number of Student

S0000000(0)

Name of Student

Surname

CHAN

Given Name

SIU MEI

Chinese Name

Sex

Female

Date of Birth

01-Jan-2012

Place of Birth

HONG KONG

Date of Arrival in Hong Kong

Contact Phone Number of Parent / Guardian

Email

chansiumei@testmail.com

Communication Language

English

Correspondence Address

Address

School

NAME OF SCHOOL

Class

S1 A

☒ I wish the above named child to join Electronic Health Record Sharing System (eHealth)

Consent and Declaration for Student Health Service (StdHS)

Student Health Service (StdHS)

☒ I agree to enrol the above named child in the **Student Health Service**.

Name of Parent / Guardian

CHAN DAI MEI

Relationship

Mother

Supplementary information 附加資料



E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

E-enrolment Form Verification

School Year: _____

School: **NAME OF SCHOOL**

Grade: S1 Class: A

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05 李多多 (HKID)		☐	☒
2		LLL	LLL		M	C193 李多多 (HKID)		☐	☒
3		CHAN	SIU MEI		F	G11 李多多 (HKID)		☐	☒
4		TESTING	FIVE		M	A032 李多多 (HKID)		☐	☒
5		GFDGD	YTIUYTIUY		M	E05 李多多 (HKID)		☐	☒
6		LAM	LAM LI		F	S45 李多多 (HKID)		☐	☒
7		E	E		F	O85 李多多 (HKID)		☐	☒
8		KNOLL	MAY	美美					

- StdHS Enrolment: Yes

- Submission Time: 03 May 24 16:11

Total Number of Students in the Class: 30

Total Number of E-enrolment Form Approved: 0

☐ **ONLY one submission is allowed**, please ensure :

1) Form verification completed

2) No. of application tally to no. of student willing to join the service(s)

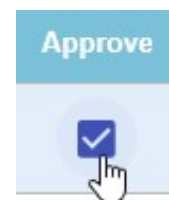
Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-Jul-2024.

Submit

Save Print Back

Information of joining which services and
submission date and time
顯示家長所選擇的服務和遞交報名表日期和時間

Confirm the student is enrolled in that class
確認學生就讀本班



E-enrolment Form Verification

School Submission StatusReject BasketClass MaintenanceAccount Management

E-enrolment Form Verification

School: NAME OF SCHOOLGrade: S1Class: ASchool Year:

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05 (HKID)		☒	
2		LLL	LLL		M	C193 (HKID)		☐	
3		CHAN	SIU MEI		F	G11 (HKID)		☐	
4		TESTING	FIVE		M	A032 (HKID)		☐	
5		GFDGD	YTIUYTIUY		M	E05 (HKID)		☐	
6		LAM	LAM LI		F	S45 (HKID)		☐	
7		E	E		F	O85 (HKID)		☐	
8		KNOLL	MAY	美美	F	C85 (HKID)		☐	

Total Number of Students in the Class:30

Total Number of E-enrolment Form Approved:1

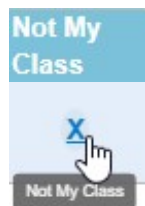
☐ ONLY one submission is allowed, please ensure :

1) Form verification completed2) No. of application tally to no. of student willing to join the service(s)

Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-Jul-2024.

SubmitSavePrintBack

“Not My Class” 剔除非本班學生



E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

E-enrolment Form Verification

School Year: 2023-2024

School: **NAME OF SCHOOL**

Grade: S1 Class: A

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05: 李多多 (HKID)		☒	
2		LLL	LLL		M	C19: 李多多 (HKID)		☐	
3		CHAN	SIU MEI		F	G11: 李多多 (HKID)		☐	
4		TESTING	FIVE		M	A03: 李多多 (HKID)		☐	
5		GFDGD	YTIUYTIUY		M	E05: 李多多 (HKID)		☐	
6		LAM	LAM LI		F	S45: 李多多 (HKID)		☐	
7		E	E		F	O85: 李多多 (HKID)		☐	
8		KNOLL	MAY	美美	F	C85: 李多多 (HKID)		☐	

Total Number of Students in the Class:

30

Total Number of E-enrolment Form Approved:

1

☐ **ONLY one submission is allowed**, please ensure :

- 1) Form verification completed
- 2) No. of application tally to no. of student willing to join the service(s)

Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-Jul-2024.

