

季節性流感疫苗學校外展計劃 學生資訊平台

Seasonal Influenza Vaccination School Outreach Programme Student Information Platform

用戶操作指南 / User Guide

1. 簡介 Introduction

歡迎使用「季節性流感疫苗學校外展計劃學生資訊平台」。本平台旨在協助學校便捷地處理及下載學童的電子流感疫苗同意書。平台設有「分班功能」，讓學校能輕鬆將同意書按班別分類。

Welcome to the "Seasonal Influenza Vaccination School Outreach Programme Student Information Platform". This platform aims to assist schools in conveniently processing and downloading students' electronic influenza vaccination consent forms. The platform features a "Class Sorting" function, allowing schools to easily categorize consent forms by class.

重要提示：從系統下載的同意書資料均為加密的壓縮檔案 (Zip file)。用戶必須輸入由衛生署提供的解壓縮密碼，方能開啟及處理相關文件。

Important Note: All consent form data downloaded from the system are encrypted Zip files. Users must enter the extraction password provided by the Department of Health to open and process the relevant documents.

2. 啟動及登記學校帳戶

Account Activation & Registration

實體信件截圖 / Screenshot of Physical Letter

學校名稱 : 好健康小學
登記電郵 : info@goodhealth.edu.hk
學校帳戶 : DEM00001
帳戶啟動碼 : 2TG4K66XRQ
ZIP 密碼 : 6VG\$p3=Z%&sN

中文版

School Name: XXXXX School
Registered email: info@goodhealth.edu.hk
School Login Account: ACKC0001
Account Activation Code: HABCAVXSG99
ZIP password: =A8=!5E#fE#U

English Version

在首次使用平台前，學校必須先啟動帳戶。請確保您已收到由衛生署寄出的**實體信件**，信內附有：學校帳戶、帳戶啟動碼及壓縮檔案 (Zip file) 密碼。同時，平台亦會發送一封附有登記超連結的電郵至學校早前遞交的指定電郵地址。

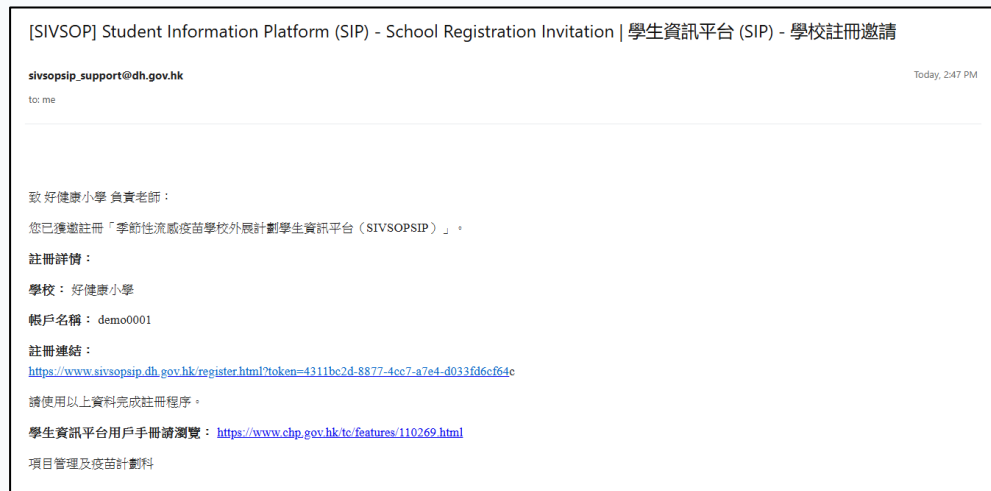
Before using the platform for the first time, schools must activate their accounts. Please ensure you have received the **physical letter** sent by the Department of Health, which includes: Account ID, Activation Code, and Zip File Password. Concurrently, the platform will send an email containing a registration hyperlink to the designated email address previously submitted by the schools.

