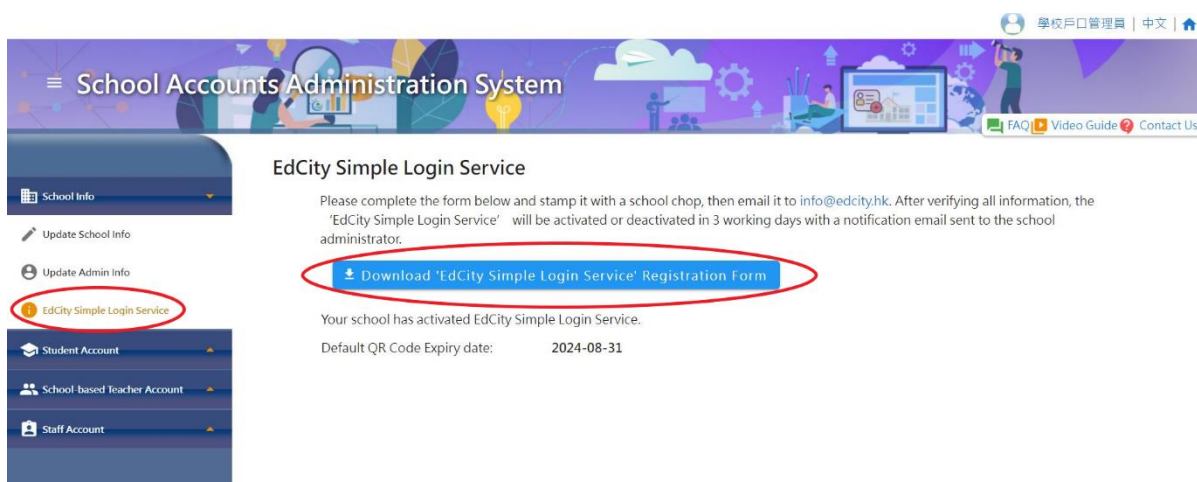


EdCity Simple Login Service User Guide (School Account)

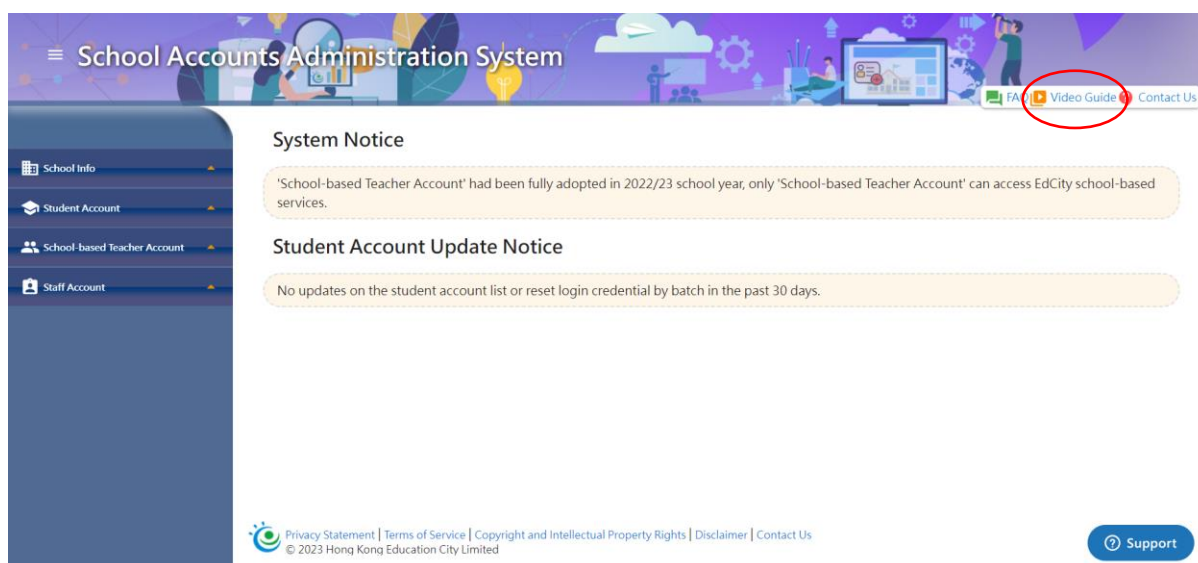
School Registration & Activation of Service

- 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: [EdCity School Account Registration Form](#)
 - 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'.
 2. Download 'EdCity Simple Login Service' registration form and complete the form and stamp it with a school chop, then email it to info@edcity.hk.



