

Academic year

# Information of the Operators of “Schools’ Interactive Zone”

School unit code: \_\_\_\_\_

Name of school unit : \_\_\_\_\_

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

Signature of person in charge and the seal of the school

Signature of the representative of the school sponsoring body<sup>6</sup>  
(The signature is only required for the authorisation of item F40)

Date \_\_\_\_\_

## Instructions

- 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 DSEDJ 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 DSEDJ, 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 DSEDJ 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 DSEDJ will contact him/her for “Schools’ Interactive Zone” related issues such as change of operators and function authorisations etc.
6. Signature of the representative of the school sponsoring body	The representative of the school sponsoring body is requested to sign according to the identification document to submit personal and authorised information of the operator for the item F40.

*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.)			
Code	Description of the functions	Code	Description of the functions
F01	<b>Online student registration:</b> Process online student registration every academic year; search for and download information of students in the school unit.	F19	<b>Online registration of the list of students recommended for the Macao Foundation Awards:</b> -Process the online registration of students recommended for the Macao Foundation Awards.
F02	<b>Online teaching staff registration:</b> Process online teaching staff registration every school year; search for and download the information of teaching staff in the school unit.	F20	<b>Registration of inter-school sports competitions:</b> Process online registration for inter-school sports competitions.
F03	<b>Student information enquiry:</b> Access and download the information of students in the school unit.	F21	<b>Application for the Award Scheme on Instructional Design:</b> To be submitted online by the school for the projects participating in the form of “school unit”.
F04	<b>Maintenance of information about teaching staff’s remuneration:</b> Access and input the basic salary, seniority bonus and other fixed subsidy of all teaching staff of the school.	F22	<b>Online application for Education Development Fund:</b> Complete the electronic application form online.
F05	<b>Volunteering portfolio:</b> Record, search for, and download student volunteering information of the school unit.	F23	<b>Online submission of application for Education Development Fund:</b> Submit the electronic application form online.
F06	<b>Teaching staff information enquiry:</b> Access and download the information of teaching staff in the school unit.	F24	<b>Electronic school calendar:</b> Fill in the school calendar online.
F07	<b>Staff information enquiry:</b> Access and download staff’s information of the school unit.	F25	<b>Electronic timetable for each class:</b> Complete the timetables of different classes online.
F08	<b>Online record of information about the teaching staff rank promotion requirements:</b> view and register the rank promotion requirements of all teaching staff of the school (except public schools).	F26	<b>Online registration for inter-school Mathematics competitions and Science Popularisation contests:</b> Process the online registration for inter-school Mathematics competitions and Science Popularisation contests.
F09	<b>Bank transfer enquiry:</b> Access the bank transfer information as transferred by the DSEDJ to the school unit.	F27	<b>Online information processing system for handling student insurance application (Overseas Activities):</b> Complete online application for student insurance for participating in activities abroad.
F10	<b>Training course enquiry:</b> Enquire about the DSEDJ’s training courses registered by the staff of the school.	F28	<b>School leisure activities information:</b> Submit information about the items of leisure activities and the information of instructors online.
F11	<b>Submission of e-documents:</b> Submit documents in electronic form to the DSEDJ via the Internet.	F29	<b>Electronic table of school charges :</b> Fill in the table of school charges online; for example: school fees, charges for supplementary services, charges for optional services etc.
F12	<b>Course/activity group registration:</b> Schools conduct online group registration for teaching staff to join in courses and activities.	F30	<b>Online registration for inter-school art and recreation competitions:</b> Schools conduct online registration for inter-school art and recreation competitions for students.
F13	<b>Information of operators’ authorisation:</b> Access the information of the operator and the information of function authorisation.	F31	<b>Information about senior graduate students’ further study / employment:</b> input information about senior graduate students’ situation of further study or employment online.
F14	<b>Registration measure for infant education students:</b> 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.	F34	<b>Online record of information about teaching staff participating in professional development activities:</b> view and register the information about the professional development activities participated by teaching staff.
F15	<b>Information of the academic year of the school unit:</b> Input/ submit information of the school unit online for each academic year; for example: information of the school unit, admission information, information of grades and classes in the academic year, school’s provident fund contribution rate, normal weekly teaching hours of teaching staff, etc.	F38	<b>Registration for Teachers' day activities:</b> Schools process online registration for Teachers' day activities for students in a uniform manner.
F16	<b>School Staff Online Registration:</b> Process online registration for school staff every academic year; search for and download the information of staff in the school unit.	F41	<b>The system for joint admission of Macao recommended students by ordinary colleges and universities in mainland China:</b> Through the online system, check and modify the information of the school’s recommended students, fill in the recommendation opinions, confirm the recommendation list and check the admission results.
F17	<b>Maintenance of information about school staff remuneration:</b> Search for and input information about the remuneration of all school staff.	F45	<b>Milk and Soy Milk Program:</b> Input the number of participating students and the quantity of milk products online.
F18	<b>Online registration of the list of students awarded the academic awards presented by the MSAR Government:</b> 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).		
F99	<b>All:</b> Authorisation for all of the above-mentioned functions.(F01-F31, F34, F38, F41and F45)		

* The“F99 All ” excludes the functions below. All functions in this table need to be authorised individually.	
F32	<b>Filling in the account statements online:</b> Input the accounting information of the school online.
F33	<b>Online submission of accounting information:</b> Submit the accounting information of the school online.
F35	<b>Make settings of and enquiry about online school self-evaluation questionnaires:</b> Select the stakeholders that need to fill in the questionnaires and the questionnaire contents; Enquire about the paths to the questionnaires and the real-time number of completed questionnaires; Set the time period for filling in the questionnaires; Calculate the number of samples needed.
F36	<b>Download the data and result analysis of online school self-evaluation questionnaires:</b> Download the raw data and result analysis of the questionnaires.
F39	<b>Registration of the difficulties and potential of students with special educational needs:</b> Input the difficulties and potential of students with special educational needs online.
F40	<b>Using the electronic platform for the “Constitution of School Council of Private School of Non-tertiary Education–For self-checking purpose” and the “School Council Members of Private School of Non-tertiary Education–Information Registration Form”:</b> The person designated by the school-running entity can use the aforesaid forms on the electronic platform. (To authorise one of the school units to perform F40 function will automatically authorise all the school units of the same school to perform such function).
F42	<b>Make settings of and enquiry about SAAD:</b> Select the stakeholders that need to fill in the questionnaires and the questionnaire contents; Enquire about the path to the questionnaires and the real-time number of completed questionnaires; Set the time period for filling in the questionnaires.
F43	<b>Download the data and result analysis result of SAAD:</b> Download the raw data and result analysis of the questionnaires.
F44	<b>Collective injection of influenza vaccine (SSM):</b> Input the information of participating students online.