

Po Leung Kuk lo Kit Sing (1983) College
保良局羅傑承(一九八三)中學

eClass Parent App 家長流動應用程式



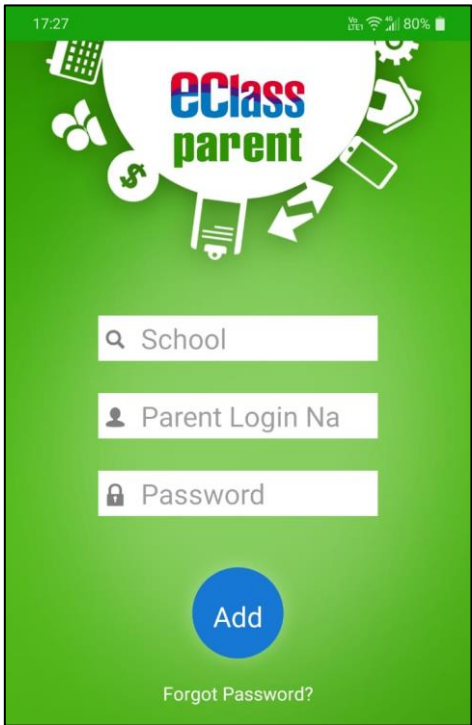
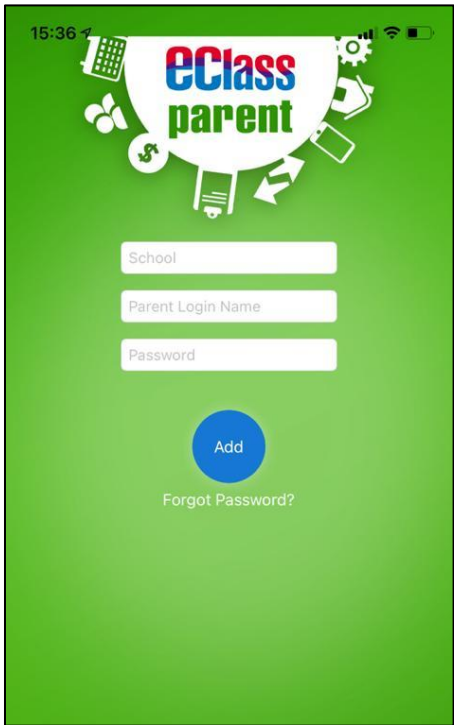
Installation and User Guide (for Pre-S1, 2022/23)
安裝及使用手冊 (2022/23 小六升中一新生)





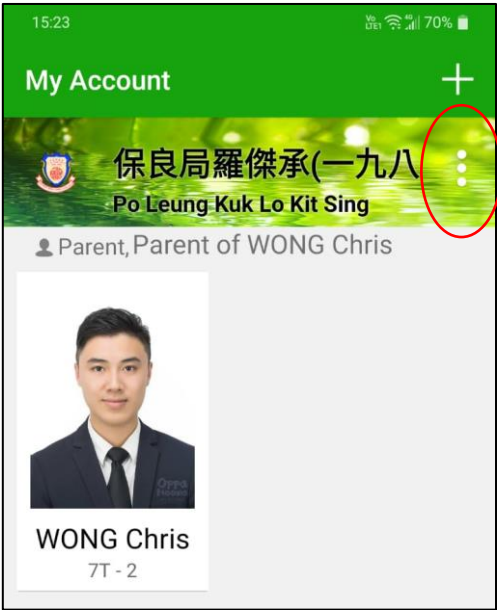
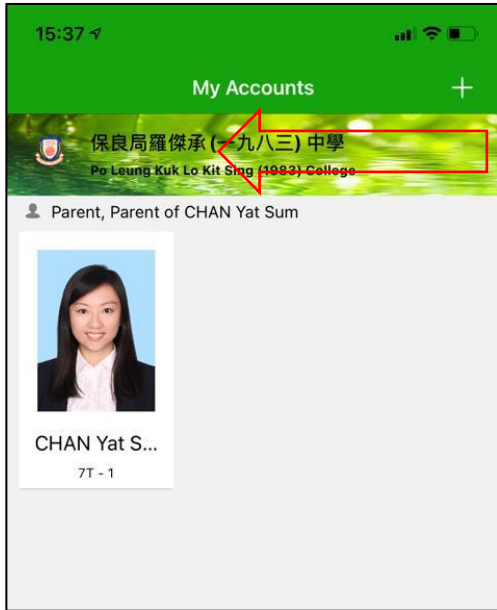
Po Leung Kuk lo Kit Sing (1983) College
eClass Parent App
Installation and User Guide (for Pre-S1, 2022/23)

