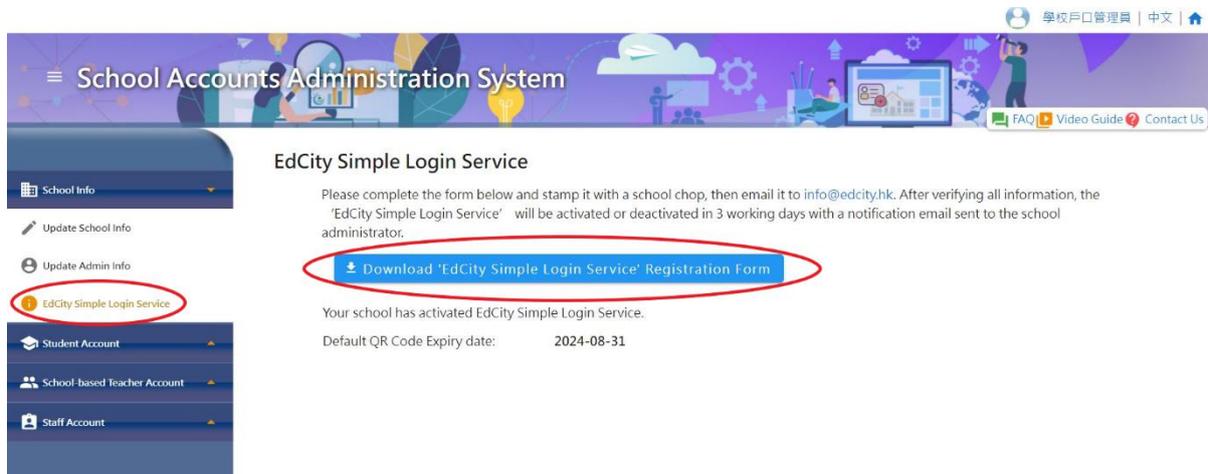


## EdCity Simple Login Service User Guide (School Account)

### School Registration & Activation of Service

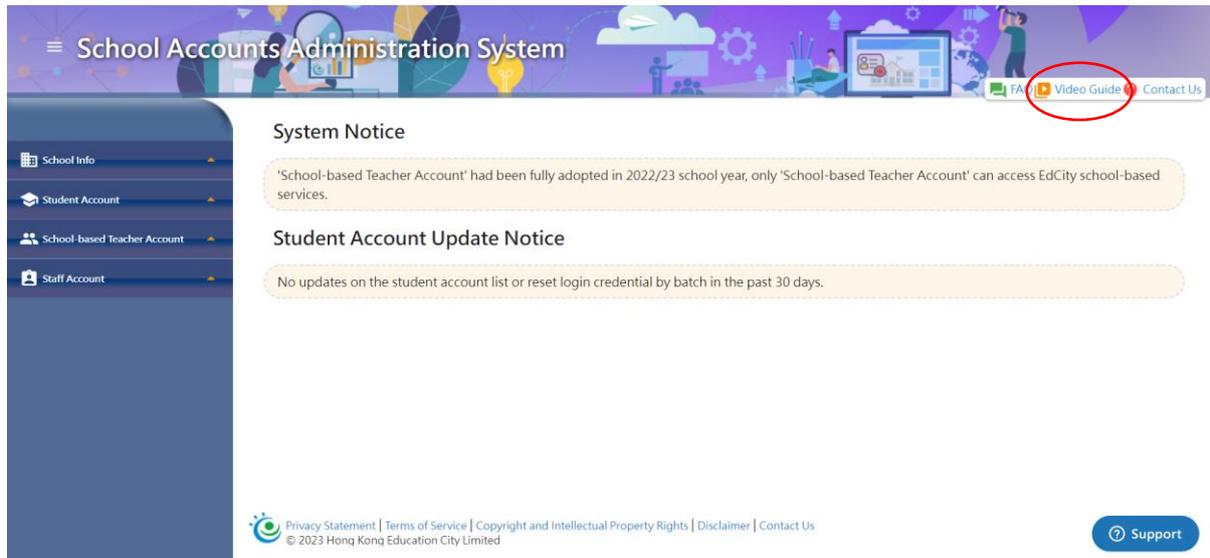
- Service Users
  - ❖ Aided Special Schools which have registered with the Education Bureau and joined our pilot scheme.
  - ❖ Registered school accounts of EdCity.
  - ❖ New application for EdCity school account: [EdCity School Account Registration Form](#)
    - Please choose 'Special' in the field 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](mailto:info@edcity.hk).