啟動步驟 / Activation Steps:

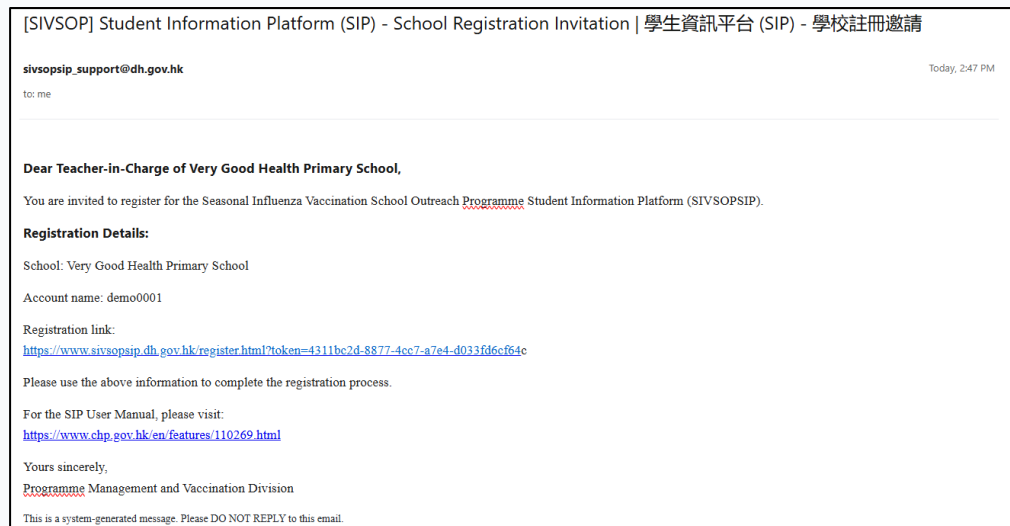
1. 開啟註冊連結：複製電郵內的連結，貼到 Chrome、Firefox 或 Safari 等網頁瀏覽器上並開啟。

Open Registration Link: Copy the link from the email, paste it in a web browser such as Chrome, Firefox or Safari, and open it.

步驟截圖 / Step Screenshot



中文版



English Version

2. **輸入啟動碼：**仔細閱讀重要須知後，輸入實體信件上的「帳戶啟動碼」，然後點擊「驗證身份」。

Enter Activation Code: After carefully reading the important notices, enter the "Activation Code" found in the physical letter, and click "Verify Identity".

步驟截圖 / Step Screenshot

SIP 學生資訊平台 (SIP)

學校註冊

請完成以下步驟以建立您的帳戶

1 驗證 2 身份 3 帳戶

正在註冊學校

Very Good Health Primary School

請仔細閱讀以下資料，然後輸入您的啟動碼以驗證身份。

重要須知

1. 本學生資訊平台 (SIP) 由衛生署提供，供學校處理已參與季節性流感疫苗學校外展計劃 (SIVSOP) 的學生的個人資料。
2. 您必須按程序註冊學校、啟動碼及帳戶密碼，不得向未經授權人士透露。
3. 透過本平台提交的資料必須準確、完整及為最新資料，您的學校須對所上傳學生資料的準確性負責。
4. 學生及個人資料會安全處理，不得隨意存取、下載或公開其他學校的資料。
5. 註冊與衛生署及相關機構聯繫，以獲取協助。您應通知有關學校的資料。
6. 如獲協助，請聯絡衛生署的資料管理或數據管理專員。

個人資料收集聲明

衛生署透過本平台向學校收集個人資料，用於處理SIVSOP下的學校帳戶註冊、身份驗證、學生名單提交。

☐ 本人已閱讀並同意上述重要須知、個人資料收集聲明及聲明。

啟動碼 *

請輸入您的啟動碼

驗證身份

已有帳戶？[在此登入](#)

[重要通知](#) | [隱私及資料管理聲明](#) | [安全警](#) | [學校外展疫苗接種計劃](#)

中文版介面

SIP Student Information Platform (SIP)

School Registration

Complete the steps below to create your account

1 Verify 2 Identity 3 Account

REGISTERING SCHOOL

Very Good Health Primary School

Please read the following information carefully, then enter your activation code to verify your identity.