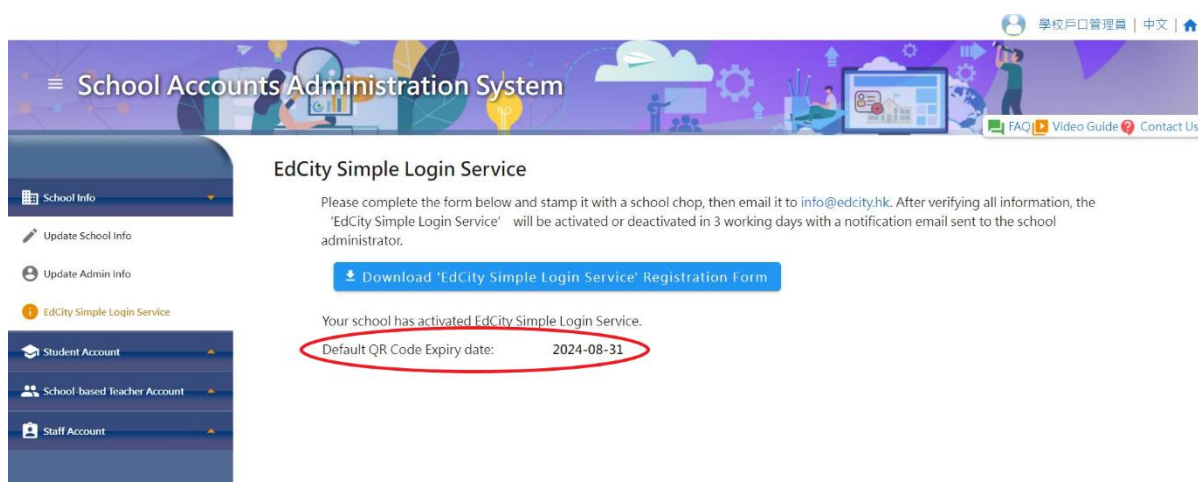
3. After verifying all information, the 'EdCity Simple Login Service' will be activated or deactivated in 3 working days with a notification email sent to the school administrator.

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



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.



- 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.

School Accounts Administration System

School Info

Student Account

Update Student Account

Upload Student Account List

Reset Login Credential by Batch

School Based Teacher Account

Staff Account

Update Student Account

Current Student Account(s): 30Last Update: 2023-05-31 17:49

* Notice: After updating student account information manually, the 'Default Password' cannot be used to log in to EdCity. For activating the 'Default Password', please select the relevant student accounts by 'Reset Password by Batch' and press 'Reset Password for Student Account'.

Year: 2023-24Year: 2022-23

+ Add Student Account

Search (Name, Class, Student Reg No. etc.)

<input type="checkbox"/>	Student Reg No.	English Name	Chinese Name	Display Name	Class	Class No.	School Email	Login ID	Nickname	Default Password	QR Code	Last Update	Action
<input type="checkbox"/>	1234	abc	陳小明	stu25184	PIA	1	utd-abode	nickname-utd-221639	*****			2023-05-31 17:49	✓🔍🗑️
<input type="checkbox"/>	1235	abc	陳小明	stu72983	PIA	2	utd-abode2	nickname-utd-592158	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1236	abc	陳小明	stu44517	PIA	3	utd-abode3	nickname-utd-453959	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1237	abc	陳小明	stu86893	PIA	4	utd-abode4	nickname-utd-723891	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1238	abc	陳小明	stu32388	PIA	5	utd-abode5	nickname-utd-165246	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1239	abc	陳小明	stu52501	PIA	6	utd-abode6	nickname-utd-997803	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1240	abc	陳小明	stu49901	PIA	7	utd-abode7	nickname-utd-860559	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1241	abc	陳小明	stu3027	PIA	8	utd-abode8	nickname-utd-649021	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1242	abc	陳小明	stu02168	PIA	9	utd-abode9	nickname-utd-877444	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1243	abc	陳小明	stu47716	PIA	10	utd-abode10	nickname-utd-839580	*****			2023-05-31 12:45	✓🔍🗑️