The screenshot shows the 'School Accounts Administration System' interface. The main heading is 'EdCity Simple Login Service'. Below the heading, there is a paragraph of instructions: 'Please complete the form below and stamp it with a school chop, then email it to [info@edcity.hk](mailto:info@edcity.hk). 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.' A blue button with a download icon and the text 'Download 'EdCity Simple Login Service' Registration Form' is highlighted with a red oval. Below this, it states 'Your school has activated EdCity Simple Login Service.' and 'Default QR Code Expiry date: 2024-08-31'. On the left sidebar, the 'EdCity Simple Login Service' menu item is also highlighted with a red oval. The top right corner of the page has a user profile icon, the text '學校戶口管理員 | 中文 | 家', and links for 'FAQ', 'Video Guide', and 'Contact Us'.

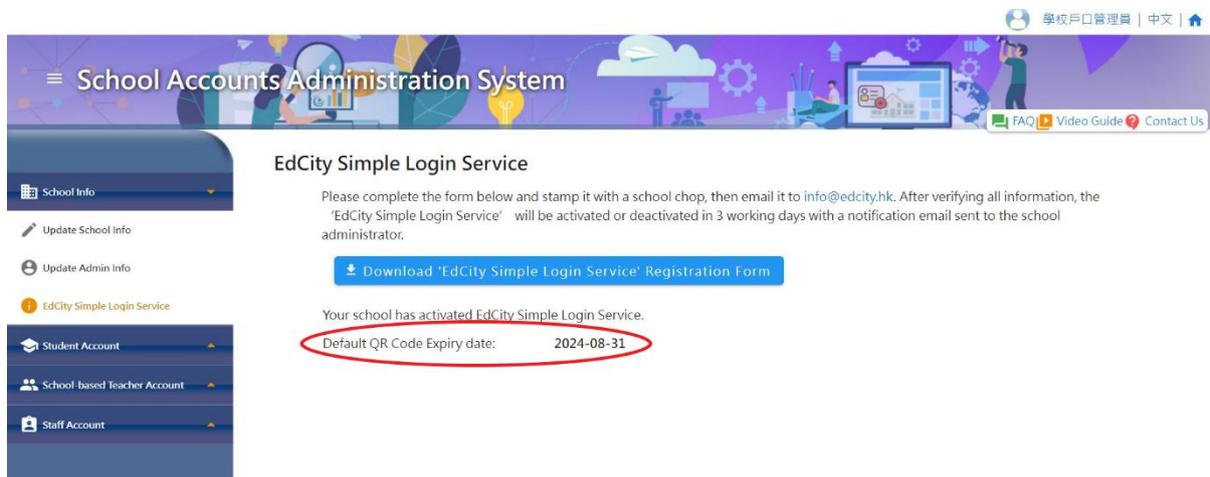
3. After verifying all information, the 'EdCity Simple Login Service' will be activated or deactivated in 3 working days with a notification email sent to the school administrator.

