



Intranet (eClass) Password Reset Request Form [Parents]

家長要求重設內聯網帳戶密碼表格

Name of Parent

家長姓名 : \_\_\_\_\_

Name of Student

學生姓名 : \_\_\_\_\_

Class

班 別 : \_\_\_\_\_

Contact Phone No.

聯絡電話 : \_\_\_\_\_

Parent Login ID

家長帳戶名稱 : \_\_\_\_\_

**Password Requirements** 密碼要求：

The new password does not contain your login ID or your real name.  
新密碼不包含您的帳戶名稱或真實姓名。

The new password does not contain a complete dictionary word.  
新密碼不包含字典中的完整單字。

The new password is significantly different from the previous password.  
新密碼與舊密碼應有顯著不同。

The new password should contain at least four numbers or letters.  
新密碼必須包含最少四個數字或英文字母。

**Remarks** 備註：

To request the reset of password, please complete and submit this password reset request form to the school General Office.  
如欲要求重設密碼，請填妥本表格，交回校務處。

It takes 4 working days to process the password reset request.  
校方將於四個工作天內處理重設密碼申請。

Parents should change the password after their first log-in.  
家長應於首次登入內聯網後立即更改密碼。

Signature of Parent

家長簽署 : \_\_\_\_\_

Date

日期 : \_\_\_\_\_

For school use ONLY	Date of Receive	: _____	Received by	: _____
	Date of Completion	: _____	Handled by	: _____