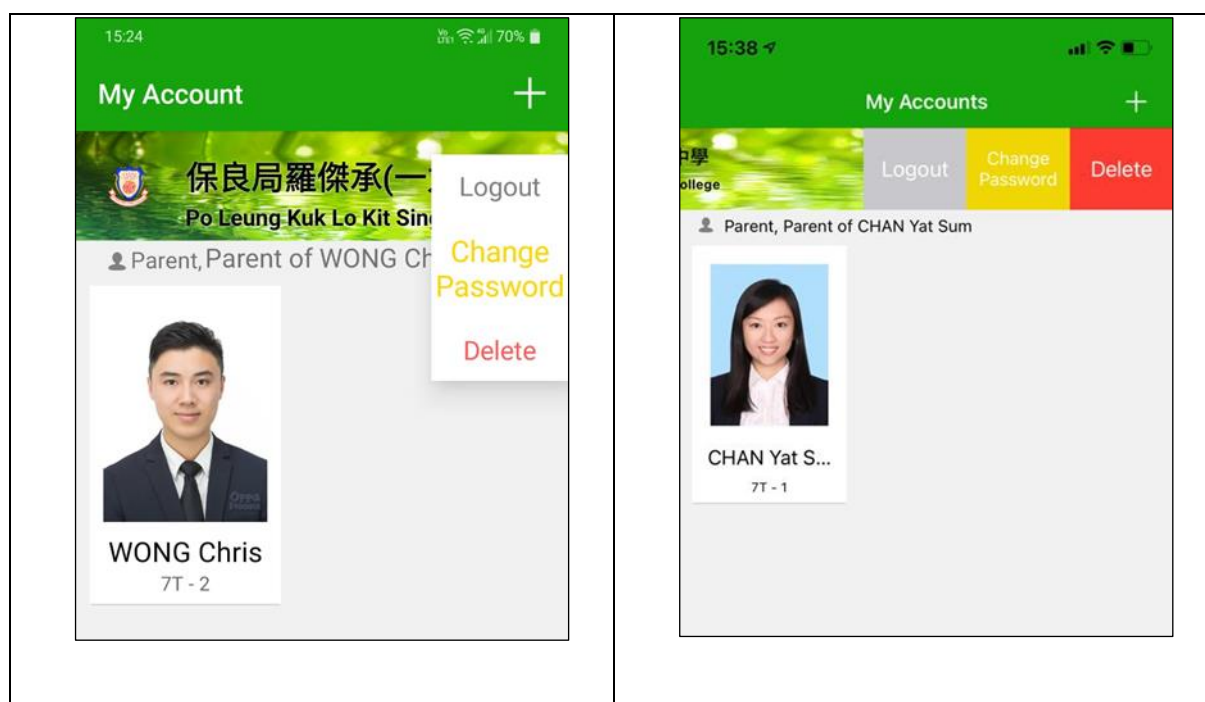
eClass Parents Login

Login Name :	<p>p + <reg. no> of our school If the Student Registration number is 23M085, the eClass parent login name is p23m085.</p>										
Default Password :	<p>k83+ first 5 characters of <EDB STRN> in small letters.</p> <table border="1" style="margin-left: 20px;"> <tr> <td>e.g.</td><td>STRN</td><td>Password</td></tr> <tr> <td></td><td>R2345678</td><td>k83r2345</td></tr> <tr> <td></td><td>58403412</td><td>k8358403</td></tr> </table>		e.g.	STRN	Password		R2345678	k83r2345		58403412	k8358403
e.g.	STRN	Password									
	R2345678	k83r2345									
	58403412	k8358403									

Android	iOS
A. Installation of eClass Parent App	
<p>1. Download and install the App from Google Play Store</p>  <p>https://bit.ly/30hzjvX</p>	<p>1. Download and install the App from App Store</p>  <p>https://apple.co/3jaYPeN</p>
2. Login to eClass Parent App	2. Login to eClass Parent App
	

