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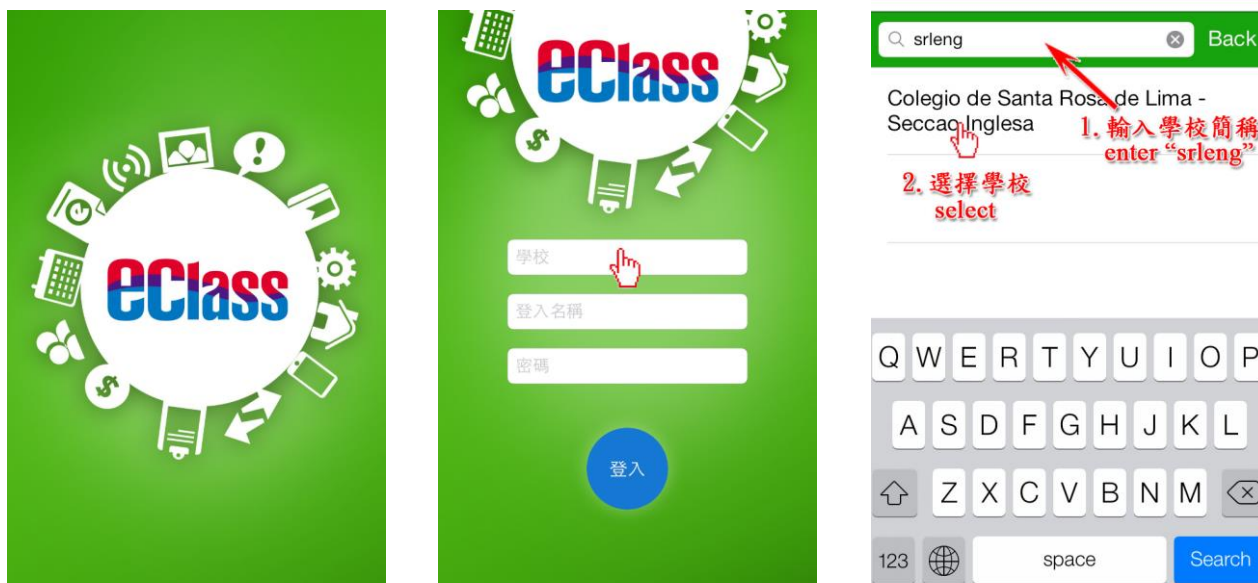


- After installation, the icon for eClass parent app will automatically appear on the screen. Please click the following icon and get access to this app:  
安裝完成後, 便會自動在桌面上新增 eClass Parent 圖示, 選擇該圖示以進入程式:



1. Next, press “School” and type our school’s name “Colegio de Santa Rosa de Lima English Secondary” or “srleng” in the search key:

進入程式後，按下“學校”，在搜尋列輸入學校名稱“聖羅撒英文中學”或簡稱“srleng”：



2. After entering the name of our school, you will go back to the login page. Please enter your login account number, password and contact e-mail address.

- Login name: Only parents’ login account number can be used in this app. Your login account number is formed by using your daughter’s eClass account number + “\_p”. For example, if your daughter’s account number is “epla01”, then your account number should be “epla01\_p”.
- Password: Your preinstall password is “abc123456”. (**please change your password after login**)
- If you have several daughters studying in our school at the same time, you have to register several login accounts. What you can do is simply click “+” button at the top right hand corner after successfully register the first account. Then you can repeat the above process and register some more accounts.

After typing the correct “login name” and “password”, press the enter button and you can see your daughter’s name and class on the screen.