Submit

Save
Print
Back

The selected student will then be sending to “Reject Basket”
非本班學生報名表將轉送到”Reject Basket”

Print the approved registration list (available before and after submission to SHS)
列印已批核報名表名單(投交表格到SHS前後都可列印)

Print

E-enrolment Form Verification
School Submission Status
Reject Basket
Class Maintenance
Account Management

E-enrolment Form Verification
School Year:
School: **NAME OF SCHOOL**
Grade: S1 Class: A

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05-443333 (HKID)		☒	☒
2		CHAN	SIU MEI		F	G11-443333 (HKID)		☒	☒
3		TESTING	FIVE		M	A03-443333 (HKID)		☒	☒
4		GFDGD	YTIUYTIUY		M	E05-443333 (HKID)		☒	☒
5		LAM	LAM LI		F	S45-443333 (HKID)		☒	☒
6		E	E		F	O85-443333 (HKID)		☒	☒
7		KNOLL	MAY	美美	F	C85-443333 (HKID)		☒	☒

Total Number of Students in the Class:
Total Number of E-enrolment Form Approved:
☐ **ONLY one submission is allowed**, please ensure :
1) Form verification completed
2) No. of application tally to no. of student willing to join the service(s)
Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-Jul-2024.

SubmitSavePrintBack

Sample of the printable version of the approved registration list 列印已批核報名表名單的樣式

Print

5/7/24, 10:53 AM Student Health Service E-enrolment

E-enrolment Form Verification **School Year:**

School:

Grade: S1 A

	Surname	Given Name	Chinese Name	Sex	Document No.	StdHS	SDCS	Submission Time
1	OTP	TESTING 2	李多多	M	E05(李多多) (HKID)	Y	N	03 May 24 16:11
2	CHAN	SIU MEI		F	G11(陳少媚) (HKID)	Y	N	29 Feb 24 15:39
3	TESTING	FIVE		M	A03(李多多) (HKID)	Y	N	23 Feb 24 16:41
4	GFDGD	YTIUYTIUY		M	E05(李多多) (HKID)	Y	N	23 Feb 24 15:31
5	LAM	LAM LI		F	S45(李多多) (HKID)	Y	N	23 Feb 24 11:23
6	E	E		F	O85(李多多) (HKID)	Y	N	20 Feb 24 16:58
7	KNOLL	MAY	美美	F	C85(李多多) (HKID)	Y	N	19 Feb 24 11:17

Total Number of Students in the Class: 30

Total Number of E-enrolment Form Approved: 7

Save approved list before submission
提交前可貯存頁面

Save

E-enrolment Form Verification
School Submission Status
Reject Basket
Class Maintenance
Account Management

E-enrolment Form Verification
School Year:
School: **NAME OF SCHOOL**
Grade: S1 Class: A

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	Approve	Not My Class
1		OTP	TESTING 2	李多多	M	E05-443333 (HKID)		☒	☒
2		CHAN	SIU MEI		F	G11-443333 (HKID)		☒	☒
3		TESTING	FIVE		M	A03-443333 (HKID)		☒	☒
4		GFDGD	YTIUYTIUY		M	E05-443333 (HKID)		☒	☒
5		LAM	LAM LI		F	S45-443333 (HKID)		☒	☒
6		E	E		F	O85-443333 (HKID)		☒	☒
7		KNOLL	MAY	美美	F	C85-443333 (HKID)		☒	☒

Total Number of Students in the Class: 30
Total Number of E-enrolment Form Approved: 7
☐ **ONLY one submission is allowed**, please ensure :
1) Form verification completed
2) No. of application tally to no. of student willing to join the service(s)
Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-Jul-2024.