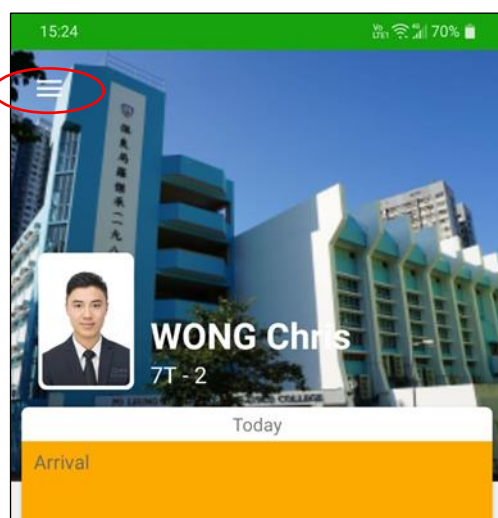
<p>3. Input “1983” in ‘School’ input box to search for Po Leung Kuk Lo Kit Sing (1983) College.</p>	<p>3. Input “1983” in ‘School’ input box to search for Po Leung Kuk Lo Kit Sing (1983) College.</p>
	
<p>4. Input eClass Parent Login name and Password. 5. Press ‘Add’.</p>	<p>4. Input eClass Parent Login name and Password. 5. Press ‘Add’.</p>

<p>B. Change Password</p>	
<p>1. Tap the three-white-dots on the right of our school name.</p> 	<p>1. Drag our school name banner from right to left.</p> 
<p>2. Tap the ‘Change Password’.</p>	<p>2. Tap the ‘Change Password’.</p>

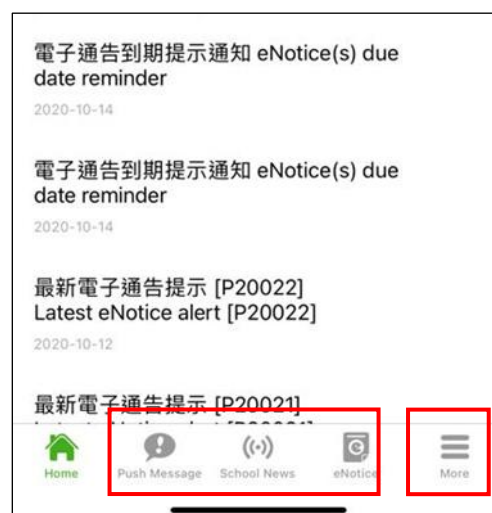


C. Signing eNotice, reading Push Message, School News and other functions

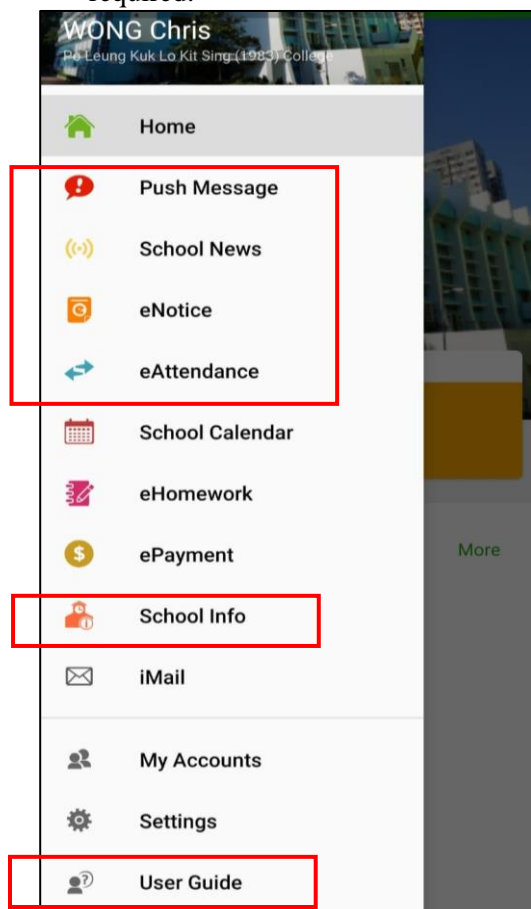
1. Tap the photo image in **My Account** Page to enter eClass Parent App.
2. Tap the three-white-lines at top left corner to show the main menu.