Show 10 rows per page123

Reset Password For Student AccountRegenerate Login QR Code For Student AccountDownload Print LabelDownload Login QR CodeDelete Student Account

School Accounts Administration System

School Info

Student Account

Update Student Account

Upload Student Account List

Reset Login Credential by Batch

School Based Teacher Account

Staff Account

Update Student Account

Current Student Account(s): 30Last Update: 2023-05-31 17:49

* Notice: After updating student account information manually, the 'Default Password' cannot be used to log in to EdCity. For activating the 'Default Password', please select the relevant student accounts by 'Reset Password by Batch' and press 'Reset Password for Student Account'.

Year: 2023-24Year: 2022-23

+ Add Student Account

Search (Name, Class, Student Reg No. etc.)

<input type="checkbox"/>	Student Reg No.	English Name	Chinese Name	Display Name	Class	Class No.	School Email	Login ID	Nickname	Default Password	QR Code	Last Update	Action
<input type="checkbox"/>	1234	abc	陳小明	stu25184	PIA	1	utd-abode	nickname-utd-221639	*****			2023-05-31 17:49	✓🔍🗑️
<input type="checkbox"/>	1235	abc	陳小明	stu72983	PIA	2	utd-abode2	nickname-utd-592158	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1236	abc	陳小明	stu44517	PIA	3	utd-abode3	nickname-utd-453959	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1237	abc	陳小明	stu86893	PIA	4	utd-abode4	nickname-utd-723891	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1238	abc	陳小明	stu32388	PIA	5	utd-abode5	nickname-utd-165246	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1239	abc	陳小明	stu52501	PIA	6	utd-abode6	nickname-utd-997803	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1240	abc	陳小明	stu49901	PIA	7	utd-abode7	nickname-utd-860559	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1241	abc	陳小明	stu3027	PIA	8	utd-abode8	nickname-utd-649021	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1242	abc	陳小明	stu02168	PIA	9	utd-abode9	nickname-utd-877444	*****			2023-05-31 12:45	✓🔍🗑️
<input type="checkbox"/>	1243	abc	陳小明	stu47716	PIA	10	utd-abode10	nickname-utd-839580	*****			2023-05-31 12:45	✓🔍🗑️

Show 10 rows per page123

Reset Password For Student AccountRegenerate Login QR Code For Student AccountDownload Print LabelDownload Login QR CodeDelete Student Account

Login QR Code for Student Account

Name: 陳小明
Class: PIA
Class No.: 1
Login ID: utd-abode
Created Date: 2023-05-31
Expired Date: 2024-08-31

Close

- 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.

School Accounts Administration System

Update Student Account

Current Student Account(s): 30 Last Update: 2023-05-31 17:49

* Notice: After updating student account information manually, the 'Default Password' cannot be used to log in to EdCity. For activating the 'Default Password', please select the relevant student accounts by 'Reset Password by Batch' and press 'Reset Password for Student Account'.

Year: 2023-24 Year: 2022-23

+ Add Student Account

Student Reg No.	English Name	Chinese Name	Display Name	Class	Class No.	School Email	Login ID	Nickname	Default Password	QR Code	Last Update	Action
<input checked="" type="checkbox"/> 1234	abc	陳小明	stu25194	PIA	1	utd-abcde	nickname-utd-221659	*****			2023-05-31 17:49	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1235	abc	陳小明	stu72983	PIA	2	utd-abcde2	nickname-utd-592158	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1236	abc	陳小明	stu48517	PIA	3	utd-abcde3	nickname-utd-483959	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1237	abc	陳小明	stu96689	PIA	4	utd-abcde4	nickname-utd-723881	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1238	abc	陳小明	stu31888	PIA	5	utd-abcde5	nickname-utd-165246	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1239	abc	陳小明	stu52501	PIA	6	utd-abcde6	nickname-utd-997803	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1240	abc	陳小明	stu49901	PIA	7	utd-abcde7	nickname-utd-860559	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1241	abc	陳小明	stu03027	PIA	8	utd-abcde8	nickname-utd-449021	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1242	abc	陳小明	stu01563	PIA	9	utd-abcde9	nickname-utd-877444	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶
<input checked="" type="checkbox"/> 1243	abc	陳小明	stu47716	PIA	10	utd-abcde10	nickname-utd-839580	*****			2023-05-31 12:45	✓ ○ ⌵ ⌶

10 rows selected

Reset Password For Student Account Regenerate Login QR Code For Student Account Download Print Labels **Download Login QR Code**

- 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.