- ❖ 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

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

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

<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	stu25194	PLA	1	utd-abode	utd-abode	nickname-utd-221639	*****		2023-05-31 17:49	✔ ☰ ☷
<input type="checkbox"/>	1235	abc	陳小明	stu72983	PLA	2	utd-abode2	utd-abode2	nickname-utd-592158	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1236	abc	陳小明	stu44517	PLA	3	utd-abode3	utd-abode3	nickname-utd-483959	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1237	abc	陳小明	stu96699	PLA	4	utd-abode4	utd-abode4	nickname-utd-728991	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1238	abc	陳小明	stu31898	PLA	5	utd-abode5	utd-abode5	nickname-utd-185246	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1239	abc	陳小明	stu52501	PLA	6	utd-abode6	utd-abode6	nickname-utd-997803	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1240	abc	陳小明	stu49901	PLA	7	utd-abode7	utd-abode7	nickname-utd-860559	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1241	abc	陳小明	stu03027	PLA	8	utd-abode8	utd-abode8	nickname-utd-649021	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1242	abc	陳小明	stu02168	PLA	9	utd-abode9	utd-abode9	nickname-utd-877444	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1243	abc	陳小明	stu47716	PLA	10	utd-abode10	utd-abode10	nickname-utd-839580	*****		2023-05-31 12:45	✔ ☰ ☷

Show 10 rows per page

Reset Password For Student Account Regenerate Login QR Code For Student Account Download Print Label Download Login QR Code Delete Student Account

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

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

3. Login QR Code for Student Account



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

Close

<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	stu25194	PLA	1	utd-abode	utd-abode	nickname-utd-221639	*****		2023-05-31 17:49	✔ ☰ ☷
<input type="checkbox"/>	1235	abc	陳小明	stu72983	PLA	2	utd-abode2	utd-abode2	nickname-utd-592158	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1236	abc	陳小明	stu44517	PLA	3	utd-abode3	utd-abode3	nickname-utd-483959	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1237	abc	陳小明	stu96699	PLA	4	utd-abode4	utd-abode4	nickname-utd-728991	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1238	abc	陳小明	stu31898	PLA	5	utd-abode5	utd-abode5	nickname-utd-185246	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1239	abc	陳小明	stu52501	PLA	6	utd-abode6	utd-abode6	nickname-utd-997803	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1240	abc	陳小明	stu49901	PLA	7	utd-abode7	utd-abode7	nickname-utd-860559	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1241	abc	陳小明	stu03027	PLA	8	utd-abode8	utd-abode8	nickname-utd-649021	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1242	abc	陳小明	stu02168	PLA	9	utd-abode9	utd-abode9	nickname-utd-877444	*****		2023-05-31 12:45	✔ ☰ ☷
<input type="checkbox"/>	1243	abc	陳小明	stu47716	PLA	10	utd-abode10	utd-abode10	nickname-utd-839580	*****		2023-05-31 12:45	✔ ☰ ☷

Show 10 rows per page

Reset Password For Student Account Regenerate Login QR Code For Student Account Download Print Label Download Login QR Code Delete Student Account

- 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.

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		
1234	abc	陳小明	stu25194	PLA	1	utd-abcd0e	utd-abcd0e	nickname-utd-221659	*****		2023-05-31 17:49			
1235	abc	陳小明	stu72983	PLA	2	utd-abcd0e2	utd-abcd0e2	nickname-utd-592158	*****		2023-05-31 12:45			
1236	abc	陳小明	stu46517	PLA	3	utd-abcd0e3	utd-abcd0e3	nickname-utd-483959	*****		2023-05-31 12:45			
1237	abc	陳小明	stu96693	PLA	4	utd-abcd0e4	utd-abcd0e4	nickname-utd-723881	*****		2023-05-31 12:45			
1238	abc	陳小明	stu31888	PLA	5	utd-abcd0e5	utd-abcd0e5	nickname-utd-185246	*****		2023-05-31 12:45			
1239	abc	陳小明	stu52501	PLA	6	utd-abcd0e6	utd-abcd0e6	nickname-utd-997803	*****		2023-05-31 12:45			
1240	abc	陳小明	stu49901	PLA	7	utd-abcd0e7	utd-abcd0e7	nickname-utd-860559	*****		2023-05-31 12:45			
1241	abc	陳小明	stu03027	PLA	8	utd-abcd0e8	utd-abcd0e8	nickname-utd-449021	*****		2023-05-31 12:45			
1242	abc	陳小明	stu01563	PLA	9	utd-abcd0e9	utd-abcd0e9	nickname-utd-877444	*****		2023-05-31 12:45			
1243	abc	陳小明	stu47716	PLA	10	utd-abcd0e10	utd-abcd0e10	nickname-utd-489980	*****		2023-05-31 12:45			