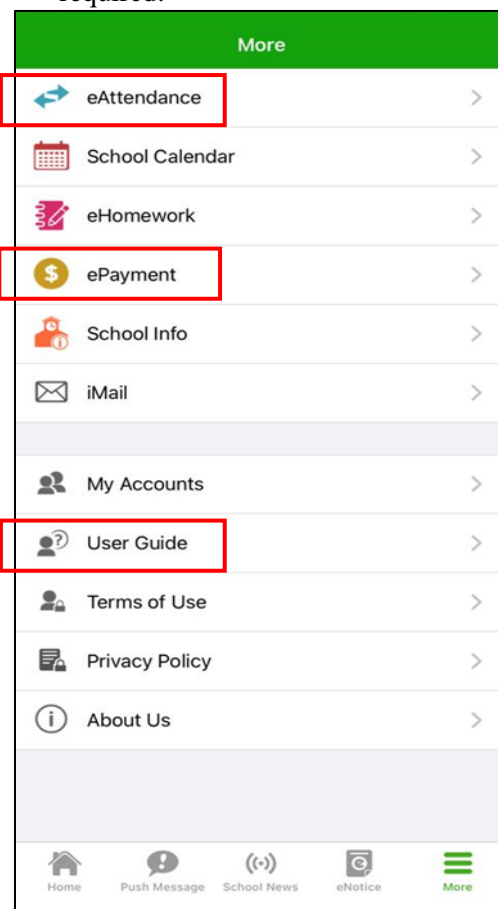
1. Tap the photo image in **My Account** Page to enter eClass Parent App.
2. Tap 'More' or other applications required at the bottom.