選擇學校後，返回登入畫面。接下來輸入帳號，密碼及聯絡電郵：

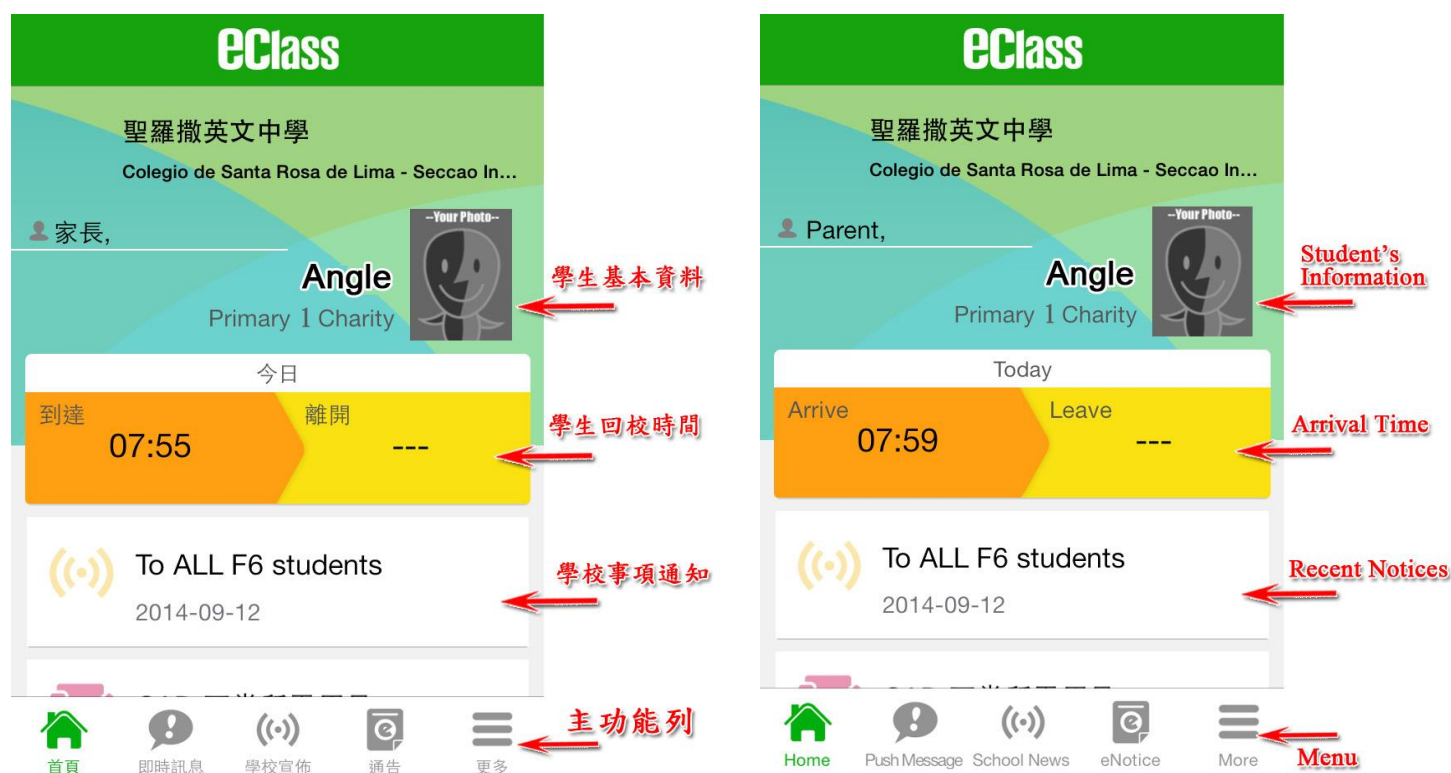
- 登入名稱：只能使用家長的帳號登入。家長的帳號是在學生eClass帳號後加 “\_p” ；  
例如，學生的帳號為：epla01，則家長的帳號為：epla01\_p。
- 密碼：家長帳號的預設密碼為abc123456 (**請在登入後更改密碼**)。
- 如家長有多個子女在本校就讀，需要同時加入多個帳號，則在成功登入第一個帳號後，選擇右上方的“+”號，再重覆上述步驟便可新增其他帳號。