名稱	修改日期	類型	大小
qrcode_label	31/5/2023 14:43	Microsoft Word ...	20 KB
qrcode_readme	31/5/2023 14:43	文字文件	2 KB
utd_20230531144259_qrcode_label	31/5/2023 14:43	文字文件	1 KB

- 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.

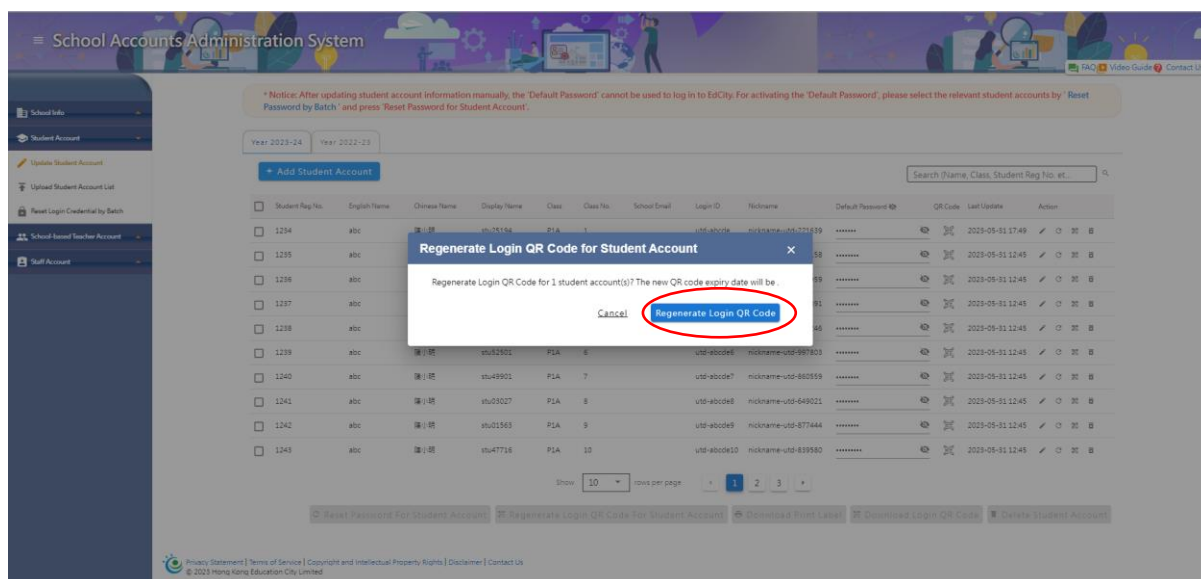
The screenshot shows the 'School Accounts Administration System' interface. On the left is a sidebar with navigation options: School Info, Student Account, Update Student Account, Upload Student Account List, Reset Login Credential by Batch, School-based Teacher Account, and Staff Account. The main area displays a table of student accounts for the years 2023-24 and 2022-23. A red circle highlights the 'Add Student Account' button and the first 10 rows of the table. At the bottom, another red circle highlights the 'Regenerate Login QR Code For Student Account' button among other action buttons like 'Reset Password For Student Account', 'Download Print Label', 'Download Login QR Code', and 'Delete Student Account'.

Student Reg No.	English Name	Chinese Name	Display Name	Class	Class No.	School Email	Login ID	Nickname	Default Password	QR Code	Last Update	Action
1234	abc	陳小明	stu21584	P1A	1	utd-abcde1	utd-abcde1	nickname-utd-221639	*****		2023-05-11 17:49	
1235	abc	陳小明	stu72983	P1A	2	utd-abcde2	utd-abcde2	nickname-utd-592158	*****		2023-05-11 12:45	
1236	abc	陳小明	stu48517	P1A	3	utd-abcde3	utd-abcde3	nickname-utd-453959	*****		2023-05-11 12:45	
1237	abc	陳小明	stu96693	P1A	4	utd-abcde4	utd-abcde4	nickname-utd-723891	*****		2023-05-11 12:45	
1238	abc	陳小明	stu31898	P1A	5	utd-abcde5	utd-abcde5	nickname-utd-165246	*****		2023-05-11 12:45	
1239	abc	陳小明	stu52501	P1A	6	utd-abcde6	utd-abcde6	nickname-utd-997803	*****		2023-05-11 12:45	
1240	abc	陳小明	stu49901	P1A	7	utd-abcde7	utd-abcde7	nickname-utd-860559	*****		2023-05-11 12:45	
1241	abc	陳小明	stu03027	P1A	8	utd-abcde8	utd-abcde8	nickname-utd-648021	*****		2023-05-11 12:45	
1242	abc	陳小明	stu01563	P1A	9	utd-abcde9	utd-abcde9	nickname-utd-877444	*****		2023-05-11 12:45	
1243	abc	陳小明	stu47716	P1A	10	utd-abcde10	utd-abcde10	nickname-utd-839580	*****		2023-05-11 12:45	

