1. To log in eClass: (登入 eClass)
   - Type your login ID & password (輸入用戶名稱及密碼)

2. To change password: (更改密碼)
   - Click “iAccount” button (選按“iAccount”鈕)
   - Click “Login Password” from “Account” group (從“Account”組, 選按“Login Password”)

3. To view School Calendar & to view Month’s Event / Today’s Event: (檢視校曆及月/日事件)
4. To check student attendance: (查閱學生出席紀錄)
   - Click “iSmartCard” button (選按“iSmartCard”鈕)
   - Click “Attendance Record” from “Attendance” group (從“Attendance”組, 選按“Attendance Record”)

5. To check payment record: (查閱繳費紀錄)
   - Click “iSmartCard” button (選按“iSmartCard”鈕)
   - Select “Account Balance and Transaction Records” or Payment Records” or “Add Value Record” from “Payment” group (從“Payment”組, 選按“Account Balance and Transaction Records”或“Payment Records”或“Add Value Record”)
6. To check school notice: (查閱學校通告)

- Click “eNotice” button (選按“eNotice”鈕)
7. To check mail: (查閱電郵)
   - Click “iMail” button (選按“iMail”鈕)
   - Choose “Check Mail” (選按“Check Mail”)

8. If parents / guardians forget the login ID and password, please contact the class teacher of your daughter. (若家長/監護人遺失 eClass 戶口資料, 請聯絡貴子弟之班主任)