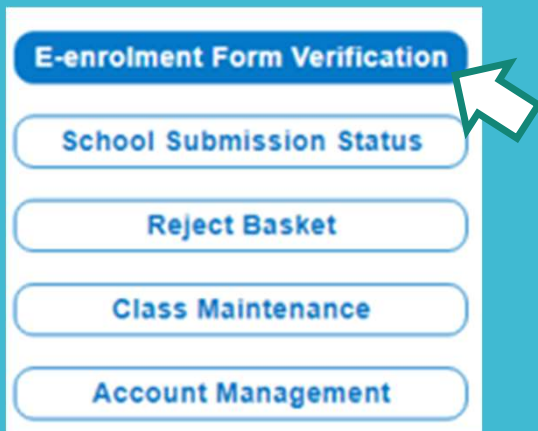
SubmitSavePrintBack

E-enrolment Form Verification

Function 2 : Submit the Application Form to SHS

功能 2 : 提交已核實報名表到學生健康服務

Only **ONE** submission per class is allowed
每班只可提交一次



Submit the Application Form to SHS

提交已核實報名表到學生健康服務

Submit

只可提交一次，請確認：

1. 所有報名表已核實
2. 報名表數目與同意參加服務人數相符

E-enrolment Form Verification

School: NAME OF SCHOOL

Grade: S1 Class: A

School Year:

☒ ONLY one submission is allowed, please ensure :

1) Form verification completed

2) No. of application tally to no. of student willing to join the service(s)

Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-12-2023

Submit

5	LAM	LAM LI	F	S4 (HKID)	☒	☐
6	E	E	F	O8 (HKID)	☒	☐
7	KNOLL	MAY	F	C8 (HKID)	☒	☐

Total Number of Students in the Class: 30

Total Number of E-enrolment Form Approved: 7

☒ ONLY one submission is allowed, please ensure :

1) Form verification completed

2) No. of application tally to no. of student willing to join the service(s)

Note: The E-enrolment form can be submitted to StdHS after the student submission deadline 01-12-2023

Submit

Save Print Back

no second attempt can be handled
(per class)
每班只能提交一次

Submit the Application Form to SHS

提交已核實報名表到學生健康服務

Submit

Pop-up messages might display after clicked “Submit”

點擊 “Submit” 後有機會顯示的訊息

Pop-up
message 1
訊息一

報名表數目小於全班總
人數，是否確認提交

⚠ Proceed E-enrolment Form Submission to StdHS
Total number of E-enrolment Forms approved is less than total
number of students in the class. Are you sure to proceed?

YES

NO

Pop-up
message 2
訊息二

確認提交本班報名表
到學生健康服務
只能提交一次

⚠ Confirm E-enrolment Form Submission to StdHS
Are you sure to submit the E-enrolment Forms in this class to the
Student Health Service?
You can only submit ONCE.

YES

NO

Submit the Application Form to SHS successfully 成功提交已核實報名表到學生健康服務

✓ Submit successfully.

✓ Submit successfully.

NAME OF USER

E-enrolment Form Verification

School: **NAME OF SCHOOL** School Year: **2023-2024**

Grade: **S1** Class: **A**

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	StdHS	SDCS	Submission Time
1		OTP	TESTING 2	李多多	M	E05 (HKID)	Y	N	03 May 24 16:11
2		CHAN	SIU MEI		F	G110 (HKID)	Y	N	29 Feb 24 15:39
3		TESTING	FIVE		M	A03 (HKID)	Y	N	23 Feb 24 16:41
4		GFDGD	YTIUYTIUY		M	E05 (HKID)	Y	N	23 Feb 24 15:31
5		LAM	LAM LI		F	S456 (HKID)	Y	N	23 Feb 24 11:23
6		E	E		F	O85 (HKID)	Y	N	20 Feb 24 16:58
7		KNOLL	MAY	美美	F	C855 (HKID)	Y	N	19 Feb 24 11:17