- ❖ 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.

This screenshot is identical to the one above, showing the same interface and table. However, a red circle highlights the QR code image in the 'Action' column for the first row (Student Reg No. 1234), demonstrating Method 2 for resetting the QR code.

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



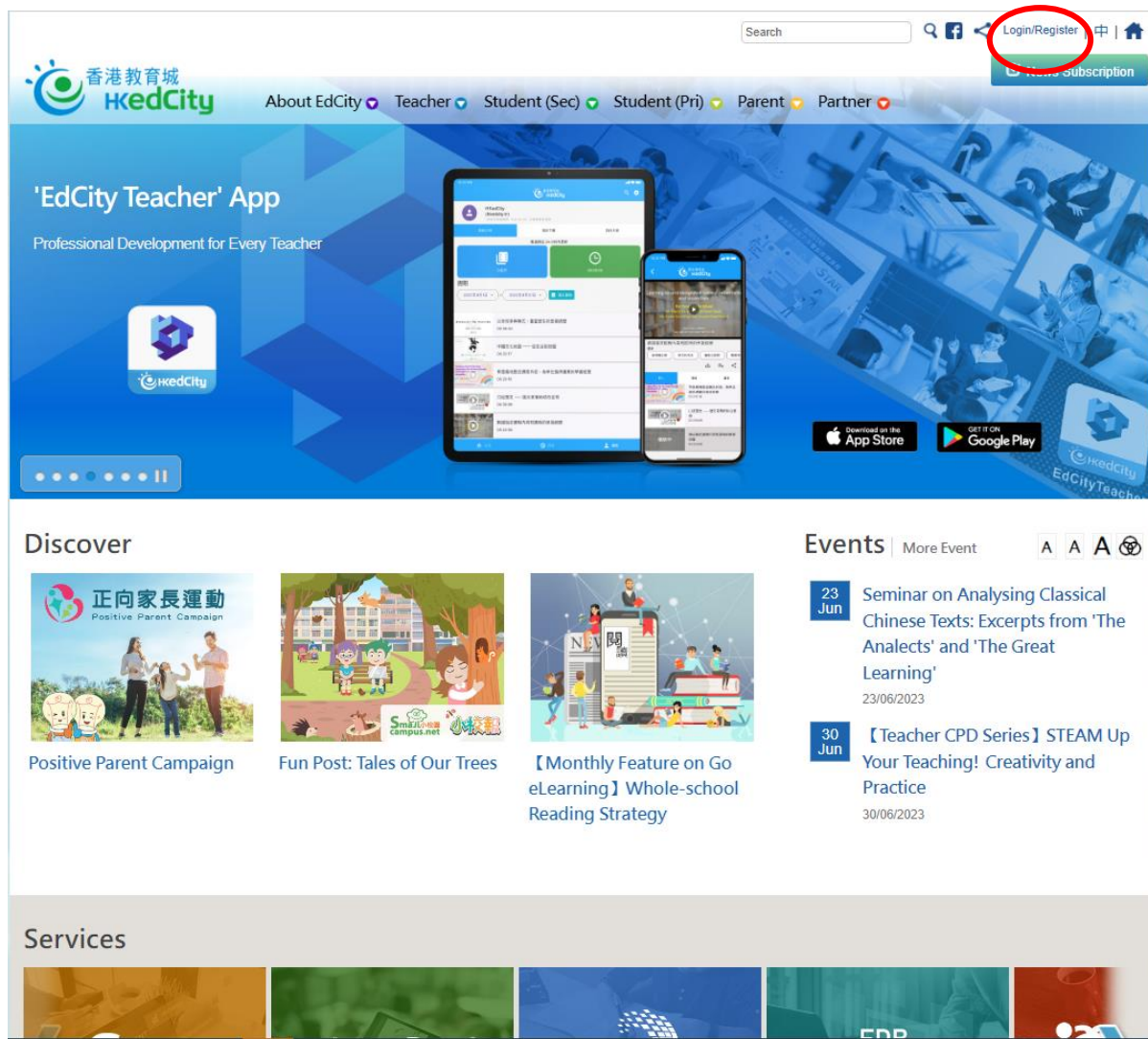
Others

- 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)**.

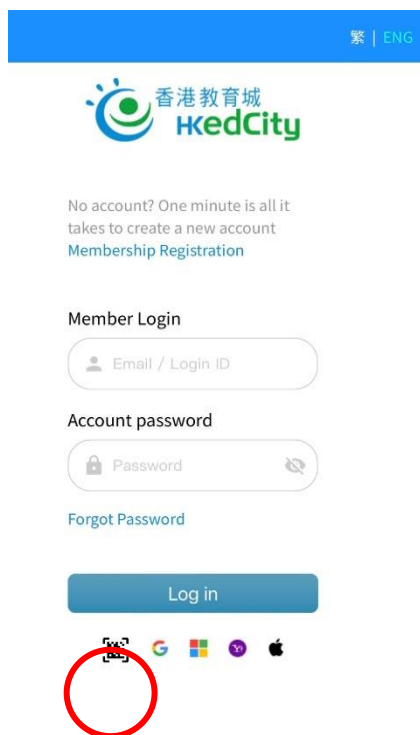