Important Notes

1. The Student Information Platform (SIP) is provided by the Department of Health (DH) for schools to handle the information of students who participate in the Seasonal Influenza Vaccination School Outreach Programme (SIVSOP).
2. Only authorised school representatives designated by your school should register and use this platform.
3. You must keep your registration token, activation code, and account credentials confidential and must not share them with unauthorised persons.
4. Information submitted through this platform must be accurate, complete, and up to date. Your school is responsible for the accuracy of all student data uploaded.
5. Student and personal data are handled securely. Do not attempt to access, download, or disclose data belonging to other schools.
6. Your registration details will serve as a record of (enrolment) of the vaccination service (only school).

☐ I have read and agree to the Important Notes, Personal Information Collection Statement, and Declaration above.

Activation Code *

Enter your activation code

Verify Identity

Already have an account? [Sign in here](#)

[Important Notice](#) | [Statement of Privacy Policies and Practices](#) | [Department of Health \(DH\)](#) | [School Outreach Vaccination Programme](#)

English Version

3. **核對資料：**成功登入後，請仔細核對網頁顯示的學校帳戶資料是否準確無誤。

Verify Information: Upon successful login, carefully verify whether the school account information displayed on the webpage is accurate.

步驟截圖 / Step Screenshot

中文版介面

English Version

4. **設定密碼：** 資料確認後，請設定帳戶密碼。密碼長度最少為 12 個字元，並且必須包含：英文大寫字母、英文小寫字母、數字及特殊符號。（建議妥善保管密碼，以免日後需重新設定）

Set Password: After confirming the information, please set your account password. The password must be at least 12 characters long and must include uppercase letters, lowercase letters, numbers, and special characters. (Please keep your password safe to avoid the need for a reset.)

步驟截圖 / Step Screenshot

The screenshot shows a web form for creating a password in Chinese. At the top, there is a label '密碼 *' (Password *). Below it is a text input field with the placeholder text '請設定安全的密碼' (Please set a secure password). Underneath the input field is a section titled '密碼必須包含:' (Password must contain:). This section contains five checkboxes with the following requirements: '至少 12 個字符' (At least 12 characters), '至少 1 個大寫字母' (At least 1 uppercase letter), '至少 1 個小寫字母' (At least 1 lowercase letter), '至少 1 個數字' (At least 1 digit), and '至少 1 個特殊字符' (At least 1 special character). Below this section is another label '確認密碼 *' (Confirm Password *). Underneath it is a text input field with the placeholder text '請重新輸入密碼' (Please re-enter your password). At the bottom of the form is a dark blue button with the text '完成註冊' (Complete Registration). At the very bottom of the page, there is a footer with the text '已有帳戶? 在此登入' (Already have an account? Sign in here) and a row of links: '重要通知' (Important Notice), '隱私政策與實務聲明' (Statement of Privacy Policies and Practices), '衛生署' (Department of Health), and '學校外展疫苗接種計劃' (School Outreach Vaccination Programme).

中文版介面

The screenshot shows a web form for creating a password in English. At the top, there is a label 'Password *'. Below it is a text input field with the placeholder text 'Create a secure password'. Underneath the input field is a section titled 'Password must contain:'. This section contains five checkboxes with the following requirements: 'At least 12 characters', 'At least 1 uppercase letter', 'At least 1 lowercase letter', 'At least 1 digit', and 'At least 1 special character'. Below this section is another label 'Confirm Password *'. Underneath it is a text input field with the placeholder text 'Re-enter your password'. At the bottom of the form is a dark blue button with the text 'Complete Registration'. At the very bottom of the page, there is a footer with the text 'Already have an account? Sign in here' and a row of links: 'Important Notice', 'Statement of Privacy Policies and Practices', 'Department of Health (DH)', and 'School Outreach Vaccination Programme'.

English Version

5. **登入系統：**密碼設定完成後，網頁會自動跳轉至登入畫面。請使用實體信件/電郵上提供的「學校帳戶」（**注意：並非學校電郵地址**）及新密碼登入系統。

Log in to the System: The webpage will automatically redirect to the login interface after setting your password. Please log in using the "Account ID" provided in the physical letter/email (**Note: This is not the school email address**) and your new password.

