



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

Web Page : www.stclare.edu.hk
E-mail : info@stclare.hk

Tel : 2817 1764
Fax: 2855 8420

20 August 2021

Dear Parents,

Arrangements for e-Circular and e-Attendance

In order to create an integrated platform for parents to keep track of their daughters' attendance and to manage e-circulars (eNotice), the school will start using the 'eClass Parent App' in the coming academic year. Starting from September 2021, eNotice will be issued through the 'eClass Parent App'. Starting from October 2021, parents can check their daughters' attendance through the same app. To ensure a smooth transition from the existing mechanism to the new e-platform 'eClass Parent App', parents kindly complete the following on or before **26 August 2021**:

1. Install the 'eClass Parent App' on your phone. (Refer to Appendix 1)
2. Log in by entering the school name, eClass parent login ID and password. (See below)

School name	St Clare's Girls' School
eClass parent login ID	e.g. pXXXXXX Remark: please enter small letter 'p' + six-digit student ID number which can be found on the student ID card
Password	e.g. pPXXXXXX Remark: please enter small letter 'p' + capital letter 'P' + six-digit student ID number which can be found on the student ID card

3. Change the password and create your own new password.
4. Receive, read and sign the eNotice 'Arrangements for e-Circular and e-Attendance'.

Guidelines concerning the above procedure are attached in the appendix for your reference. If you have any enquiries, please contact Mr. Wong from the school general office on 2817 1764.

Thank you for your attention.

Yours sincerely,

Mrs. Cherry Chan
Principal



-----Reply Slip-----

To: St. Clare's Girls' School

Notice No.:2021125

Arrangements for e-Circular and e-Attendance

We have read the above letter and are aware of the arrangements for e-Circular and e-Attendance for the coming academic year.

Student Name

Parent's Signature

Class & Class Number

Date



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敬啟者：

電子通告及電子考勤紀錄安排

學校將於新學年使用「eClass Parent App 應用程式」，為家長提供一個綜合平台檢視子女的考勤紀錄和簽收電子通告。由 2021 年 9 月起，學校將會透過「eClass Parent App 應用程式」發放電子通告。由 2021 年 10 月起，家長可於同一平台查閱子女的考勤紀錄。為確保家長熟悉使用「eClass Parent App 應用程式」，請於 **2021 年 8 月 26 日** 或之前，按以下步驟登入及簽署電子通告：

1. 於手機下載「eClass Parent App 應用程式」（見附件一）
2. 登入家長帳戶：輸入學校名稱、家長 eClass 帳戶號碼及密碼

學校名稱	聖嘉勒女書院
家長 eClass 帳戶號碼	pXXXXXX (註：小寫字母「p」+ 學生證上的六位數字學生號碼)
密碼	pPXXXXXX (註：小寫字母「p」+ 大寫字母「P」+ 學生證上的六位數字學生號碼)

3. 更改密碼及設置新的個人密碼
 4. 查閱並簽署「電子通告及電子考勤紀錄安排」電子通告
- 隨函附上相關的操作指引。如有查詢，請聯絡校務處（2817 1764）王先生。

此致

貴家長

校長陳黃碧瑜謹啟

二零二一年八月二十日

Appendix 1 – Install and Log in ‘eClass Parent App’

eClass



Parent App Installation eClass Parent App

Step 1 Download eClass Parent App



iOS

App Store



Android

Play Store



Search



eClass Parent App



install

eClass Parent App



APK Download Link <https://www.eClass.com.hk/apk>

Step 2 Log in eClass Parent App

Enter School name, eClass Parent login ID and Password to log in. Allow the app to send you notifications and download media to your album in order to receive information from school.

Step 3 Start using

You may start using eClass Parent App.



Enter School name

Enter eClass Parent login ID

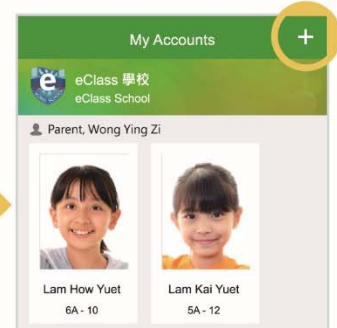
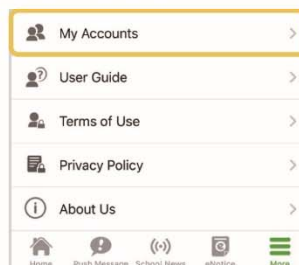
Enter Password

Click Login



How to add more accounts?

