# EdCity Simple Login Service User Guide (School Account)

### **School Registration & Activation of Service**

- Service Users
  - Aided Special Schools which have registered with the Education Bureau and joined our pilot scheme.
  - Registered school accounts of EdCity.
  - New application for EdCity school account: <u>EdCity School Account Registration Form</u>
    - Please choose 'Special' in the field of 'School Type'.
- Activate EdCity Simple QR Code Login Service
  - Log in to the School Accounts Administration System to start registering the service.
    - 1. Click 'Activate EdCity Simple Login Service' under 'School Info'.
    - Download 'EdCity Simple Login Service' registration form and complete the form and stamp it with a school chop, then email it to <u>info@edcity.hk</u>.

	😫 學校戶口管理員   中文   🏫
= School Accou	Ints Administration System
	EdCity Simple Login Service
📰 School Info 🗸 🗸	Please complete the form below and stamp it with a school chop, then email it to info@edcity.hk. After verifying all information, the
🖋 Update School Info	'EdCity Simple Login Service' will be activated or deactivated in 3 working days with a notification email sent to the school administrator.
O Update Admin Info	Download 'EdCity Simple Login Service' Registration Form
EdCity Simple Login Service	Your school has activated EdCity Simple Login Service.
🔿 Student Account 🔷	Default QR Code Expiry date: 2024-08-31
School-based Teacher Account	
Staff Account	

3. After verifying all information, the 'EdCity Simple Login Service' will be activated or deactivated in 3 working days with a notification email sent to the school administrator.

 To create student accounts and input student information into the administration system, please watch the video guide on the top right-hand corner.

= School Accou	Ints Administration System
	System Notice
School Info	'School-based Teacher Account' had been fully adopted in 2022/23 school year only 'School-based Teacher Account' can access EdCity school-based
🔿 Student Account 🔹	services.
School-based Teacher Account	Student Account Update Notice
🚊 Staff Account 🔺	No updates on the student account list or reset login credential by batch in the past 30 days.
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### Using 'EdCity Simple Login Service'

- Check Login Service Status
  - Click 'EdCity Simple Login Service' under 'School Info' to check the service status and the expiry date of the default QR code.

	😝 學校戶口管理員   中文   🏫
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😒 Student Account 🔷	Default QR Code Expiry date: 2024-08-31
School-based Teacher Account	
Staff Account	

- Obtain the login QR Code
  - 1. Click the 'Update Student Account' under 'Student Account'.
  - 2. View a student's QR code: click the image of the QR code.
  - 3. The QR Code will be shown on the pop-up window.

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- Download login QR Code
  - Choose a student or a batch of students, then click the 'Download Login QR Code' button on the bottom right-hand corner.

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	Update Studen	t Account											
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- $\circ \quad \text{Download the file and unzip the file.}$
- Open the 'qrcode\_readme' notepad in the file and follow the instructions to input the information into the 'qrcode\_label'. The school can adjust the size of the label according to their needs.

2稱 ^	修改日期	類型	大小
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- Reset Login QR Code for Student Account
  - Method 1: Choose a student or a batch of students, then click the 'Regenerate Login QR
     Code For Student Account' button.

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Method 2: Choose a student or a batch of students, then click the QR code image under the 'Action' column to reset the QR code.

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- Pop-up window will show the number of students whose QR code will be reset.
- Click the 'Regenerate Login QR Code' button.

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#### Others

- The QR code will expire by default on 31 August every year.
- School administrators or teachers in charge are advised to manage and assist the students to
  use the EdCity Simple Login Service. Any students who have lost their Login QR code are
  suggested to inform their teachers or school administrators as soon as possible. Alternatively,
  they could regenerate the QR code by themselves. For details, please refer the EdCity Simple
  Login Service User Guide (Student Account).

# EdCity Simple Login Service User Guide (Student Account)

### Using 'EdCity Simple Login Service'

1. Click the 'Login/Register' button on the upper right-hand corner on EdCity website.



2. Click on the QR code icon in the login page.



3. After clicking the QR code icon, users will see the following popup window (As a webcam is required to scan the QR code for login, please grant permission to access your camera for scanning).



4. Scan the login QR code given by the school with your camera. Users can then log in to their EdCity accounts.

## Regenerate and/or View Login QR Code

1. Click the 'User' icon on the upper right-hand corner on EdCity website, then click 'Settings'.



2. Click 'Regenerate QR Code'.

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	Regenerate QR Code		Login ID zt0-20230002	
			Account Category	

3. You may view your login QR code on this page. If you wish to regenerate your login QR code, please click 'Regenerate / Lost Code' and 'Confirm'.





#### Others

• If login QR code is not valid, please contact your school administrator to reset a valid QR code for you.