3. Parents can select the applications required.



3. Parents can select the applications required.



(a) Signing eNotice

1. Tap “Three-lines” Main Menu, then ‘eNotice’.



2. Tap the eNotice to read its details. Download and read the attachment (if any).
3. Tap ‘Sign’ in the reply slip.

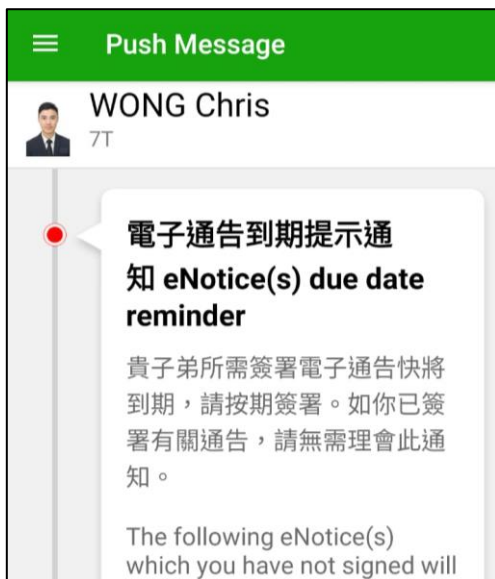
(a) Signing eNotice

1. Tap ‘eNotice’ in the Main Menu at the bottom.



2. Tap the eNotice to read its details. Download and read the attachment (if any).
3. Tap ‘Sign’ in the reply slip.

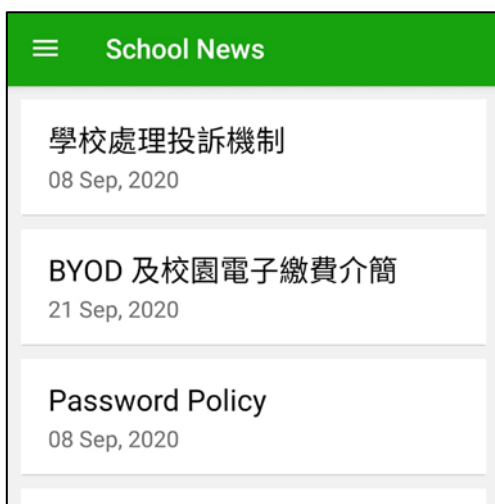
(b) Push Message



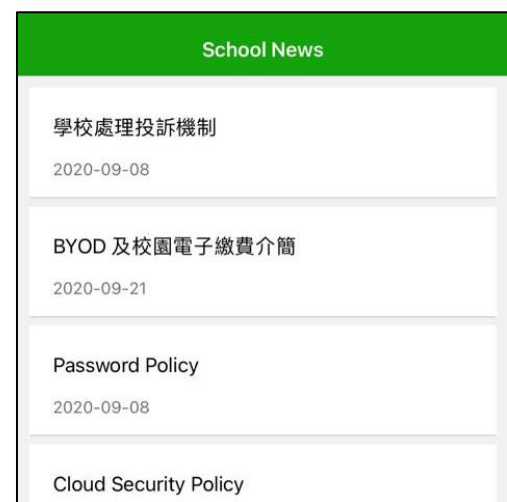
(b) Push Message



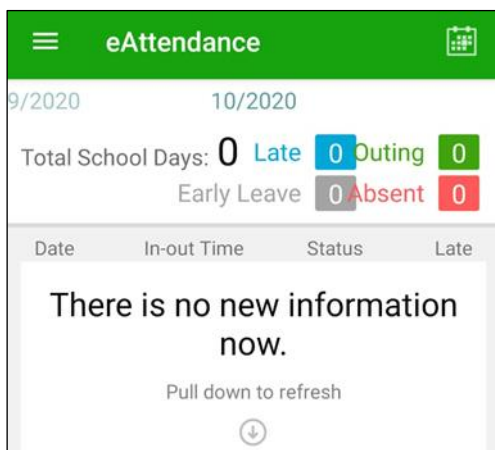
(c) School News



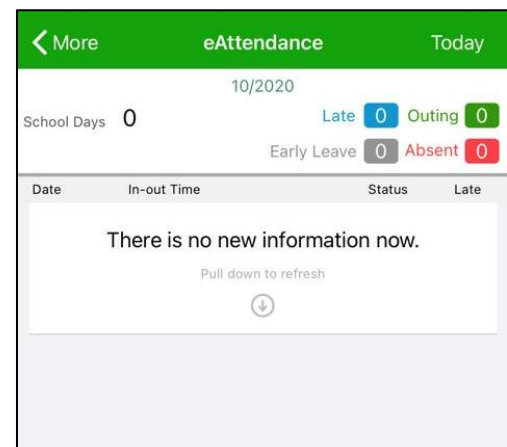
(c) School News

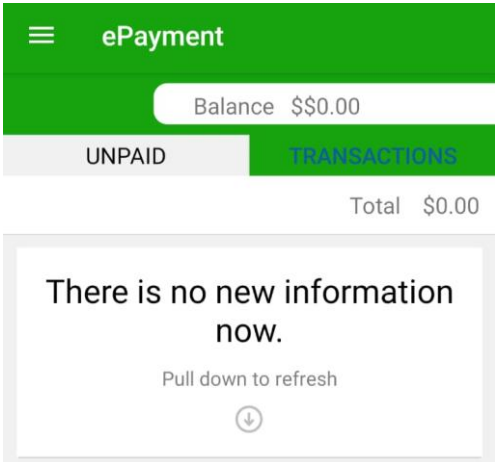
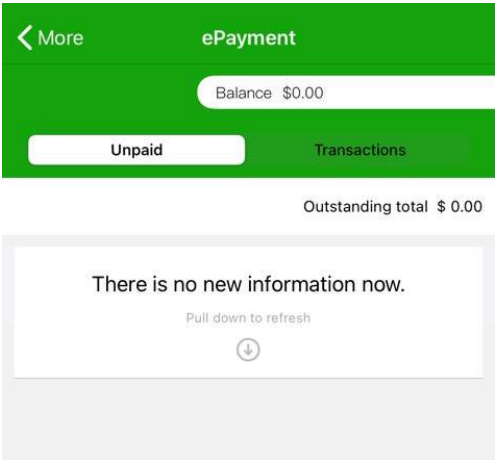
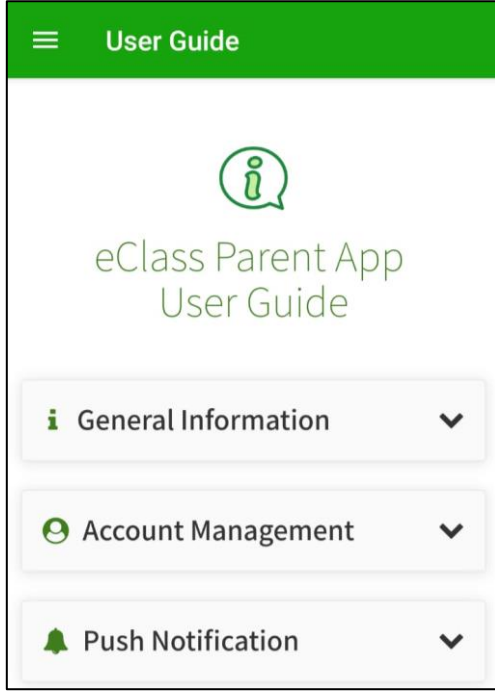
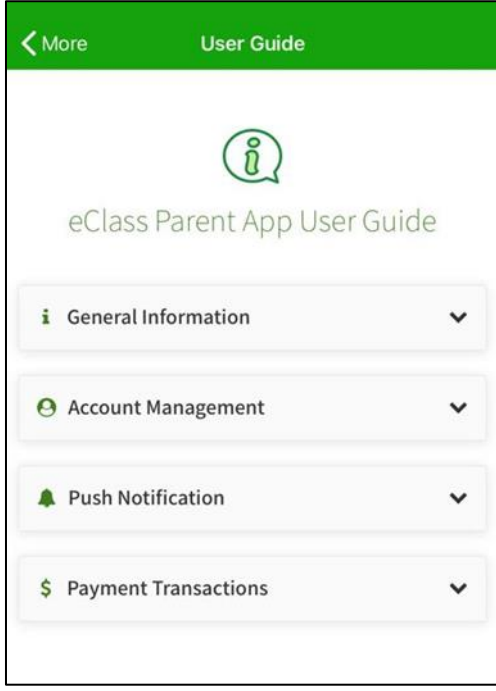