輸入正確的“登入名稱”及“密碼”後，按下“登入”符號，便會看見學生的名字及班級：

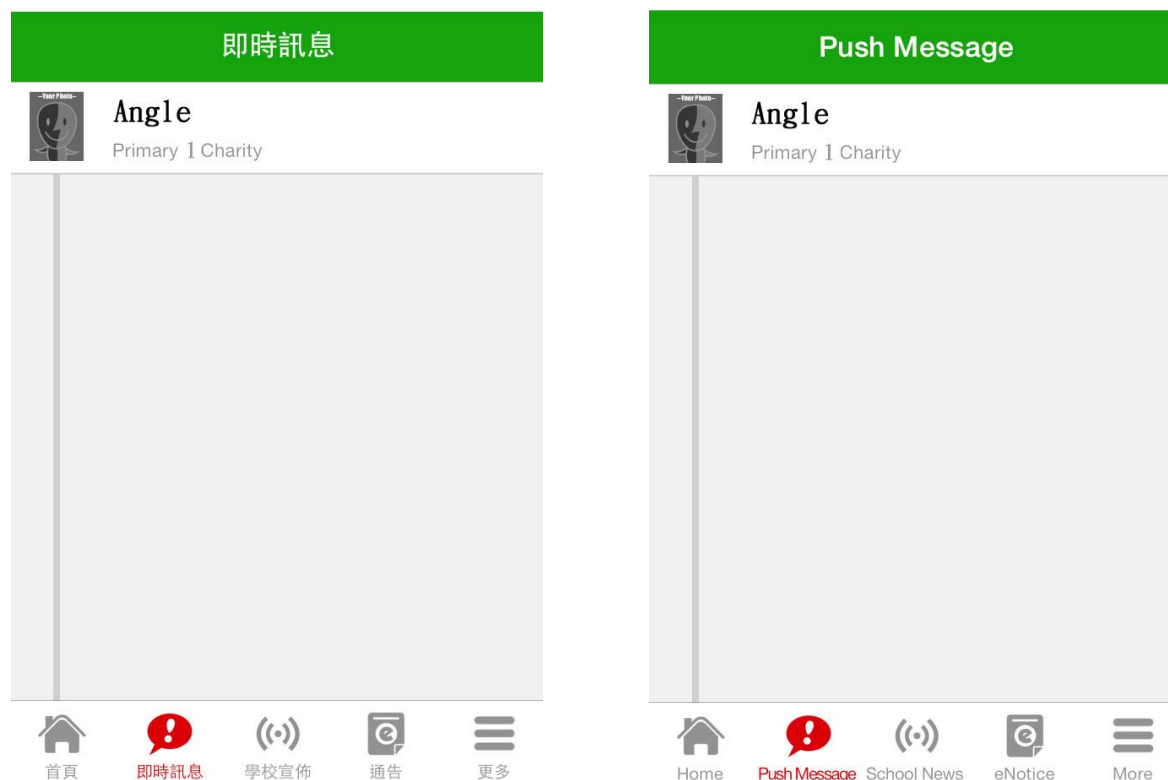


3. On the first page, you can see student's basic information, the recent notices from our school and the arrival time of the student to school that day.

