

**RESTRICTED**

**Application for EDB School User Accounts**

To: Office Systems Support Section, Information Technology Management Division

**Part I. Account User Information** (Please “√” where appropriate)

Surname (please provide Spouse's Last Name if you wish to show it in your E-mail address): \_\_\_\_\_

Given Name : \_\_\_\_\_ English Name (if any) : \_\_\_\_\_

Post Title: \_\_\_\_\_ Office Telephone Number : \_\_\_\_\_

School Name: \_\_\_\_\_

School Address : \_\_\_\_\_

Employment Type :  Civil Servant  Non-civil Servant

Worked in EDB before :  No  Yes, please provide the username: \_\_\_\_\_

User post in date : \_\_\_\_\_ (DD/MM/YYYY)

**Part II. Request for Use of Office Systems and Applications** (Please “√” where appropriate)

Windows Login  EDB Intranet  Email  TCS

**Part III. Deletion of User Account of Previous Post Holder**

Accounts of  No previous post holder  Have been deleted already  
previous post holder:  Please delete accounts of previous post holder: \_\_\_\_\_ (Name) on \_\_\_\_\_ (Date)  
 Previous post holder will transfer to a new post: \_\_\_\_\_ (Post) on \_\_\_\_\_ (Date)

**Part IV. Submission of the Form** (To be completed by School Head / Clerk in-Charge)

School Contact Person (User account details will be sent to contact person via E-mail)

Name of Contact Person : \_\_\_\_\_ Post : \_\_\_\_\_

Tel : \_\_\_\_\_ E-mail : \_\_\_\_\_

via **School Head**

I hereby confirm that the above information is in order.

Signature / School Chop (for school) : \_\_\_\_\_ Name : \_\_\_\_\_

Date: \_\_\_\_\_ Post : \_\_\_\_\_

## Points-To-Note for Application of EDB School User Accounts

1.	Please submit the duly completed form by E-mail to < support@edb.gov.hk > <b>at least 5-working days before the planned date of implementation.</b> For enquiries, please call <b>OS Helpdesk at 3540 7305.</b>		
2.	The application should be verified by your School Head. Incomplete form / insufficient information may lead to delay in processing the application.		
3.	Information gathered in this application form will only be used for purposes relating to user account management including account creation.		
4.	Office Systems	<ul style="list-style-type: none"> <li>• Windows Login</li> <li>• EDB Intranet</li> <li>• E-mail Services</li> </ul>	<p>For login desktop / notebook to access internet and EDB Intranet within EDB networked office.</p> <p>Users can access EDB / Government circulars / regulations/ other reference materials and applications with respective authorizations.</p> <p>Users can communicate with Government internal parties and public via School Mail System.</p>
5.	Major Applications	<ul style="list-style-type: none"> <li>• e-Leave <i>(for Civil Servant)</i></li> <li>• e-Payroll <i>(for Civil Servant)</i></li> <li>• TCS <i>(for government school user)</i></li> </ul>	<p>The e-Leave System provides a Government-to-Employee (G2E) application by which you can apply / approve leave, view and enquire leave-related information online.</p> <p>The e-Payroll System provides a Government-to-Employee (G2E) application by which you can enquire personal, appointment and payroll-related information online.</p> <p>Training Calendar System (TCS) is for course organisers to post course details and EDB colleagues to process course enrollment.</p> <p>Remarks: For Non-civil Servant, please send the (i) user ID, (ii) HKID number, (iii) post title to CO(OS) via E-mail “encrypted” and marked as “Restricted” in the email subject after the creation of EDB school user account.</p>
6.	The access to e-Leave, e-Payroll, TCS would be available <b>AFTER</b> the information of HKID number and Rank Code are received from Personnel Registry.		
7.	If EDB School Users will be transferred from government schools to EDB offices, please fill in “Application Form for EDB Office Users” and submit it by email to “support@edb.gov.hk” <b>at least 5-working days before the planned date of implementation.</b>		