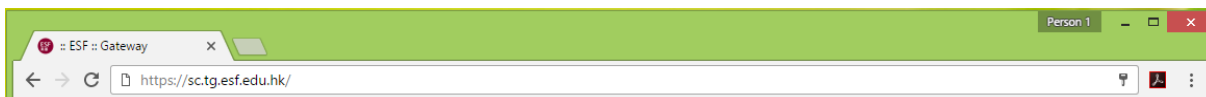
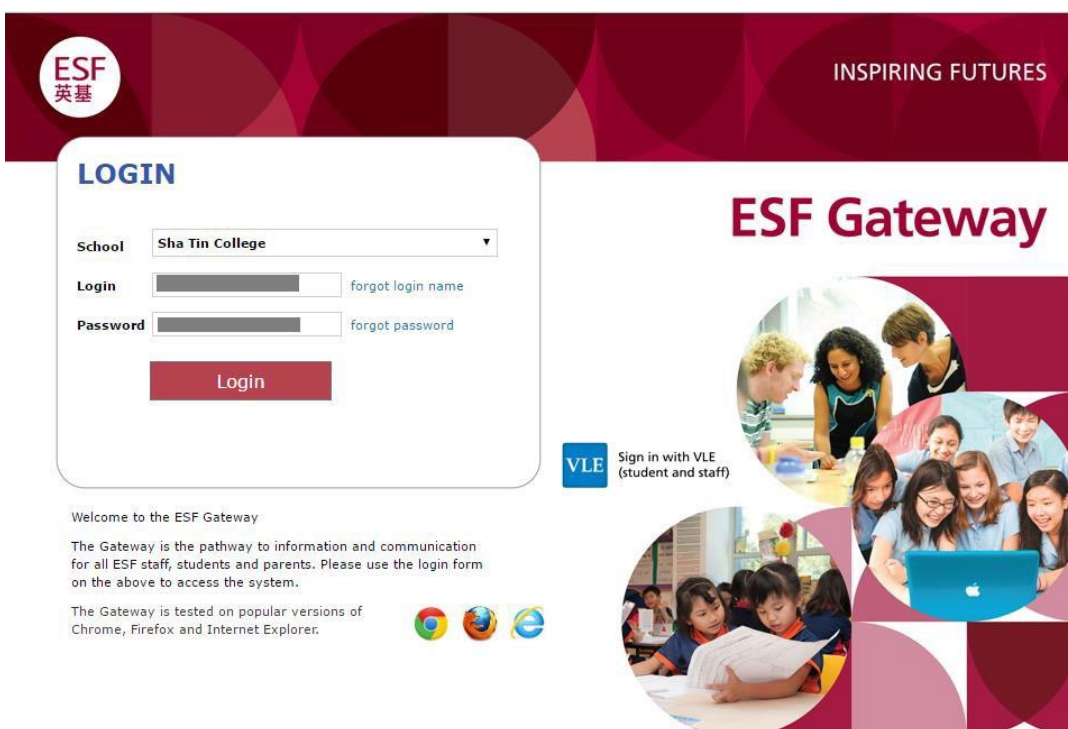


Updating your child’s student demographics

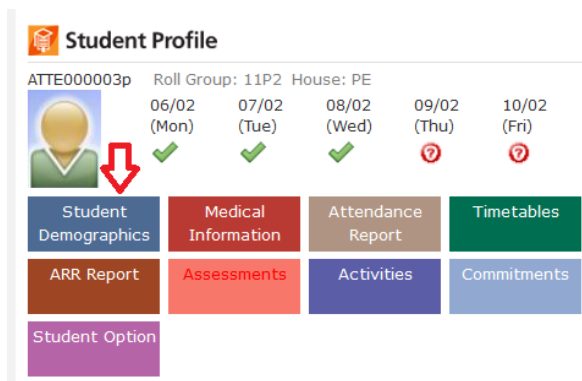
1. Launch your web browser. Access the Gateway by typing the following link in the address bar: <https://icsrs.tg.esf.edu.hk>



2. Enter your **family username and password** (i.e. parent-login-ID) on the login page. If you have forgotten your family login details, please click on the **forgot username or password**



3. Click on the Student Demographics button.



If you have more than one child in school, click the particular child’s picture. The drop-down menu just underneath the picture which means you are going to update that child.