步驟截圖 / Step Screenshot

The screenshot shows the '學校登入' (School Login) page of the '學生資訊平台 (SIP)' (Student Information Platform). The page has a light blue header with the SIP logo and language options (EN, 繁, 簡). The main content area is white with a central login box. Inside the box, there's a '安全提醒' (Security Reminder) section with a yellow background and a warning icon, listing three points: '請勿使用共用或公共電腦登入' (Do not use shared or public computers to login), '使用後請登出並關閉瀏覽器' (Logout and close the browser after use), and '登入後請勿讓電腦無人看管' (Do not leave the computer unattended after login). Below this are input fields for '使用者名稱' (Username) and '密碼' (Password), both with placeholder text '請輸入您的使用者名稱' and '請輸入您的密碼' respectively. A dark blue '登入' (Login) button is below the password field. At the bottom of the login box are links for '忘記密碼?' (Forgot password?) and '建立新帳戶' (Create new account). At the very bottom of the page, there's a small disclaimer: '此平台僅供授權的學校管理人員使用。' (This portal is for authorized school administrators only.) followed by links for '重要通知' (Important Notice), '隱私政策與實踐' (Statement of Privacy Policies and Practices), '衛生署' (Department of Health), and '學校外展疫苗接種計劃' (School Outreach Vaccination Programme).

中文版介面

The screenshot shows the 'School Login' page of the 'Student Information Platform (SIP)'. The page has a light blue header with the SIP logo and language options (EN, 繁, 簡). The main content area is white with a central login box. Inside the box, there's a 'Security Reminder' section with a yellow background and a warning icon, listing three points: 'Do not use shared or public computers to login', 'Logout and close the browser after use', and 'Do not leave computer unattended after login'. Below this are input fields for 'Username' and 'Password', both with placeholder text 'Enter your username' and 'Enter your password' respectively. A dark blue 'Sign In' button is below the password field. At the bottom of the login box are links for 'Forgot password?' and 'Create new account'. At the very bottom of the page, there's a small disclaimer: 'This portal is for authorized school administrators only.' followed by links for 'Important Notice', 'Statement of Privacy Policies and Practices', 'Department of Health (DH)', and 'School Outreach Vaccination Programme'.

English Version

3. 準備分班資料範本

Preparing Class Sorting Data Template

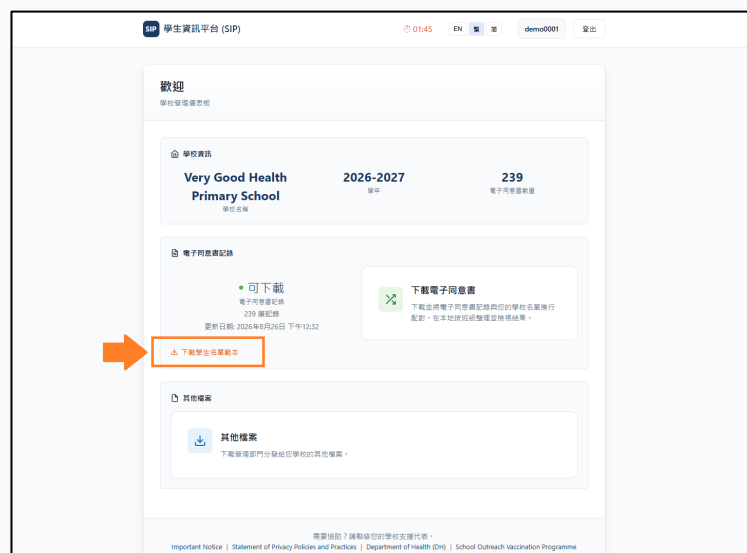
如欲使用平台的分班功能，負責老師或職員須預先準備學童的相關資料。

If you wish to use the platform's class sorting function, the responsible teacher or staff must prepare the relevant student data in advance.