If you have more than one account, you may go to "My Accounts" and click "+" to add other accounts.



BroadLearning Education (Asia) Limited

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parent@broadlearning.com



eClass



家長 手機應用程式 安裝 ↓

eClass Parent App

步驟 1 下載 eClass Parent App 手機應用程式



iOS 用戶

App Store

搜尋



安裝



Android 用戶

Play Store

Q eClass Parent App

eClass Parent App



APK 下載網址 <https://www.eclass.com.hk/apk>

步驟 2 登入 eClass Parent App 手機應用程式

請搜尋學校名稱、輸入 eClass 帳戶號碼及密碼，按新增帳戶。
請允許在您的裝置上存取相片、媒體和檔案，以方便日後學校與你聯繫。

步驟 3 登入完成，正式啓用

家長完成登入後，開始使用 eClass Parent App!



搜尋學校名稱

輸入家長 eClass 帳戶號碼

輸入帳戶密碼

按「登入」



如果連繫多於一位子女的戶口?

如果連繫多於一位子女的戶口?
家長可於「我的帳戶」內「+」
加入另一位子女的帳戶



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eClass.bl



Appendix 2 – Manage accounts including changing the password

	Android	iOS
Add Account(s) 1. Click "My Accounts". 2. Click "+" to add account(s).		

	Android	iOS
Log out/ Delete Account 1. Click or swipe the school banner to the left. 2. Select "Logout" or "Delete".		

	Android	iOS
Change Password 1. Select "Change password". 2. Enter current password, new password. Re-type the new password. 3. Click "✓" or "Confirm".		

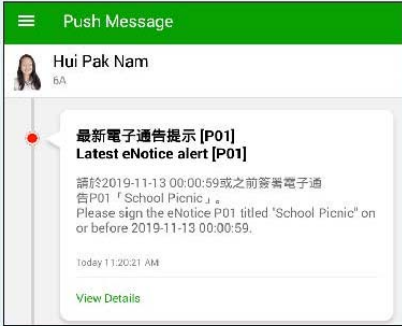
附件二：帳戶管理（包括更改密碼）

	Android	iOS
新增帳戶 1. 選擇 [我的帳戶]，按 [+] 新增帳戶。		

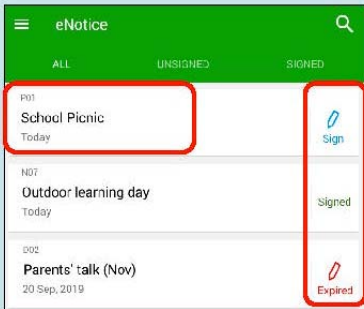
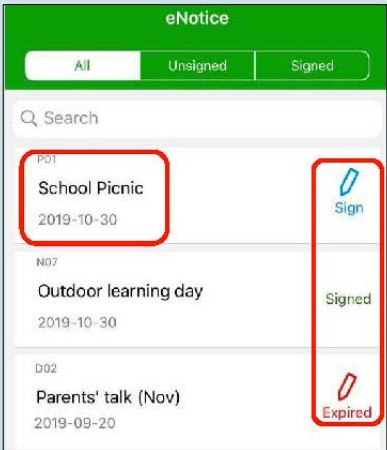
	Android	iOS
登出/刪除帳戶 2. 點選或移動學校橫額，然後選擇 [登出] 或 [刪除] 帳戶。		

	Android	iOS
更改帳戶密碼 3. 選擇 [更改密碼] 更改帳戶密碼 4. 輸入目前的密碼、新密碼，然後再次輸入新密碼，按 [確定] 或 [✓] 完成。		

Appendix 3 – Receive, read and sign eNotice

	Android	iOS
Push message		
Push message (Users may view back the read push message.)		

	Android	iOS
1. Select "eNotice" .		

	Android	iOS
2. Click into a eNotice to read or sign.		

	Android	iOS
3. Read the eNotice.		