Student Profile

CHAN002677p Roll Group: 10D1 House: DR

	06/02 (Mon) ✓	07/02 (Tue) ✓	08/02 (Wed) ✓	09/02 (Thu) ?	10/02 (Fri) ?
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Student Demographics	Medical Information	Attendance Report	Timetables
ARR Report	Assessments	Activities	Commitments

CHAN003312p Roll Group: 07D1 House: D1

	06/02 (Mon) ✓	07/02 (Tue) ✗	08/02 (Wed) ✓	09/02 (Thu) ?	10/02 (Fri) ?
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⏪ click picture to view more details

OR

Student Profile

CHAN002677p Roll Group: 10D1 House: DR

	06/02 (Mon) ✓	07/02 (Tue) ✓	08/02 (Wed) ✓	09/02 (Thu) ?	10/02 (Fri) ?
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⏪ click picture to view more details

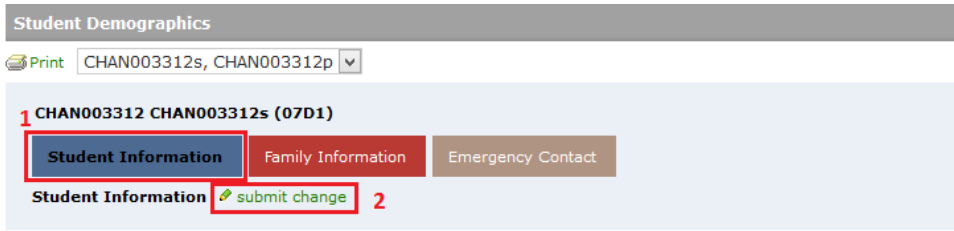
CHAN003312p Roll Group: 07D1 House: D1

	06/02 (Mon) ✓	07/02 (Tue) ✗	08/02 (Wed) ✓	09/02 (Thu) ?	10/02 (Fri) ?
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Student Demographics	Medical Information	Attendance Report	Timetables
ARR Report	Assessments	Activities	Commitments

A. Edit Student Information

1. Select the “**Student Information**” tab, and click on “**Submit change**”.



2. Please verify the student information of your child and make any changes if necessary. Click on the “Next” button when all details have been verified. **You must complete this step even no changes have been made.**

Please carefully check the following medical information is correct and that it is kept up to date of any changes.

Student Information

Surname: CHAN003312s Gender * M F
First Name * [Redacted] Date of Birth * [Redacted] [Calendar icon]
Second Name [Redacted] Country of Birth * HONG KONG SAR [Dropdown]

(Please upload electronic copy of proof document if changed above names)


Preferred Name * [Redacted]
Official Full Name * [Redacted]
(The official full name will be used for the ARR report)

Student's Mobile Number: 852 [Redacted]
Student Personal/Future Email: [Redacted]
Permanent Resident Yes No
Permanent Resident Proof document: [Browse...] No file selected.
(Please upload electronic copy of proof document if changed from No to Yes.)
Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.

Hong Kong ID. * [Redacted]
Passport * [Redacted]
Birth Certificate * [Redacted]
Hong Kong ID/Passport/Birth Certificate Proof Document: [Browse...] No file selected.
(Please upload electronic copy of proof document for Hong Kong ID/Passport/Birth Certificate.)
Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.

Nationality: Chinese (Hong Kong) [Dropdown] Additional Passport: [Redacted]
Additional Nationality: [Redacted] Ethnicity: Chinese [Dropdown]
Religion: [Redacted]

Remark: Fields with asterisk * are required.
Remark: Fields with asterisk * are required for either one.

 **Next** Cancel [▲ Back to Top](#)

3. Verify the information once again that have been made are shown in red. Press “Go Back and Edit” if you want to change, otherwise, press “Confirm”.

Please check what you have entered, complete the confirmation section at the bottom of the page then click on Confirm to submit the form for processing.

Please carefully check the following medical information is correct and that it is kept up to date of any changes.

CHAN003312 CHAN003312s (07D1)

Student Information

	Current Information	Update Information
First Name *		
Second Name		
Preferred Name *		
Official Full Name *	CHAN003312o	CHAN CHAN
Gender *		
Date of Birth *		
Country of Birth *		
Student's Mobile Number	852	852 23232323
Student Personal/Future Email		
Permanent Resident *	Y	
Hong Kong ID. *		
Passport *		
Birth Certificate *		
Nationality	Chinese (Hong Kong)	
Additional Nationality		
Additional Passport		
Religion		
Ethnicity	Chinese	

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related [Personal Information Collection Statements \("PICS"\)](#).