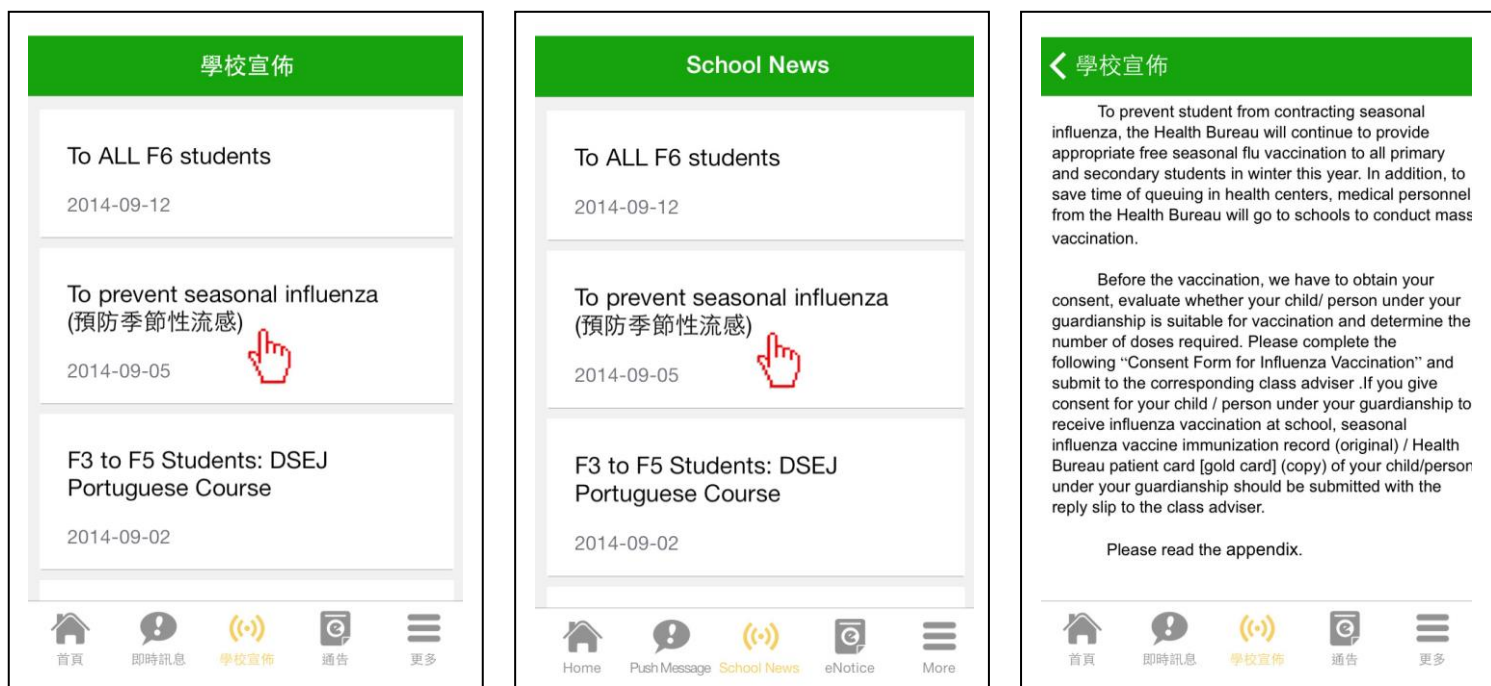
在首頁，除了會顯示學生的基本資料外，還可以見到學校近期的相關事項通知，以及學生當天回校時的拍咭時間：