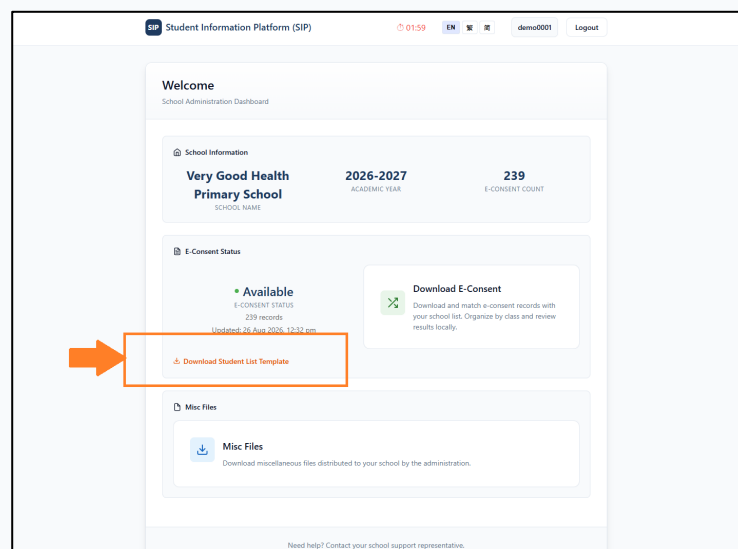
1. **下載範本：**登入平台後，點擊頁面上的「下載學生名單範本」連結。

Download Template: After logging into the platform, click the "Download Student List Template" link on the page.

步驟截圖 / Step Screenshot



中文版介面



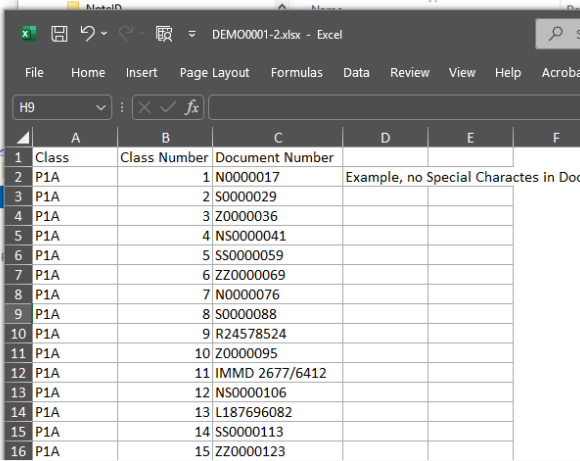
English Version

2. 填寫資料及格式要求：範本只需填寫三項基本資料。
- **班別及班號：**只接受中英文字母或數字，**請勿**輸入任何標點或特殊符號。
 - **身分證明文件號碼：**必須刪除所有括號及特殊符號。(例如：A123456(3) 應直接輸入為 A1234563)。

Data Input & Format Requirements: The template requires three basic fields only.

- **Class and Class Number:** Only English/Chinese letters or numbers are accepted. **Do not** enter any punctuation or special characters.
- **Document Number:** All brackets and special characters must be removed (e.g., A123456(3) should be entered as A1234563).

步驟截圖 / Step Screenshot



1	Class	Class Number	Document Number			
2	P1A	1	N0000017	Example, no Special Characters in Doc		
3	P1A	2	S0000029			
4	P1A	3	Z0000036			
5	P1A	4	NS0000041			
6	P1A	5	SS0000059			
7	P1A	6	ZZ0000069			
8	P1A	7	N0000076			
9	P1A	8	S0000088			
10	P1A	9	R24578524			
11	P1A	10	Z0000095			
12	P1A	11	IMMD 2677/6412			
13	P1A	12	NS0000106			
14	P1A	13	L187696082			
15	P1A	14	SS0000113			
16	P1A	15	ZZ0000123			

Excel 範本 / Excel Sample

配對注意事項：

分班工具會以學童在「醫健通」登記的證件號碼與學校填寫的號碼進行配對。由於大部分家長均使用學童的「香港身份證」或「出生證明書」登記「醫健通」帳戶，如果學校採用其他類型的證件，將未能成功配對。因此，**強烈建議**學校盡量使用學童的身份證或出生證明書號碼，以確保兩者一致。

Matching Notes: The class-sorting tool matches the identity document number registered in "eHealth" with the number provided by the school. Since most parents register their children's "eHealth" accounts using HKID or Birth Certificate, using a different document type will result in a matching failure. Therefore, schools are **strongly recommended** to use HKID or Birth Certificate numbers to ensure consistency.