Note: Red text/field indicates new changes.

Remark: Fields with asterisk * are required for either one.

[Back to Top](#)

4. You will receive a confirmation message upon submission. Do take note of the reference number in the case that you wish to contact the school administrator regarding the status of your request.

CHAN003312 CHAN003312s (07D1)

Student Information Family Information Emergency Contact

Student Information

You have submitted a change request at at 11:02am 10/02/2017. We will process the update soon.

(Ref: SC2017138280) ← ref no.

B. Edit Family Information

1. Select the “**Family Information**” tab, and click on “**Submit change**”.



2. Please verify the student information of your child and make any changes if necessary. Click on the “Next” button when all details have been verified. **You must complete this step even no changes have been made.**

The screenshot shows the 'Change Request - Family Information' form. At the top, a red box contains the warning: 'Changes made in this form will be applied to all siblings, including those who study in other schools. Please carefully check the following medical information is correct and that it is kept up to date of any changes.' Below this is a section for 'Students of the Family' with a table of columns: Student name, Current school, Gender, Academic Year, Roll Group, Tutor Group, and House. The table content is redacted. The 'Guardian' section includes a note: 'Should you wish to change guardian's name, relationship or remove a guardian record, please contact the school office.' There are two columns for 'Guardian 1' and 'Guardian 2'. Each column has fields for: Relationship (Mother for Guardian 1, Father for Guardian 2), Marital Status (Married for both), Title (Mrs for Guardian 1, Mr for Guardian 2), Name (redacted), HK Permanent Resident status (radio buttons for Yes/No), Upload proof document (HK ID Card) (Browse... button, No file selected, and a red note: '(Please upload electronic copy of proof document.) Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.'), Occupation (Please Select dropdown), Employer (text field), Mobile Number (text field with 852 prefix), and Work Number (text field with 852 prefix). A note below the contact numbers says: '*If contact number is not available, please input "N/A" instead of leave it blank.'

ESF Gateway Support Guide – Updating your child’s student demographics

<p>Fax Number 852 [input]</p> <p>Email [input]</p> <p>Above email is used for school contact? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Who should we call first? <input checked="" type="radio"/></p> <p>Are you ESF current Teacher? * Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Ever attended ESF School? * Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Fax Number 852 [input]</p> <p>Email [input]</p> <p>Above email is used for school contact? Yes <input type="checkbox"/></p> <p>Who should we call first? <input type="radio"/></p> <p>Are you ESF current Teacher? * Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Ever attended ESF School? * Yes <input checked="" type="radio"/> No <input type="checkbox"/></p> <p>Which ESF school? * [input]</p> <p>Year Left school * [input]</p> <p>Month Left school * [input]</p> <p>Proof document if need <input type="button" value="Browse..."/> No file selected. <i>(Please upload electronic copy of proof document.)</i> Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.</p>
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Contact	
Home Fax Number 852 [input]	Home Phone Number 852 [input]
Home Address	Guardian/parent's name [input]
Salutation/Title * [input]	
Flat [input]	
Floor [input]	
Block [input]	
Building [input]	
Number & Street * [input]	
District * [input]	
Region [input] New Territories	
Address Proof document <input type="button" value="Browse..."/> No file selected. <i>(Please upload electronic copy of proof document.)</i> Remark: The upload file should be less than 10MB and in one of the formats: JPG, GIF, TIFF, PNG, PDF.	
Mailing Address	<input checked="" type="checkbox"/> Same as Home Address
Tuition Fee Billing Address	<i>Please contact ESF Billing Team billing@esfcentre.edu.hk if you wish to change your tuition fee billing address but it is different from your home or mailing address.</i>
	<input type="radio"/> No change, remain what I have now.
	<input type="radio"/> Change as Home Address.
Note: Red text/field indicates new changes. ▲ Back to Top	
Remark: Fields with asterisk * are required. Remark: Fields with asterisk * are required for either one.	
 <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- Verify the information once again that have been made are shown in red. Press “**Go Back and Edit**” if you want to change, otherwise, press “**Confirm**”.

Change Request - Family Information

Print

Changes made in this form will be applied to all siblings, including those who study in other schools. Please carefully check the following medical information is correct and that it is kept up to date of any changes.

Students of the Family

Student name	Current school	Gender	Academic Year	Roll Group	Tutor Group	House

Guardian

Should you wish to change guardian's name, relationship or remove a guardian record, please contact the school office.

