學校管理員帳戶密碼重設表格

School Administrator Account Password Reset Form

請填妥本表格，並於蓋上校印後電郵至 info@edcity.hk 。確認所有資料後，我們將於三個工作天內為 貴校重設學校管理員帳戶密碼，屆時學校管理員將會收到電郵通知。如有查詢，請電郵至 info@edcity.hk 或致電 2624 1000。收集的資料絕對保密，詳情請參閱香港教育城私隱政策。

Please complete this form and stamp it with a school chop, then email it to info@edcity.hk. After verifying all information, the school administrator account password will be reset in 3 working days with a notification email sent to the school administrator. For enquiries, please contact us at info@edcity.hk or 2624 1000. The information collected is strictly confidential. Please refer to the Privacy Policy of Hong Kong Education City for details.

(1) 學校資料 School Information	
教城學校代號 EdCity School Code：	
學校中文名稱 School Chinese Name：	
學校英文名稱 School English Name：	
學校電話 School Phone No.：	學校傳真 School Fax No.：
學校電郵 School Email：	
(2) 學校管理員聯絡資料 School Administrator Contact Information	
姓名 Name：	
聯絡電話 Contact Phone No.：	
聯絡電郵 Contact Email：	
學校蓋印 School Chop：	
日期 Date (DD/MM/YYYY) :	

✧ 請填妥所有欄位。
  Please fill in all fields.
✧ 重設密碼後，教城會發送電郵通知至學校管理員的聯絡電郵；如提供的電郵地址不正確或已失效，有關通知將發送至學校電郵。
  After the password is reset, EdCity will send a notification email to the school administrator's contact email. If the contact email is incorrect or invalid, the notification will be sent to the school email.
✧ 如您在遞交表格後的三個工作天內未收到電郵通知，請聯絡我們。
  If you do not receive the notification email in three working days after submitting the form, please contact us.