EdCity Simple Login Service User Guide (Student Account)

Using 'EdCity Simple Login Service'

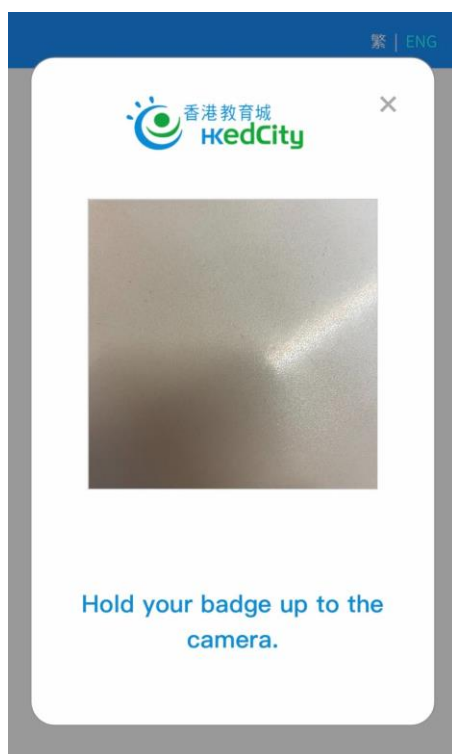
1. Click the 'Login/Register' button on the upper right-hand corner on EdCity website.



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



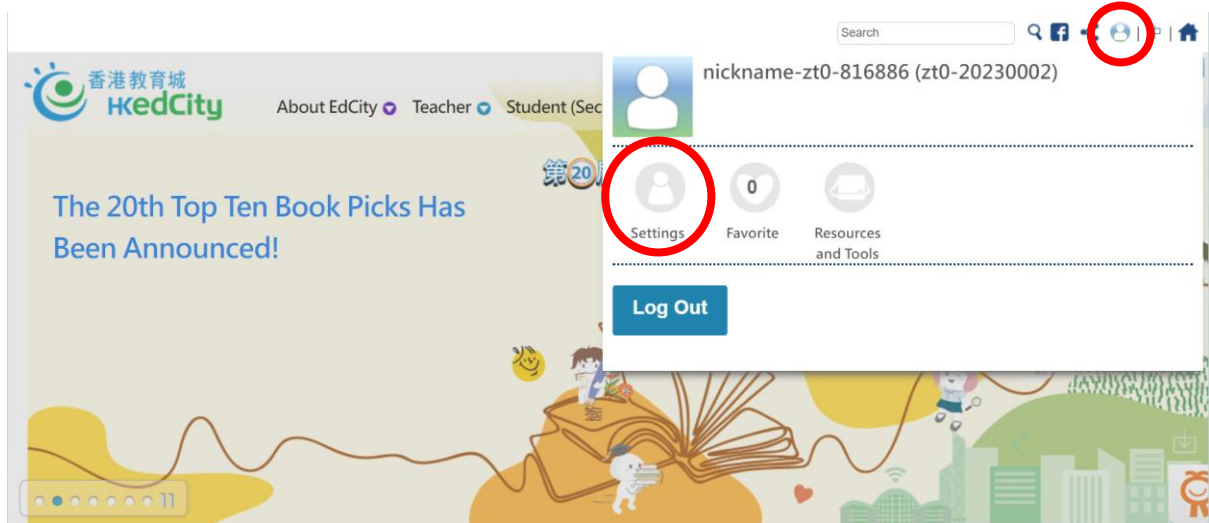
3. After clicking the QR code icon, users will see the following popup window (As a webcam is required to scan the QR code for login, please grant permission to access your camera for scanning).