Total Number of Students in the Class: **30**

Total Number of E-enrolment Form Approved: **7**

no second attempt can be handled (per class)
每班只能提交一次

Print Back

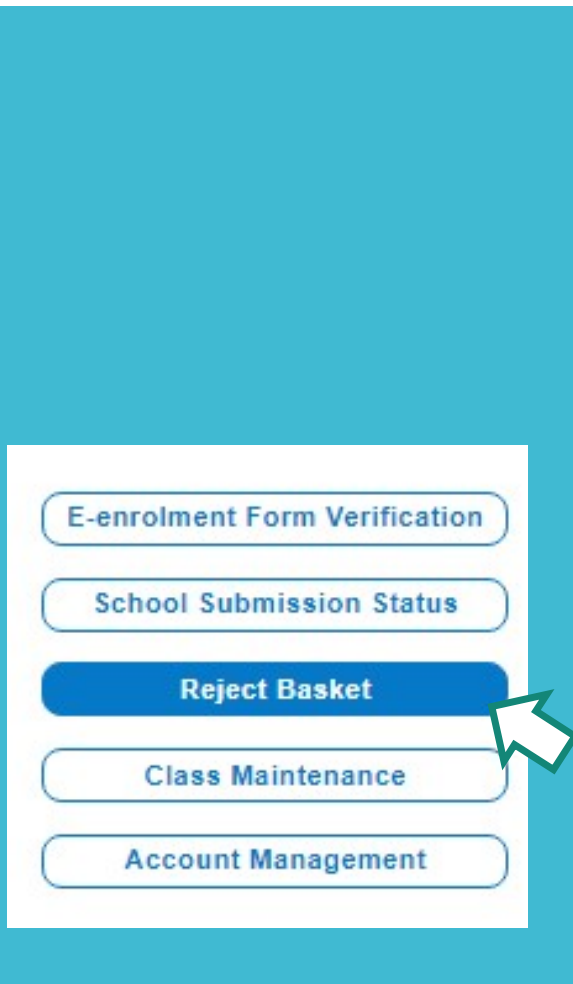
Reject Basket

Administrator to check the “Reject Basket” three likely scenarios will be

1. Wrong class/ grade entry
2. Change school
3. Using incorrect registration QR code

以下情況需要學校行政管理員處理“ Reject Basket”
資料

1. 家長選錯級別/班別
2. 轉校生
3. 使用錯誤報名二維碼

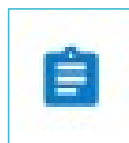


Scenario 1 情況1

Wrong class/ grade entry

家長選錯級別/班別

Scenario 1 - Wrong class/ grade entry 情況1 - 家長選錯級別/班別



Administrator can amend the class/grade for the incorrect application

學校行政管理員可以查閱家長遞交的報名表資料及修改班級資料

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

Reject Basket

School: **NAME OF SCHOOL**

School Year:

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	To StdHS Reject Basket
1		KUTO	SHINICHI		M	F91-  (HKID)		☐
2			LLL		M	C19-  (HKID)		☐

Scenario 1 - Wrong class/ grade entry 情況1 - 家長選錯級別/班別



E-enrolment form as submitted by parent, only row for “Grade & Class” can be edited
只可更改報名表內的級別 / 班別資料

The screenshot displays the E-enrolment form with the following fields and options:

- Contact Phone Number of Parent / Guardian:** Mobile SMS (HK phone no. to receive SMS for the one-time password would be preferable), Mobile (HONG KONG), Home.
- *Email:** shinichi@gmail.com
- *Communication Language:** English (selected), Chinese.
- **Correspondence Address:** testing, Structured (selected), Free Text.
- School:** NAME OF SCHOOL
- *Class:** S7 (selected), S1, S2, S3, S4, S5, S6, S7. A dropdown menu is open showing the list of classes.
- Consent and Declaration for Student Health Service (StdHS):** I agree to enrol the above named child in the Student Health Service (StdHS) (checked).
- *Student Health Service (StdHS):** S7.
- *Name of Parent / Guardian:** Ichi kun
- *Relationship:** Father (selected), Mother, Guardian.
- Buttons:** Confirm, Back.

A blue box highlights the 'Grade & Class' dropdown menu, and a red box highlights the 'Confirm' button. A hand cursor is pointing at the 'Confirm' button.

Scenario 1 - Wrong class/ grade entry 情況1 - 家長選錯級別/班別



A pop-up message display after clicked “Confirm”

點擊 “Confirm” 後會顯示的訊息

確認傳送這份報名表到
正確級/班別

 Reject Basket E-enrolment Form

Are you sure to send the form to the designated class?

Scenario 1 - Wrong class/ grade entry 情況1 -家長選錯級別/班別

✓ Save successfully.

The student previously with wrong class information will be sent to designated class and removed from “Reject Basket” after amendment

更正級別 / 班別後的報名表會從“ Reject Basket”移除並傳送回正確級別 / 班別

✓ Save successfully.