(d) eAttendance



(d) eAttendance



<p>(e) ePayment</p> 	<p>(e) ePayment</p> 
<p>(f) User Guide</p> 	<p>(f) User Guide</p> 

D. Forget Password and Technical Support
<ol style="list-style-type: none"> Forget Password <ul style="list-style-type: none"> ICT Support Team Tel : 2497 7110 Email: its@plk83.edu.hk. Apps Download and Technical Supports <ul style="list-style-type: none"> eClass Customer Support Tel: 3913 3211 Email: support@eClass.hk

E. Frequently Asked Questions

Account and Login

1. I have two children studying at your school, should I have two eClass Parent accounts?

Our school creates one parent account for each student. Two independent parent accounts will be created for two children. Parent can press ‘+’ to add one more account and tap on the student’s photo to switch between accounts.

2. Is it possible to share one eClass Parent account with two parents?

Parents can share the same eClass Parent Account with same login name and password. Same eClass Parent Account can be logged in to five mobile devices at most.

3. If one of the parents changed the login password, is it necessary for another parent to use the changed login password?

Another parent should login eClass with the changed login password. If the password has been changed, another parent should be informed at once.

eNotices and Reply Slip

4. After signing the Reply Slip, can parent change the choice(s) and re-submit the reply slip?

Parent can change the choice(s) and re-submit the eNotice before due date. However, change of choice(s) is not permitted after due date.

5. What can parents do they did not sign the eNotice(s) before due date?

Push Messages to remind parents to sign eNotice(s) are published on 3 days and 1 day before due date. If parents do not sign eNotice(s) before due date, parents are required to print out the contents of the overdue eNotice(s) and sign on each print-out. The signed copy should be returned to Form Teachers to acknowledge the receipt of the eNotice.

保良局羅傑承(一九八三)中學
eClass 家長流動應用程式
安裝及使用手冊 (2022/23 小六升中一新生)

家長登入

登入名稱：	細楷 p + <學生註冊編號>，如學生註冊編號為 23M085 ，用戶名稱則為 p23m085		
預設密碼：	細楷 k83 + <教育局學生編號 STRN 首 5 個字符(細楷)>		
	e.g.		
		STRN	密碼
		R2345678	k83r2345
		58403412	k8358403

Android	iOS
A. 安裝 eClass Parent App	
<p>1. 在 Google Play Store 下載及安裝</p>  <p>https://bit.ly/30hzjvX</p>	<p>1. 在 App Store 下載及安裝</p>  <p>https://apple.co/3jaYPeN</p>
2. 家長手機首次登入	2. 家長手機首次登入
	

