

_____ / _____
School year

Information of the Operators of “Schools’ Interactive Zone”

School unit code: _____

Name of school unit : _____

Teaching staff or school staff no. ¹	Name	Optional item			Application to perform the functions authorised* (More than one code can be filled in.)	Login name ⁴
		Type and No. of ID	Mobile Phone ²	E-mail ³		
Main contact person ⁵	<input type="checkbox"/> Teaching staff _____ -				<input type="checkbox"/> Add	Choice 1 _____ Choice 2 _____
	<input type="checkbox"/> Staff _____ -				<input type="checkbox"/> Cancel	Choice 3 _____
Other personnel	<input type="checkbox"/> Teaching staff _____ -				<input type="checkbox"/> Add	Choice 1 _____ Choice 2 _____
	<input type="checkbox"/> Staff _____ -				<input type="checkbox"/> Cancel	Choice 3 _____
	<input type="checkbox"/> Teaching staff _____ -				<input type="checkbox"/> Add	Choice 1 _____ Choice 2 _____
	<input type="checkbox"/> Staff _____ -				<input type="checkbox"/> Cancel	Choice 3 _____
	<input type="checkbox"/> Teaching staff _____ -				<input type="checkbox"/> Add	Choice 1 _____ Choice 2 _____
	<input type="checkbox"/> Staff _____ -				<input type="checkbox"/> Cancel	Choice 3 _____
	<input type="checkbox"/> Teaching staff _____ -				<input type="checkbox"/> Add	Choice 1 _____ Choice 2 _____
	<input type="checkbox"/> Staff _____ -				<input type="checkbox"/> Cancel	Choice 3 _____

Remarks _____

Date _____

Signature of person in charge and
the seal of the school _____

Instruction

- Purpose: This form is for schools to fill in the information of designated operators of the “Schools’ Interactive Zone” and their authorisation details.
- If you choose not to complete the optional items, please fill the boxes with a diagonal line. Please fill in the form in block letter; the DSEJ reserves the right of approval of the “account login name” provided by the users.

Item	Instruction
1. Teaching staff or school staff no.	If the person in charge, as designated by the school, has not been registered as a teaching staff or staff at the DSEJ, it is not necessary to fill in the teaching staff or school staff no; however, the column of “Type and No. of ID” must be filled in.
2. Mobile Phone	This is an optional item; if it is not provided, the DSEJ will contact the person through the school.
3. E-mail	This is an optional item; if it is not provided, the school cannot have the password reset via the “Forget the Password Function”.
4. Account login name	Teaching staff or staff who have the account of the “Teachers’ Chamber” or the “On-line Registration” account can use the login name of either account; other teaching staff or staff= must fill in 3 login names of their choices in the order of preference. Please note that the login name must include at least 3 or at most 13 lower-case letters or numbers (a-z, 0-9) without any spaces or symbols; the first character must be a letter.
5. Main contact person	A main contact person has to be designated by each school unit and his/her information should be filled in the first row; the DSEJ will contact him/her for “Schools’ Interactive Zone” related issues such as change of operators and function authorisations etc.

*Functions authorised to be performed (Please fill in the code of the various functions to be performed by the authorised user(s) of the school.)			
No.	Description of functions	No.	Description of functions
F01	Online student registration: Process online student registration every school year; search for and download information of students in the school unit.	F17	Maintenance of information about school staff remuneration: Search for and input information about the remuneration of all school staff.
F02	Online teaching staff registration: Process online teaching staff registration every school year; search for and download the information of teaching staff in the school unit.	F18	Online registration of the list of students awarded the academic awards presented by the MSAR Government: Process the online registration of list of the awarded students for the academic awards (Lotus Award, Li Bai Award, Luís de Camões Award, Choi Leng Seong Award and “Dr. Nascimento Leitão Award” presented on behalf of the donor).
F03	Student information enquiry: Access and download the information of students in the school unit.	F19	Online registration of the list of students recommended for the Macao Foundation Awards: = Process the online registration of students recommended for the Macao Foundation Awards.
F04	Maintenance of information about teaching staff’s remuneration: Access and input the basic salary, seniority bonus and other fixed subsidy of all teaching staff of the school.	F20	Registration of inter-school sports competitions: Process online registration for inter-school sports competitions.
F05	Volunteering portfolio: Record, search for, and download student volunteering information of the school unit.	F21	Application for the Award Scheme on Instructional Design: To be submitted online by the school for the projects participating in the form of “school unit”.
F06	Teaching staff information enquiry: Access and download the information of teaching staff in the school unit.	F22	Online application for Education Development Fund: Complete the electronic application form online.
F07	Staff information enquiry: Access and download staff’s information of the school unit.	F23	Online submission of application for Education Development Fund: Submit the electronic application form online.
F08	Online record of information about the teaching staff rank promotion requirements: view and register the rank promotion requirements of all teaching staff of the school (except public schools).	F24	Electronic school calendar: Fill in the school calendar online.
F09	Bank transfer enquiry: Access the bank transfer information as transferred by the DSEJ to the school unit.	F25	Electronic timetable for each class: Complete the online timetables of different classes.
F10	Training course enquiry: Enquire about the DSEJ’s training courses registered by the staff of the school.	F26	Online registration for inter-school Mathematics competitions and Science Popularisation contests: Process the online registration for inter-school Mathematics competitions and Science Popularisation contests.
F11	Submission of e-documents: Submit documents in electronic form to the DSEJ via the Internet.	F27	Online information processing system for handling student insurance application (Overseas Activities): Complete online application for student insurance for participating in activities abroad.
F12	Course/activity group registration: Schools conduct online group registration for teaching staff to join in courses and activities.	F28	School leisure activities information: Submit information about the items of leisure activities and the information of instructors online.
F13	Information of operators’ authorisation: Access the information of the operator and the information of function authorisation.	F29	Electronic table of school charges : Fill in the table of school charges online; for example: school fees, charges for supplementary services, charges for optional services etc.
F14	Registration measure for infant education students: Process “Centralised Registration” and “Registration Slip” for first-time infant education students as well as “Admission Information”; consult about the situation of school admission and receive notifications.	F30	Online registration for inter-school art and recreation competitions: Schools conduct online registration for inter-school art and recreation competitions for students
F15	Information of the school year of the school unit: Input/ submit information of the school unit online for each school year; for example: information of the school unit, admission information, information of grades and classes in the school year, school’s provident fund contribution rate, normal weekly teaching hours of teaching staff, etc.	F31	Information about senior graduate students’ further study / employment: input information about senior graduate students’ situation of further study or employment online.
F16	School Staff Online Registration: Process online registration for school staff every school year; search for and download the information of staff in the school unit.	F34	Online record of information about the teaching staff participating in professional development activities: view and register the information about the professional development activities participated by teaching staff.
F99	All: Authorisation for all of the above-mentioned functions.(F01-F31 and F34)		