Show 10 rows per page

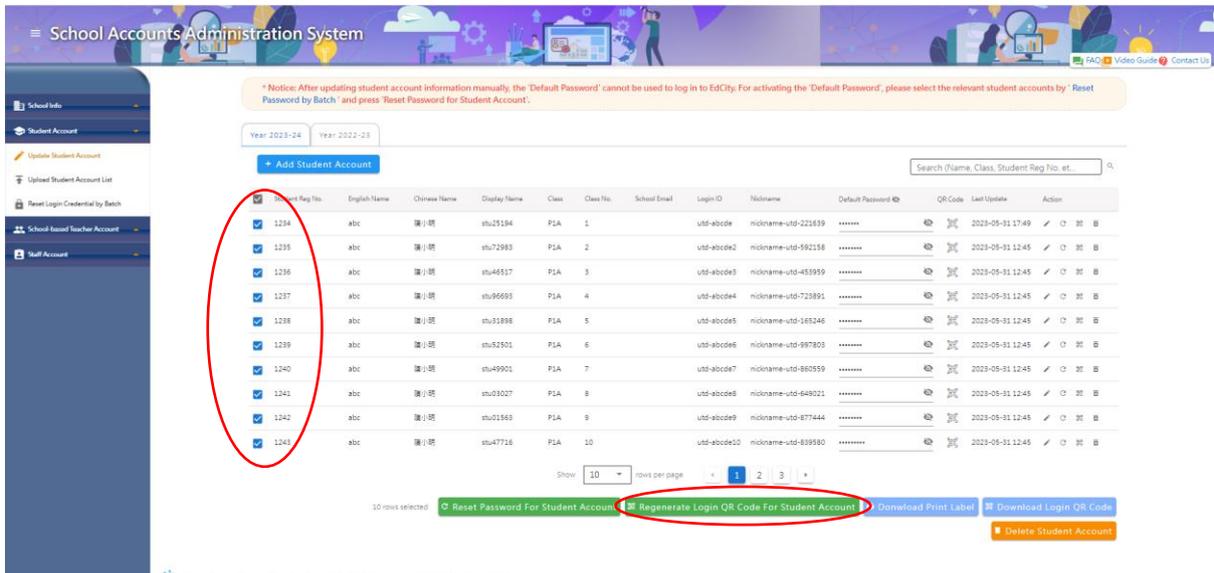
10 rows selected

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

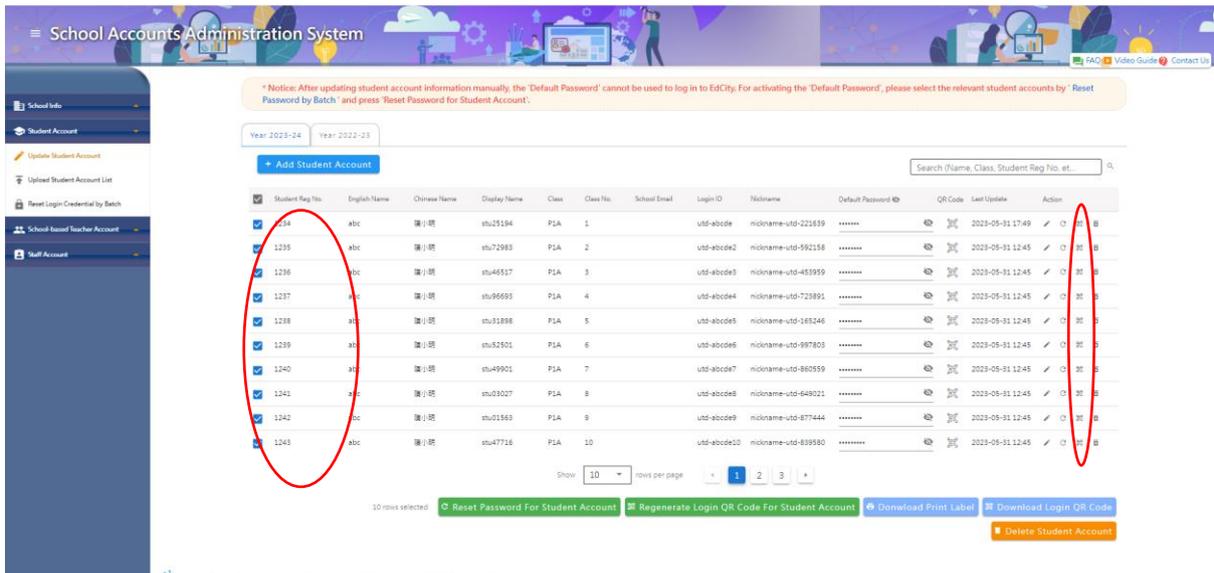
- Download the file and unzip the file.
- Open the 'qrcode\_readme' notepad in the file and follow the instructions to input the information into the 'qrcode\_label'. The school can adjust the size of the label according to their needs.