4. 查看狀態及下載同意書

Checking Status & Downloading Consent Forms

登入平台後，介面會顯示是否有同意書可供下載及其上載日期。如果狀態顯示為「沒有」，即系統內未有同意書可供下載，請稍後再試。平台通常會在每個工作日下午統一上載截至前一日登記的同意書。

After logging into the platform, the interface will indicate whether consent forms are available for download, together with their upload date. If the status displays "None", no consent forms are currently available in the system for download. Please try again later. The platform typically uploads consent forms registered up to the previous day in a batch every working day afternoon.

方式一：直接下載

Method 1: Direct Download

(適用於不使用分班功能的學校 / For schools not using the class sorting function)

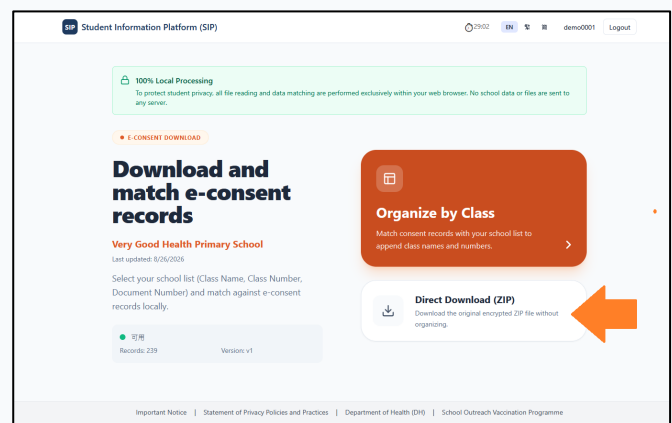
1. 在介面點擊「直接下載 (ZIP)」。

Click "Direct Download (ZIP)" on the interface.

步驟截圖 / Step Screenshot



中文版介面



English Version

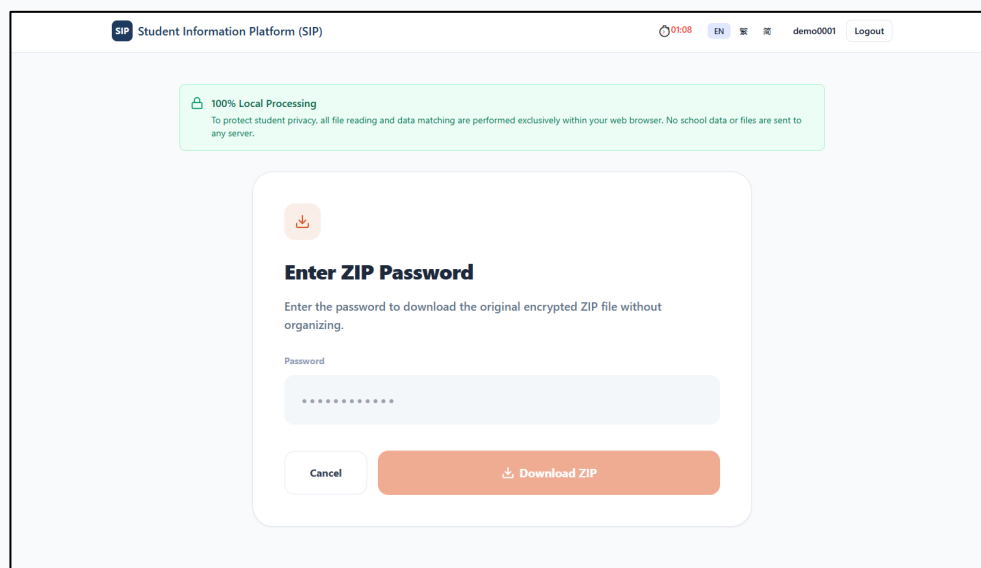
2. 系統會顯示密碼輸入框，請輸入衛生署信件上的「ZIP 密碼」。

Enter the "Zip Password" from the letter issued by the Department of Health when prompted.

步驟截圖 / Step Screenshot



中文版介面



English Version

3. 點擊「下載 ZIP」，密碼正確後將自動下載同意書檔案。

Click "Download ZIP". Once the password is verified, the file will be downloaded automatically.