NAME OF USER

[E-enrolment Form Verification](#)
[School Submission Status](#)
[Reject Basket](#)
[Class Maintenance](#)
[Account Management](#)

Reject Basket

School: **NAME OF SCHOOL**

School Year:

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	To StdHS Reject Basket
1		LLL	LLL		M	C19-#123456 (HKID)		☐

Scenario 2 & 3

情況2 & 3

2. Change school轉校生
3. Using incorrect registration QR code
使用錯誤報名二維碼

Scenario 2 & 3 - Change school, Using incorrect registration QR code 情況 2 & 3 -轉校生, 使用錯誤報名二維碼

Send particularly student information to StdHS Reject Basket
直接將此申請表投交到StdHS Reject Basket



Submit

[E-enrolment Form Verification](#)
[School Submission Status](#)
[Reject Basket](#)
[Class Maintenance](#)
[Account Management](#)

Reject Basket

School: **NAME OF SCHOOL**

School Year:

	View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	To StdHS Reject Basket
1		LLL	LLL		M	C19 (HKID)		☒

[Submit](#)[Back](#)

Scenario 2 & 3 - Change school, Using incorrect registration QR code 情況 2 & 3 -轉校生, 使用錯誤報名二維碼

Submit

Pop-up messages display after clicked “Submit”

點擊 “Submit” 後會顯示的訊息

確認傳送該報名表資料到學生健康服務 “Reject Basket”
您無法撤銷此操作



Confirm Reject Basket Submission to StdHS

Are you sure to send the selected E-enrolment Forms in reject basket to the Student Health Service?
You cannot undo the action.

YES

NO

Scenario 2 & 3 - Change school, Using incorrect registration QR code 情況 2 & 3 -轉校生, 使用錯誤報名二維碼

✔ Save successfully.

Information from the student will be removed from “Reject Basket”
報名表資料會由 “Reject Basket” 移除

E-enrolment Form Verification

School Submission Status

Reject Basket

Class Maintenance

Account Management

Reject Basket

School Year:

School: **NAME OF SCHOOL**

View Doc.	Surname	Given Name	Chinese Name	Sex	Document No.	Supp. Info	To StdHS Reject Basket
No rows							

Distribute registration link/
QR code to parents
發放學校專屬報名連結/
二維碼予家長

Distribute registration link/ QR code to parents (Primary School) 發放學校專屬報名連結/二維碼予家長 (小學)

Student Health Service will distribute the registration link / QR code for E-enrolment to the school's email address on 20 Aug 2025.

School can deliver the registration link / QR code via the school communication system (via eClass or other channel) or by hardcopy to parent/guardian on 1 September 2025.

Registration Period for primary students enrol for Student Health Service and School Dental Care Service:

**1 September 2025 (Monday) to 14 September 2025 (Sunday).
(Based on system time)**

8月20日系統發電郵予學校行政管理員，內附學校專屬報名連結/二維碼。
校方可於**9月1日**透過電子通告或列印方式發放學校專屬報名連結/二維碼予家長。

小學生參加學生健康服務和學童牙科保健服務的報名時段：
2025 年 9 月 1 日 (星期一) 至 2025 年 9 月 14 日 (星期日) 。
(以系統時間為準)

Distribute registration link/ QR code to parents (Secondary School) 發放學校專屬報名連結/二維碼予家長 (中學)

Student Health Service will distribute the registration link / QR code for E-enrolment to the school's email address on 20 Aug 2025.

School can deliver the registration link / QR code via the school communication system (via eClass or other channel) or by hardcopy to parent/guardian on 1 September 2025.

Registration Period for secondary students enrol for Student Health Service :

**8 September 2025 (Monday) to 21 September 2025 (Sunday).
(Based on system time)**

8月20日系統發電郵予學校行政管理員，內附學校專屬報名連結/二維碼。
校方可於**9月1日**透過電子通告或列印方式發放學校專屬報名連結/二維碼予家長。

中學生參加學生健康服務的報名時段:

**2025 年 9 月 8 日 (星期一) 至 2025 年 9 月 21 日 (星期日) 。
(以系統時間為準)**