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

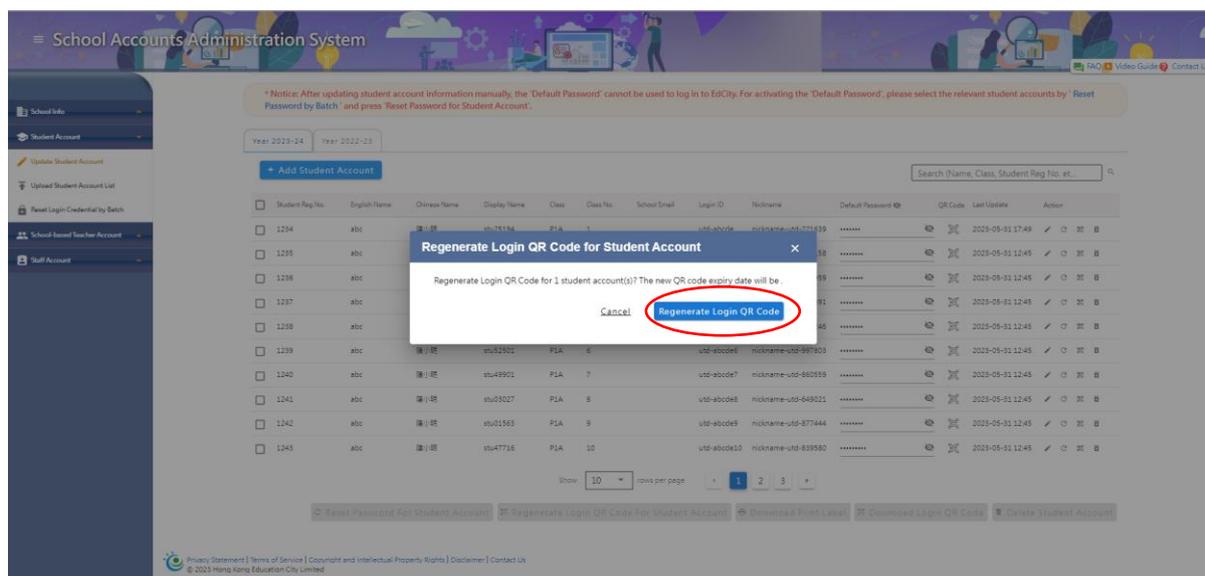
- Reset Login QR Code for Student Account
  - ❖ Method 1: Choose a student or a batch of students, then click the 'Regenerate Login QR Code For Student Account' button.



- ❖ 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.



- 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)**.