方式二：使用分班功能下載

Method 2: Download via Class Sorting

(適用於使用分班功能的學校 / For schools using the class sorting function)

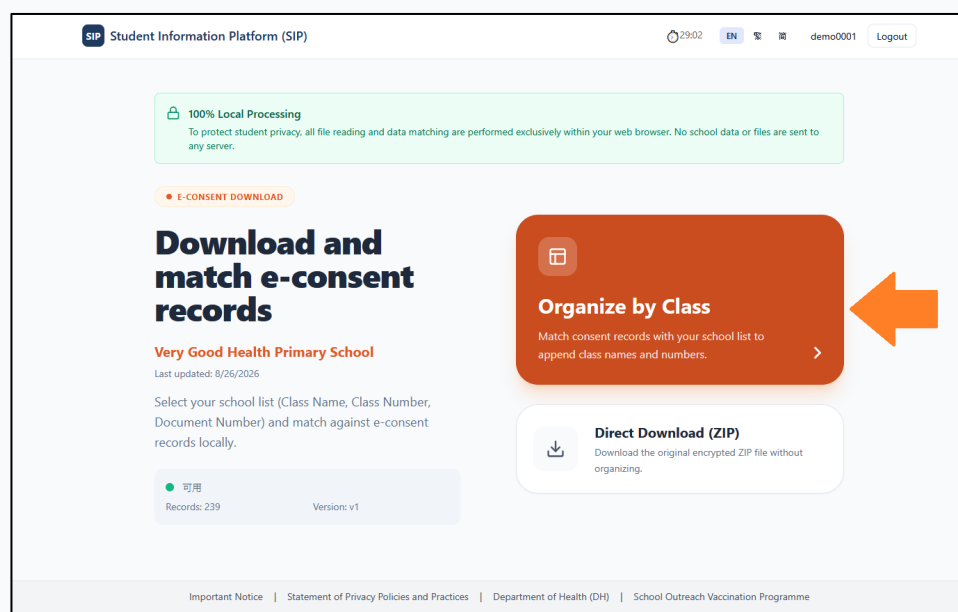
1. 點擊「依班級整理」，進入新介面。

Click "Organize by Class" to enter the interface.

步驟截圖 / Step Screenshot



中文版介面



English Version

2. 系統會顯示密碼輸入框，請輸入衛生署信件上的「ZIP 密碼」。

Enter "Zip Password" from the letter issued by the Department of Health when prompted.

步驟截圖 / Step Screenshot

SIP 學生資訊平台 (SIP)

00:09 EN 繁 簡 demo0001 登出

100% 本地處理
為保障學生私隱，所有檔案讀取及數據配對均完全在您的瀏覽器內進行。任何學校資料或檔案都不會傳送至伺服器。

步驟 1：輸入 ZIP 密碼
請輸入管理員提供的密碼，以解密電子同意書記錄。

密碼

取消 解密並繼續 >

Important Notice | Statement of Privacy Policies and Practices | Department of Health (DH) | School Outreach Vaccination Programme

中文版介面

SIP Student Information Platform (SIP)

00:33 EN 繁 簡 demo0001 Logout

100% Local Processing
To protect student privacy, all file reading and data matching are performed exclusively within your web browser. No school data or files are sent to any server.

Step 1: Enter ZIP Password
Enter the password provided by your administrator to decrypt the e-consent records.

Password

Cancel Decrypt & Continue >

Important Notice | Statement of Privacy Policies and Practices | Department of Health (DH) | School Outreach Vaccination Programme

English Version

3. 載入並選取準備好的 Excel 範本。

Load and select the prepared Excel template.

步驟截圖 / Step Screenshot

100% 本機處理
為保障學生私隱，所有檔案讀取及數據配對均完全在您的瀏覽器內進行，任何學校資料或檔案都不會傳送任何伺服器。



步驟 2：選擇學校名單

請選擇學校名單 Excel 檔案，以在本機進行配對。

需要填寫的欄目：班別、學號、身份證明文件號碼

下載學校名單範本

下載範本檔案，按正確欄位預先準備您的學校名單。



點擊選擇本機檔案
xlsx

已載入電子同意書記錄：239

上一步

開始配對

中文版介面

100% Local Processing
To protect student privacy, all file reading and data matching are performed exclusively within your web browser. No school data or files are sent to any server.