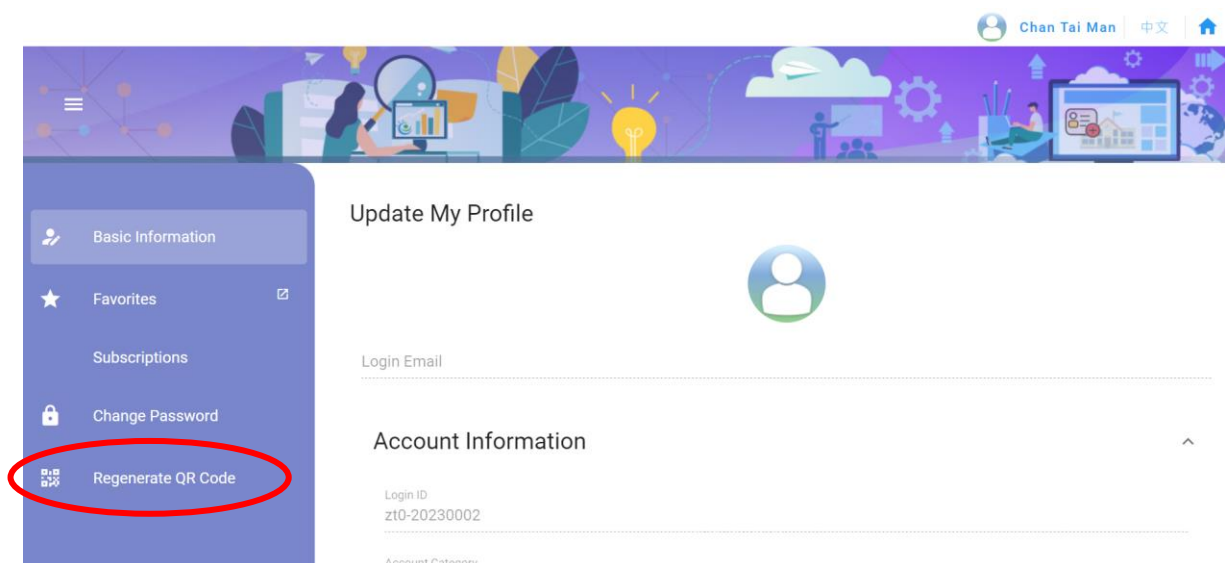
4. Scan the login QR code given by the school with your camera. Users can then log in to their EdCity accounts.