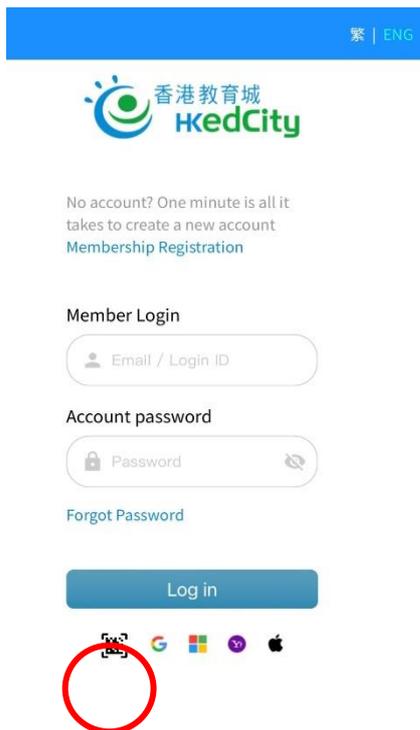
## EdCity Simple Login Service User Guide (Student Account)

### Using 'EdCity Simple Login Service'

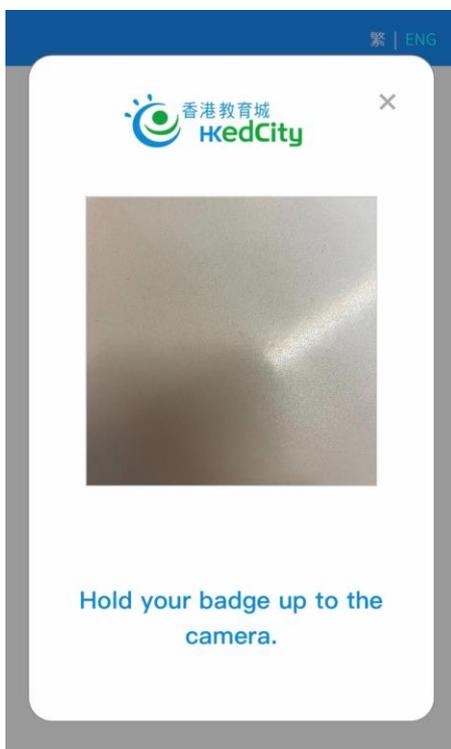
1. Click the 'Login/Register' button on the upper right-hand corner on EdCity website.

The screenshot displays the EdCity website homepage. At the top right, the 'Login/Register' button is circled in red. The navigation menu includes 'About EdCity', 'Teacher', 'Student (Sec)', 'Student (Pri)', 'Parent', and 'Partner'. The main banner features the 'EdCity Teacher' App with a 'Professional Development for Every Teacher' tagline and app store download links. Below the banner, the 'Discover' section highlights three items: 'Positive Parent Campaign', 'Fun Post: Tales of Our Trees', and '【Monthly Feature on Go eLearning】 Whole-school Reading Strategy'. The 'Events' section lists two upcoming events: a seminar on classical Chinese texts on June 23 and a STEAM CPD series on June 30. The 'Services' section is partially visible at the bottom.

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



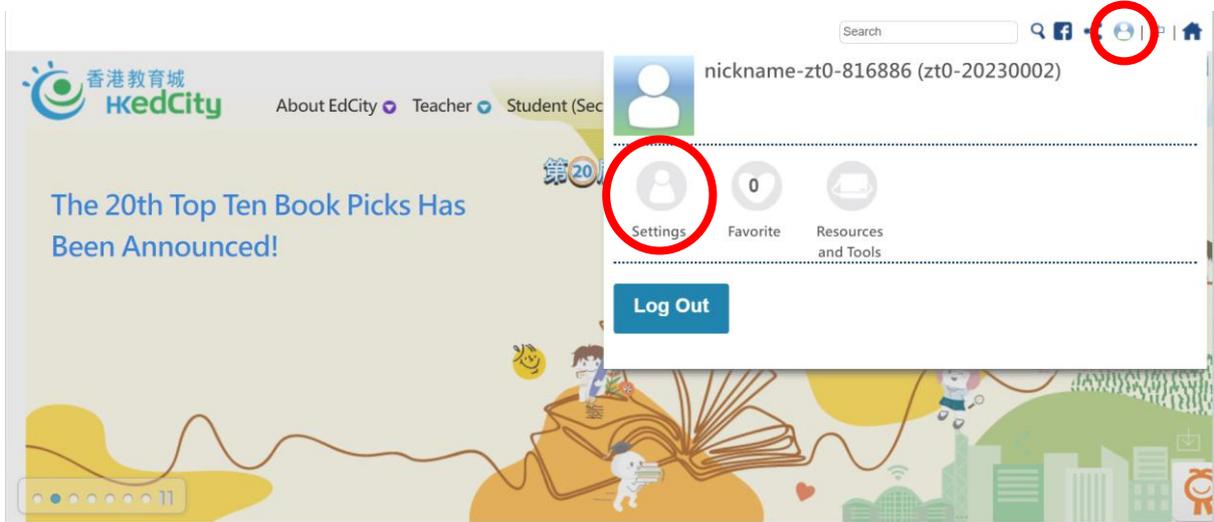
3. After clicking the QR code icon, users will see the following popup window (As a webcam is required to scan the QR code for login, please grant permission to access your camera for scanning).



