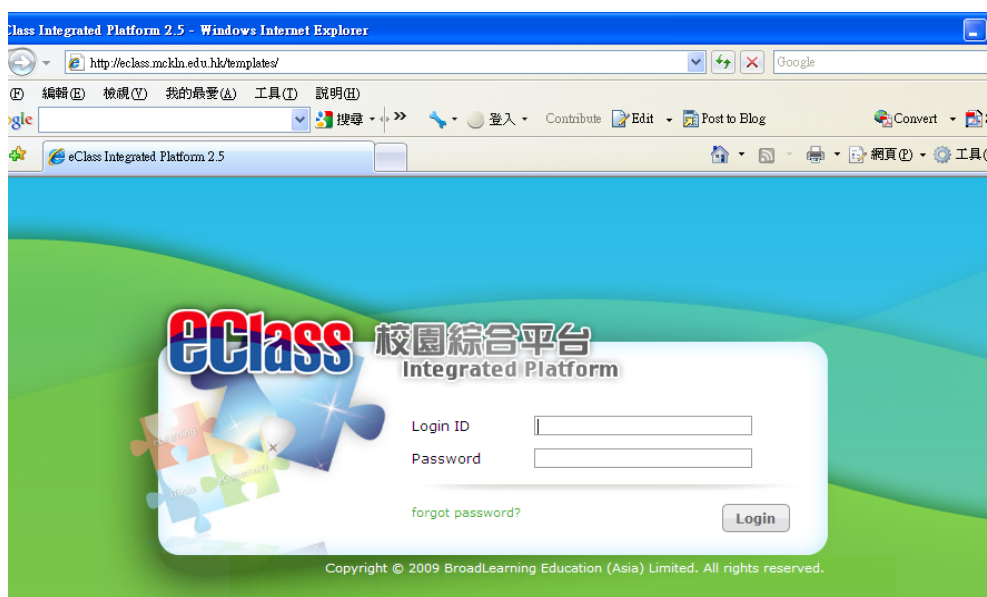


Procedure for reading eNotice for parents

查閱及填寫電子家長通告程序

Step 步驟 1: Go to our eClass Website at 開啓本校內聯網網頁 <http://eclass.mckln.edu.hk>



Step 步驟 2: Logon with the following login name and password 可用以下:

Parent's Login ID 家長登入戶口= student's Login ID 學生登入戶口+ 'p'
(e.g.例如 If the student number is 學生編號為 s100008,
the parents' Login ID is 家長的登入編號為 s100008p.)

On your first log-in, the user name and the password are the same. Please change your password immediately and remember it well. 家長在第一次登入時，密碼與戶口號碼相同，請即時更改密碼。家長在第一次登入時，密碼與戶口號碼相同，請即時更改密碼。



Step 步驟 3: After you have successfully logged on, you can find the icon for eNotice on the top right hand corner. 成功登入後，你可見到 'eNotice' 電子通告的圖示。Click on the icon, then you can enter the School Notice area. 點擊該圖示即可進入通告版。



Step 步驟 4: Click the title and open the attached file, then you can read the notice. You can find the eReply Slip near the bottom. 點擊標題及開啓附件即可看到通告內容，電子回條在通告下。

The screenshot shows a web form titled 'eReply Slip'. At the top, there are fields for '適用對象' (Applicable Object) and '部份級別' (Part Level), with a note '[所有題目必須回答]' (All questions must be answered). Below this is a dashed line and a section titled '回條' (Reply Slip) with a sub-heading '回條' (Reply Slip). The main content area contains two sections: 'Learning materials for English Language 英文科學習材料' and 'Soft Copy of Notices to Parents 電子版家長通告'. Each section has two radio button options. Below the second section is a 'Reason 原因' text box. At the bottom, there is a note '請填寫以上回條，再按簽署。' (Please fill in the above reply slip, then click Sign). At the very bottom, there are three buttons: '簽署' (Sign), '列印預覽' (Print Preview), and '關閉視窗' (Close Window). Red circles highlight the '回條' title and the '簽署' button.

Step 步驟 5: Click on the appropriate buttons to indicate your choices or type your answer in the text box as required. 點擊按鈕表示你的選擇或在空格內寫下有關資料。

Step 步驟 6: Sign the reply slip by clicking the word 'Sign' and close the window by clicking on the button 'Close window' after you have finished. 完成後請點擊'簽署'及'關閉視窗'。