	Android	iOS
4. Sign the eNotice.		

	Android	iOS
Push message		
Push message (Users may view back the read push message.)		

	Android	iOS
Push message	 eClass To: Hui Pak Nam 12:19 pm 請儘快簽署電子通告P01「School Picnic」(簽署限期: 2019-11-14 00:00:59)	 eCLASS PARENT 電子通告重要提示 [P01] eNotice Important Reminder [P01] 請儘快簽署電子通告P01「School Picnic」(簽署限期: 2019-11-14 00:00:59) Please sign the eNotice P01 titled "School Picnic" as soon as possible (Original Deadline: 2019-11-14 00:00:59)
Push message (Users may view back the read push message.)	 Push Message Hui Pak Nam 5A 電子通告重要提示 [P01] eNotice Important Reminder [P01] 請儘快簽署電子通告P01「School Picnic」(簽署限期: 2019-11-14 00:00:59). Please sign the eNotice P01 titled "School Picnic" as soon as possible (Original Deadline: 2019-11-14 00:00:59). Today 12:19:15 PM View Details	 Push Message Hui Pak Nam 5A 電子通告重要提示 [P01] eNotice Important Reminder [P01] 請儘快簽署電子通告P01「School Picnic」(簽署限期: 2019-11-14 00:00:59) Please sign the eNotice P01 titled "School Picnic" as soon as possible (Original Deadline: 2019-11-14 00:00:59). 2019-10-31 12:19:12 View Details

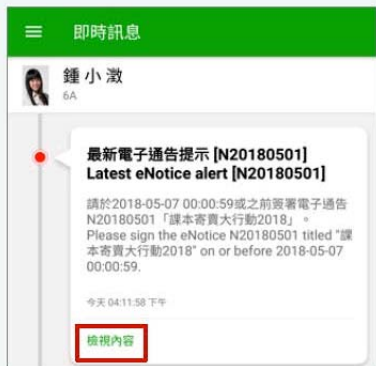
For more information, please visit the following website:

‘eClass Parent App 家長使用資訊頁面’

https://sites.google.com/view/eclassapp/ipapp/ip_parentapp



附件三：查閱並簽署電子通告

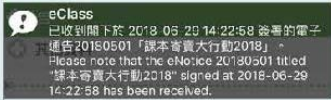
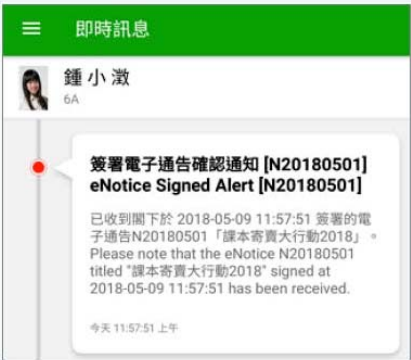
	Android	iOS
即時訊息 推播通知 手機效果		
即時訊息 手機檢視 (可檢視過去已閱的 即時訊息)		
按 [檢視內容] 直接檢視此通告。		

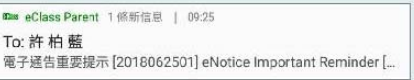
	Android	iOS
1. 選擇 [通告]。		

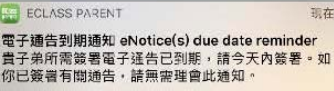
	Android	iOS
2. 瀏覽學校之電子通告。		

	Android	iOS
3. 點選個別的電子通告，瀏覽詳情通告內容。		

	Android	iOS
4. 簽署回條。		

	Android	iOS
即時訊息 推播通知 手機效果		
即時訊息 手機檢視 (可檢視過去已閱的即時訊息)		
通告成功 簽署後會 收到簽署 確認通知。		

	Android	iOS
即時訊息 推播通知 手機效果		
即時訊息 手機檢視 (可檢視過去已閱的即時訊息)		
未簽通告 的家長會 收到電子 通告重要 提示。		

	Android	iOS
即時訊息 推播通知 手機效果		
即時訊息 手機檢視 (可檢視過去已閱的即時訊息)		

可參閱以下網址以得到更多資訊：

‘eClass Parent App 家長使用資訊頁面’

https://sites.google.com/view/eclassapp/ipapp/ip_parentapp