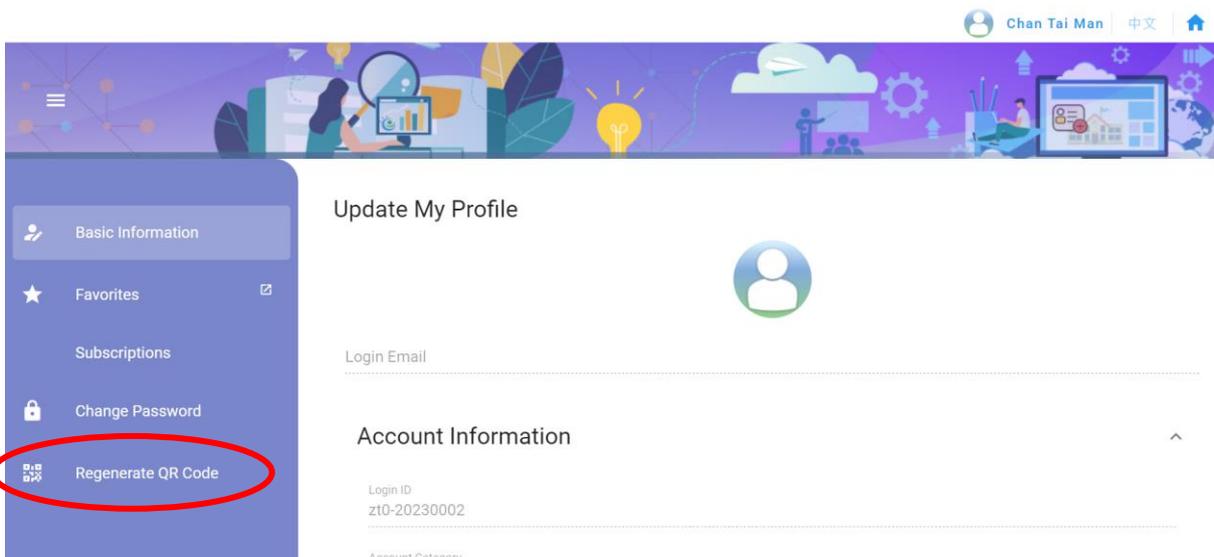
4. Scan the login QR code given by the school with your camera. Users can then log in to their EdCity accounts.