Regenerate and/or View Login QR Code

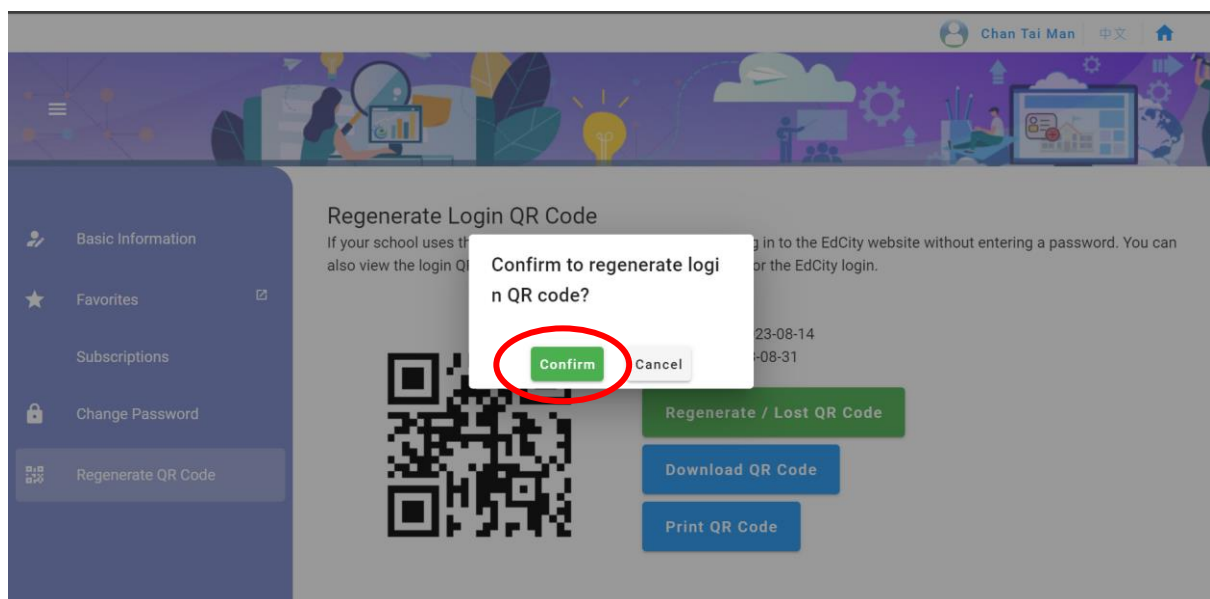
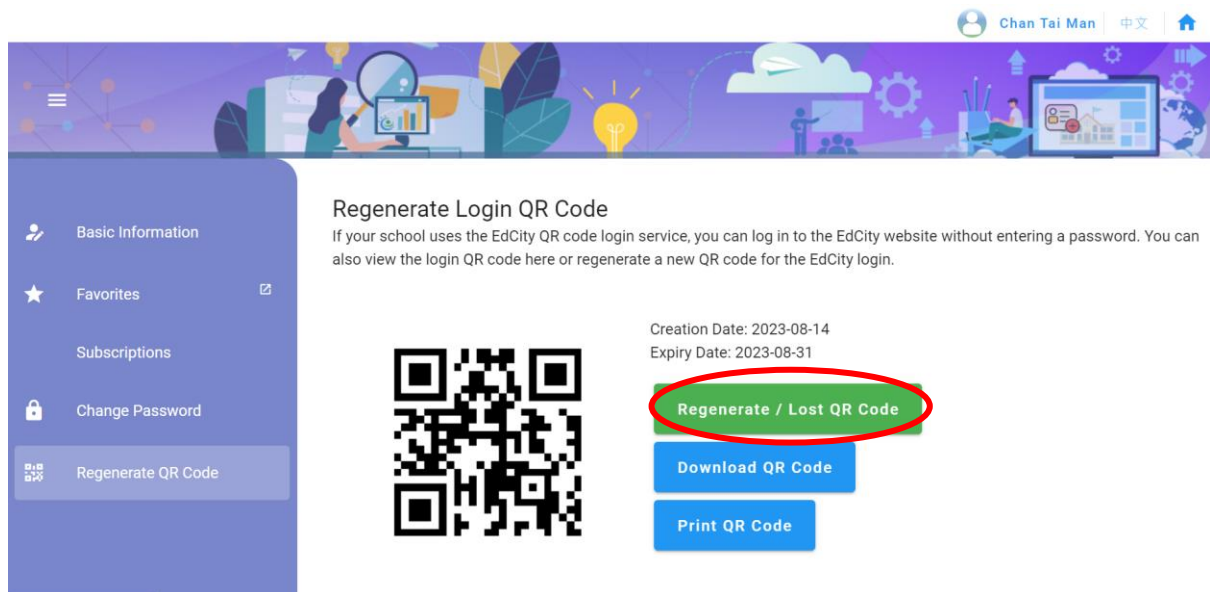
1. Click the 'User' icon on the upper right-hand corner on EdCity website, then click 'Settings'.



2. Click 'Regenerate QR Code'.



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.