



HKCCC  
**Logos Academy**

6/3/2013

Circular to Parents, School Year 12-13

FS1 No.61  
 FS2 No.60  
 DS1 No.67  
 DS2 No.68  
 DS3 No.68

DS4 No.62  
 DS5 No.56  
 MS1 No.49  
 MS2 No.50  
 MS3 No.59  
 MS4 No.63

Dear Parents,

**School Intranet Account for Parents**

To strengthen communication between parents and the school, an eClass parent account has been created for parents to give them a better understanding of their child's learning situation and school information.

1. Parents can go to the school website (<http://www.logosacademy.edu.hk/>) and key in the "Login ID" and "Password" to connect to the eClass Intranet System.
2. Parents can use the platform with the same Login ID until their child graduates from the school.
3. The formats of the "Login ID" and "Password" are as follows:
  - Login ID: p + the 7 digits of the "Student Registration Number" ("p" is in lower-case and the Student Registration Number is printed on the student card).
  - Password: p (p is in lower-case) + "Your child's birthday" (in the format of "ddmmyy").
    - Example 1: The Student Registration Number of the student is S1901001 and his birthday is on 2 August 1998.  
 Login ID: p1901001  
 Password: p020898
    - Example 2: The Student Registration Number of the student is S1801234 and her birthday is on 1 December 2006.  
 Login ID: p1801234  
 Password: p011206
4. Parents will be asked to change the password when they login to the system in the first time. (Please refer to the "LATEST NEWS" in the school intranet regarding changing password in eClass.)
5. The account is for parents only. Please never disclose the password to your child or others.
6. Parents can express their views or discuss different issues through the public forum in the platform. However, the school may reserve her right to delete the content if it is too biased or contains many improper remarks.
7. As we are still upgrading the system, there may be some inadequacies at this stage. Please accept our apology. We wish parents could get more information from school in the near future regarding your child such as school circulars, attendance records and certain notices through the intranet system.

Please complete the Reply Slip below and have your child return it to his/her homeroom teacher by 8 March 2013 (Wednesday). Should you have any enquiries, please contact Mr. Simon LI or Mr. Steve WONG of our school I.T. team (Tel: 2337 2123) during office hours (9:00 a.m. to 5:00 p.m.).

Yours sincerely,

Paul CHO  
 Principal

**Reply Slip - "School Intranet Account for Parents"**

( Please return this to the homeroom teacher by 8 March 2013. )

(Please put a "✓" in appropriate boxes )

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FS2 No.60	DS5 No.56
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	MS4 No.63

Dear Principal,

I have noted the content of the circular "School Intranet Account for Parents".

- I have successfully login to the School Intranet System and I will change the password regularly in order to prevent unauthorized access
- There is a problem in logging-in to the system. Please call me at your convenience (Tel no.: \_\_\_\_\_).

Student's Name: \_\_\_\_\_

Class and Class Number: \_\_\_\_\_ ( )

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_