	Current Information	Update Information
Guardian 1		
Name		
HK Permanent Resident	Yes	
Proof document		
Occupation		
Employer		
Work Number		
Mobile Number		
Fax Number	852 0000	852 00000000
Email		
Above email is used for school contact?		
Who should we call first	Y	
Are you ESF current Teacher?	No	
Ever attended ESF School?	No	
Proof document		
Guardian 2		

Contact

Home Fax Number	852
Home Phone Number	852
Home Address	
	N.T.
Mailing Address	(Same as home address)
Tuition Fee Billing Address	

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related [Personal Information Collection Statements \("PICS"\)](#).

Note: Red text/field indicates new changes.

Back to Top

Confirm Go Back And Edit Cancel

- You will receive a confirmation message upon submission. Do take note of the reference number in the case that you wish to contact the school administrator regarding the status of your request.

CHAN003312 CHAN003312s (07D1)

Student Information **Family Information** Emergency Contact

Family Information

You have submitted a change request at at 11:02am 10/02/2017. We will process the update soon.

(Ref: SC2017138281) ← ref no.

C. Edit Emergency Contact

1. Select the “**Emergency Contact**” tab, and click on “**Submit change**”.

The screenshot shows the 'Student Demographics' page for student 'CHAN003312s, CHAN003312p'. There are three tabs: 'Student Information', 'Family Information', and 'Emergency Contact'. The 'Emergency Contact' tab is highlighted with a red box and a '1' next to it. Below the tabs, there is a 'submit change' button with a green arrow icon, highlighted with a red box and a '2' next to it.

2. Please verify the student information of your child and make any changes if necessary. Click on the “Next” button when all details have been verified. **You must complete this step even no changes have been made.**

The screenshot shows the 'Change Request - Emergency Contact' form. At the top, there is a red warning box: 'Changes made in this form will be applied to this student only. Please carefully check the following medical information is correct and that it is kept up to date of any changes.' Below this, the student ID 'CHAN003312 CHAN003312s (07D1)' is displayed. The form title is 'Emergency Contact'. A note states: 'In case of emergency, school will try to contact parents/guardians first and if not successful then the emergency contacts. Therefore, for the emergency contact information below, please provide **additional contact/s** apart from parents/guardians.' The form is divided into two columns: 'Emergency Contact 1' and 'Emergency Contact 2'. Each column has fields for Name, Relationship, Language, Work Number, Home Number, and Mobile Number, along with a Remark field. The 'Next' button is highlighted with a red box and a red arrow pointing to it. A 'Cancel' button is also visible. A 'Back to Top' link is located at the bottom right. A note at the bottom left says: 'Note: Red text/field indicates new changes.'

- Verify the information once again that have been made are shown in red. Press “**Go Back and Edit**” if you want to change, otherwise, press “**Confirm**”.

Change Request – Emergency Contact

Print

Changes made in this form will be applied to this student only.
Please carefully check the following medical information is correct and that it is kept up to date of any changes.

CHAN003312 CHAN003312s (07D1)

Emergency Contact

In case of emergency, school will try to contact parents/guardians first and if not successful then the emergency contacts. Therefore, for the emergency contact information below, please provide **additional contact/s** apart from parents/guardians.

	Current Information	Update Information
Emergency Contact 1		
Name	[Redacted]	
Relationship	Grandfather	
Language	English	
Work Number		
Home Number		
Mobile Number	[Redacted]	852 20202020
Remark		
Emergency Contact 2		
Name	[Redacted]	
Relationship	Auntie	
Language	English	
Work Number		
Home Number		
Mobile Number	[Redacted]	
Remark		

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related [Personal Information Collection Statements \("PICS"\)](#).

Note: Red text/field indicates new changes. [Back to Top](#)

Confirm Go Back And Edit Cancel

- You will receive a confirmation message upon submission. Do take note of the reference number in the case that you wish to contact the school administrator regarding the status of your request.

CHAN003312 CHAN003312s (07D1)

Student Information Family Information Emergency Contact

Emergency Contact

You have submitted a change request at at 12:02pm 10/02/2017. We will process the update soon.

(Ref: SC2017138283) ← ref no.

** Parent should remind that the last screen of each section will provide a reference number, if you cannot get the reference, which means not success. Using through mobile to edit, is easy to get confuse because the steps in each section looks very similar.