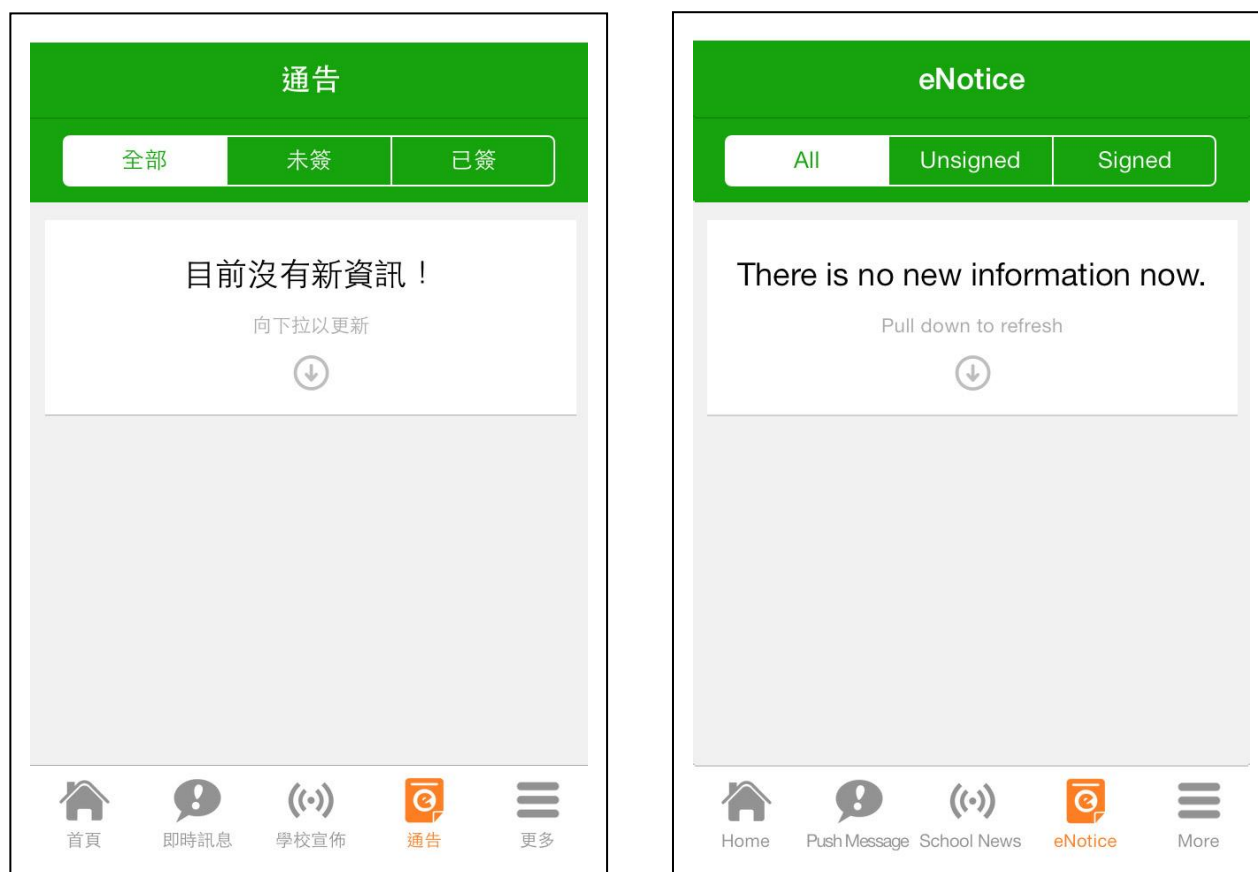
4. You can read the latest message sent by our school by pressing the icon "Push Message".  
按下“即時訊息”選項，便會顯示學校發給各位家長的消息：



5. If you press the icon “School News”, you can read the latest news released from school. After selecting the topic that you are interested in, you can read the news in details.  
選擇主功能列的“學校宣布”，將會列示學校的近期相關事項，按下相關事項，便可以查看詳細內容：



6. By pressing the icon “eNotice”, you can read all the school circulars. After reading these circulars, parents are requested to sign them for the sake of school recording.  
在“通告”內，將顯示學校發給各位家長的通告，而各位家長在查閱這些通告後，需要簽署，以便學校登記及統計：



7. Some of the functions are hidden because of the limited space. After pressing the icon “More”, these hidden functions will be shown, these include:

- **eAttendance:** This shows the recent record of student’ time of arrival to school.
- **Apply Leave:** This shows the number of times and the date of student’s absence.
- **eHomework:** This shows the list of homework given by the teachers concern.
- **School Calendar:** All the school activities and holidays for the whole school year can be read.
- **ePayment:** The balance account of student’s smart card will be shown. Students can use the amount shown on the smart card to purchase food and brown books in school.
- **My Accounts:** Go back to the original login page. You can logout or delete your account after moving school name to left side.

由於位置限制，部分功能已隱藏，在按下“更多”後，就會顯示更多功能，包括：

- 考勤紀錄：顯示學生近期返回學校的時間狀態。
- 請 假：顯示學生的請假次數及日期。
- 家 課 表：列出教師佈署給學生的作業。
- 校 曆 表：學校全學年對應日子的事項及假期。
- 繳費紀錄：學生所持有智能咭的結餘；該智能咭上的款額可在學校購買食品及書簿等。
- 我的帳號：返回初始帳號畫面。在這畫面，將學校名稱向左推，可以登出或刪除帳號。