## Regenerate and/or View Login QR Code

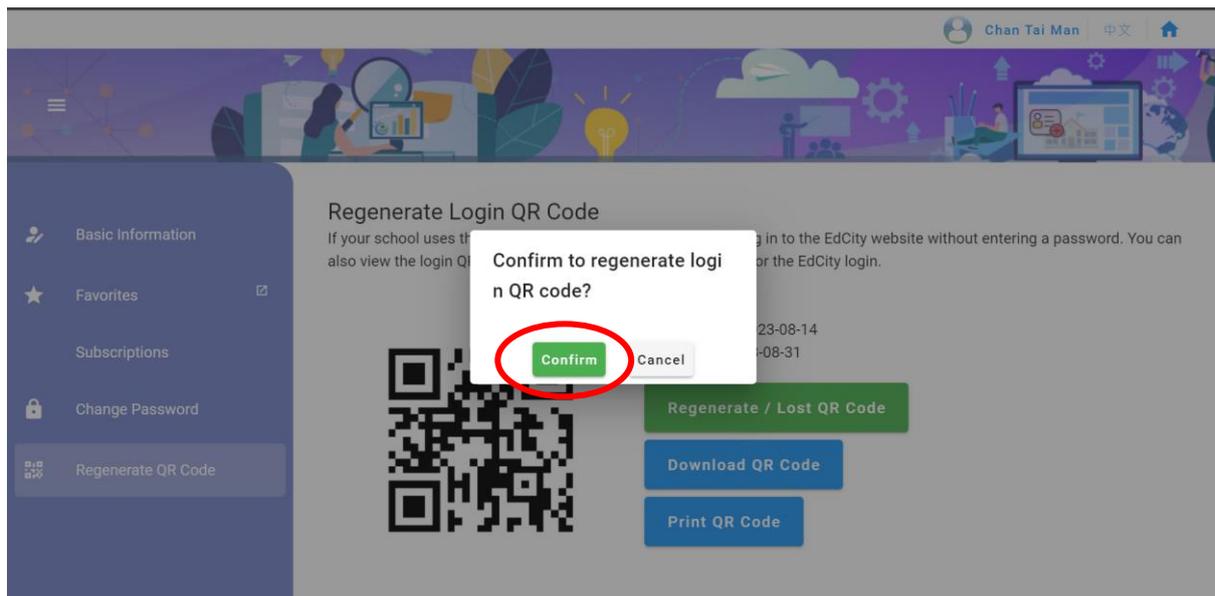
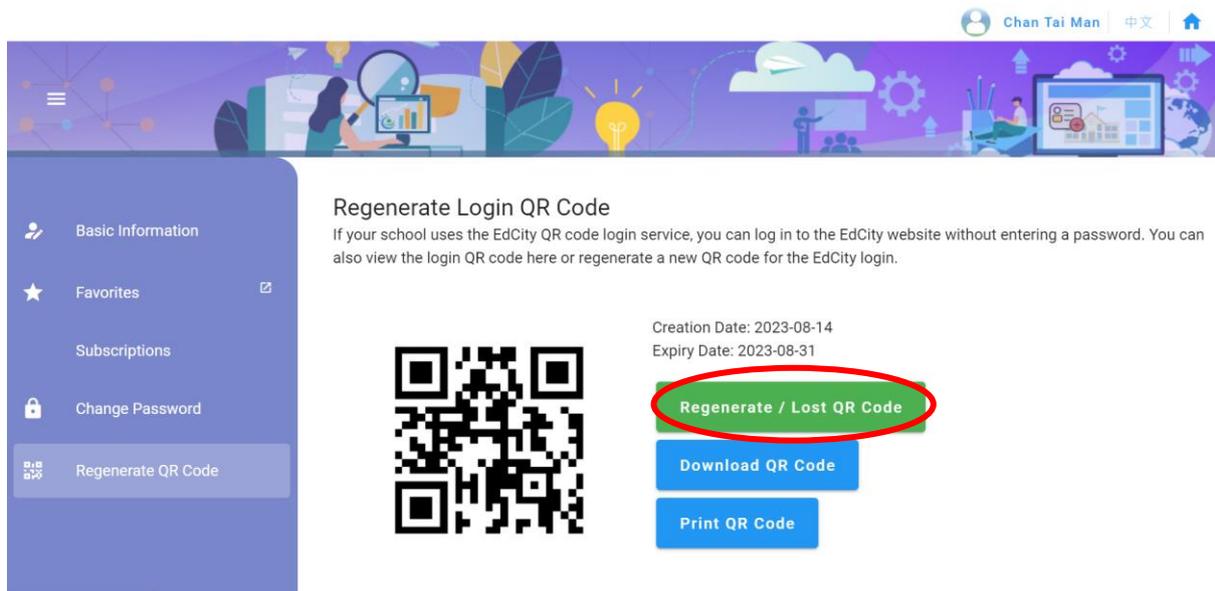
1. Click the 'User' icon on the upper right-hand corner on EdCity website, then click 'Settings'.



2. Click 'Regenerate QR Code'.



- 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.