<p>3. 在「學校」輸入 1983，搜尋保良局羅傑承(一九八三)中學</p>	<p>3. 在「學校」輸入 1983，搜尋保良局羅傑承(一九八三)中學</p>
	
<p>4. 輸入家長登入名稱、密碼 5. 按增加帳戶</p>	<p>4. 輸入家長登入名稱、密碼 5. 按新增帳戶</p>

<p>B. 更改密碼</p>	
<p>1. 點擊學校名稱右方三點圖案</p> 	<p>1. 從學校名稱的右邊推向左方</p> 

2. 點選「更改密碼」

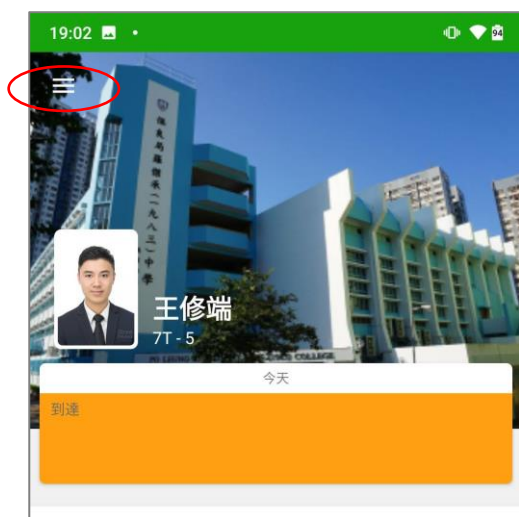


2. 點選「更改密碼」

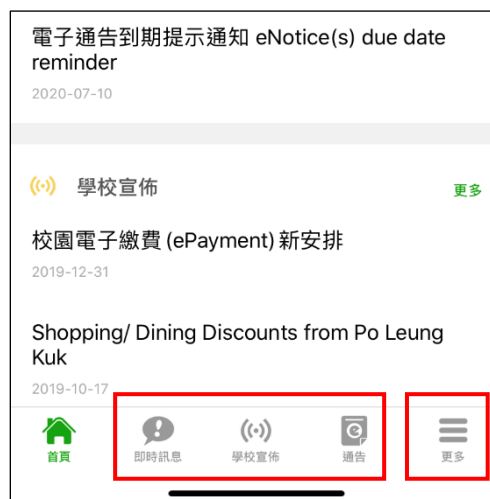


C. 簽收學校通告、閱讀即時信息、學校宣佈及使用其他功能

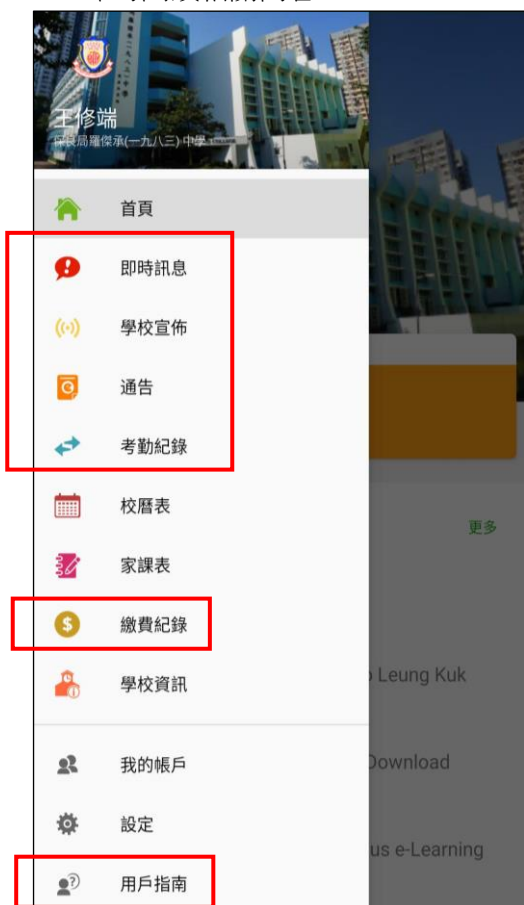
1. 於「我的帳戶」中點擊頭像進入主界面。
2. 按左上方「三橫」，顯示選單選取所需功能



1. 於「我的帳戶」中點擊頭像進入主界面。
2. 於下方功能列上選取所需功能，或按下顯示「更多」選單。



3. 家長可於功能選單中選取所需功能，即可閱讀相關內容。



3. 家長可於不同的功能選單中選取所需功能，即可閱讀相關內容。



(a) 簽收學校通告

1. 在主界面「三橫」功能選單中，選取「通告」。



2. 點擊標示為「簽署」之通告，下載 pdf 附件(如適用)，詳細閱讀通告內容。
3. 按簽署

(a) 簽收學校通告

1. 在主界面下方功能列上，選取「通告」。



2. 點擊標示為「簽署」之通告，下載 pdf 附件(如適用)，詳細閱讀通告內容。
3. 按簽署

(b) 即時訊息

 即時訊息

**王修端**
7T

電子通告到期通知 eNotice(s) due date reminder

貴子弟所需簽署電子通告已到期，請今天內簽署。如你已簽署有關通告，請無需理會此通知。


The following eNotice(s) which you have not signed will be due today. Please sign it/them today. Please ignore this notice if you have already signed.

