True Light Girls' College Tips for Using eClass with Parent Account(家長使用 eClass 須知)

1. To log in eClass: (登入 eClass)

- Web site: <u>http://eclass.tlgc.edu.hk</u> (網址: <u>http://eclass.tlgc.edu.hk</u>)
- 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")



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Account	Login Password		
 Personal Info 	Old password *	(for verification purpo	se)
Contact Info	New password *		
> Message	Retype password *		
Login Password	* Mandatory field(s)	Password cannot contain any of these Password must have minimum 6 chara	e characters: " ' space \$ & < > + \.

3. To view School Calendar & to view Month's Event / Today's Event: (檢視校曆及月/日事件)

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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")

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Payment Records											

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")

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	4	2021-03-10 0	9:15		I	Payment		\$50.0	Alumne Association life membership fee	\$3,347.9	PAY23503	1
	5	2021-01-28 1	2:58		1	Payment		\$86.0	高中文言文	\$3,397.9	PAY234683	3
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6. To check school eNotice: (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 submit a parent's letter to the class teacher to reset the password. / 若家長或監護人遺失 eClass 戶口資料,請寫信交給 班主任重置密碼。