Implementation of Bring Your Own Device (BYOD) Policy 推行「電子學習自攜裝置 (BYOD)計劃」 (2020-08-15 23:59:59)

今天 11:57:59 上午

(b) 即時訊息

即時訊息

**陳一心**
7T

電子通告到期通知 eNotice(s) due date reminder

貴子弟所需簽署電子通告已到期，請今天內簽署。如你已簽署有關通告，請無需理會此通知。


The following eNotice(s) which you have not signed will be due today. Please sign it/them today. Please ignore this notice if you have already signed.

Implementation of Bring Your Own Device (BYOD) Policy 推行「電子學習自攜裝置 (BYOD)計劃」 (2020-08-15 23:59:59)

2020-08-15 08:00:00

[檢視內容](#)

(c) 學校宣佈

 學校宣佈

Shopping/ Dining Discounts from Po Leung Kuk
2019年10月17日

「防止及處理性騷擾」政策 (學生版)
2016年10月7日

學校處理投訴機制
2016年8月25日

Pre-S1 Bridging Course Time Table
今天

(c) 學校宣佈

學校宣佈

Shopping/ Dining Discounts from Po Leung Kuk
2019-10-17

「防止及處理性騷擾」政策 (學生版)
2016-10-07

學校處理投訴機制
2016-08-25

(d) 考勤記錄

 考勤紀錄 

7/2020 8/2020

總上課日數 0 遲到 0 外出 0 早退 0 缺席 0

日期	出入時間	狀態	遲到分鐘
目前沒有新資訊！			

向下拉以更新

(d) 考勤記錄

 更多 考勤紀錄 今日

8/2020

總上課日數 0 遲到 0 外出 0 早退 0 缺席 0

日期	出入時間	狀態	遲到分鐘
目前沒有新資訊！			

向下拉以更新

<p>(e) 繳費記錄</p> 	<p>(e) 繳費記錄</p> 
<p>(f) 用戶指南</p> 	<p>(f) 用戶指南</p> 

D. 忘記密碼及技術支援

1. 家長忘記密碼，可電郵至 its@plk83.edu.hk 或致電 2497 7110 聯絡學校資訊科技組重設密碼。
2. 下載及其他技術問題，可電郵至 support@eClass.hk 或致電 eClass 客戶服務熱線：3913 3211

E. 常見問題

帳戶及登入

1. 我有兩名子女同時就讀本校，我會有一個或兩個帳戶？

每一位學生擁有一個獨立的帳戶。如家長有兩名子女同時就讀本校，學校將提供兩個不同的帳戶予家長登入。家長可按位於主頁面右上方的「+」按鈕，輸入另一位子女的帳戶資料。家長可點擊圖像，切換帳戶。

2. eClass 家長戶口可否多於一位家長共同使用？

可以，家長可以利用同一 eClass 家長戶口，利用同一登入名稱及密碼，登入多於一部智能手機或平板電腦(最多 5 部)接收子女資訊。

3. 如其中一名家長更改密碼，另一家長是否需要使用新密碼重新登入？

需要，eClass App 發放的資訊乃實時學校資訊，每次查閱均需檢查戶口密碼確保安全，若其中一方更改家長戶口密碼，請謹記通知其他家長戶口使用者。

通告及回條

4. 遞交回條後，家長可更改選擇，重新遞交回條嗎？

在簽署限期前，家長可重新遞交回條。家長只要再進入通告頁面更改回覆內容和簽署，即可更新回覆內容。唯簽署限期過後，系統並不容許再更改回覆內容。

5. 簽署限期已過，家長仍未簽署電子通告，我該怎麼辦？

簽署限期前的 3 天和 1 天，系統會發出即時訊息提醒家長，若家長仍未簽署電子通告，應盡快簽署。

若限期已過，家長仍未簽署，家長只能於學校網頁自行下載及列印相關紙本通告，簽名作實，以示知悉通告內容，再交回校方處理。