Step 2: Select School List

Select your school list Excel file to match with consent records.

Required columns: Class Name, Class Number, Document Number

Download School List Template

Download the template to prepare your school list with the correct columns.



Click to choose local file
xlsx

E-Consent records loaded: 239

Back

Start Matching

English Version

15

- 顯示「Excel 載入成功」後點擊「開始配對」。

Once "Excel Loaded Successfully" is displayed, click "Start Matching".

步驟截圖 / Step Screenshot

100% 本機處理
為保障學生私隱，所有檔案讀取及數據配對均完全在您的瀏覽器內進行，任何學校資料或檔案都不會傳送至伺服器。

步驟 2：選擇學校名單

請選擇學校名單 Excel 檔案，以在本機進行配對。

需要填寫的欄位：班別、學號、身份證或文件號碼

下載學校名單範本

下載範本後，請在範本中填寫學校名單。

DEMO0001-2.xlsx
Excel 載入成功

總記錄數: 304
班別數: 12

按班別分佈

K1-(Faith)	23
K1-(Grace)	30
K1-(Peace)	21
K3-(Grace)	27
K3-(Peace)	21
N-(Faith)	29
N-(Grace)	26
N-(Peace)	27

已輸入電子同意書記錄: 239

上一步 開始配對

中文版介面

Step 2: Select School List

Select your school list Excel file to match with consent records.

Required columns: Class Name, Class Number, Document Number

Download School List Template

Download the template to prepare your school list with the correct columns.

DEMO0001-2.xlsx
Excel loaded successfully

TOTAL RECORDS: 304
CLASSES: 12

BREAKDOWN BY CLASS

K1-(Faith)	23
K1-(Grace)	30
K1-(Peace)	21
K3-(Grace)	27
K3-(Peace)	21
N-(Faith)	29
N-(Grace)	26
N-(Peace)	27

E-Consent records loaded: 239

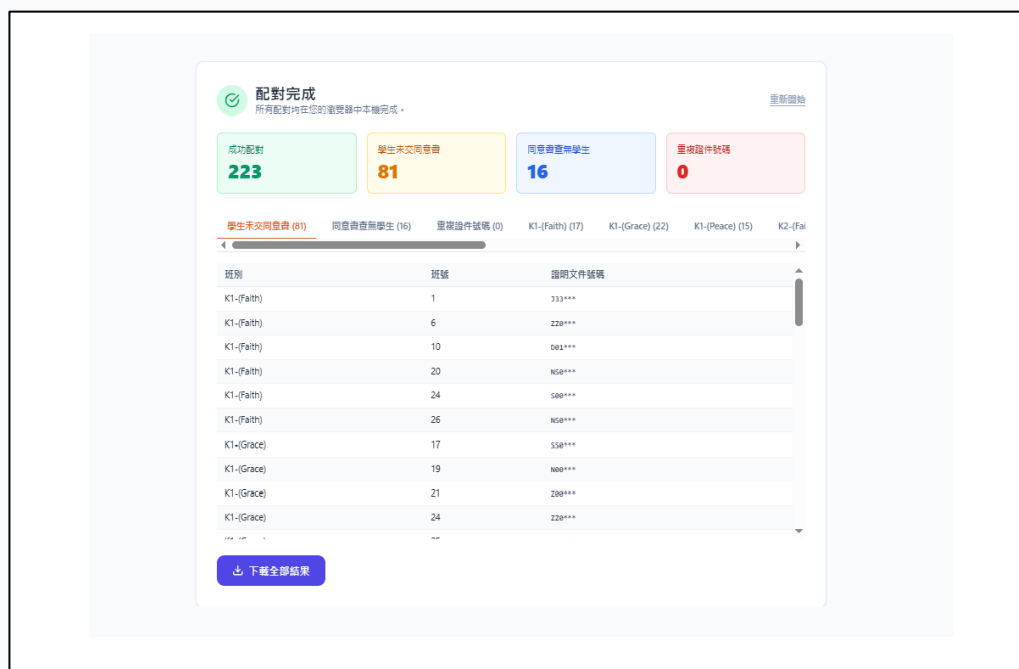
Back Start Matching

English Version

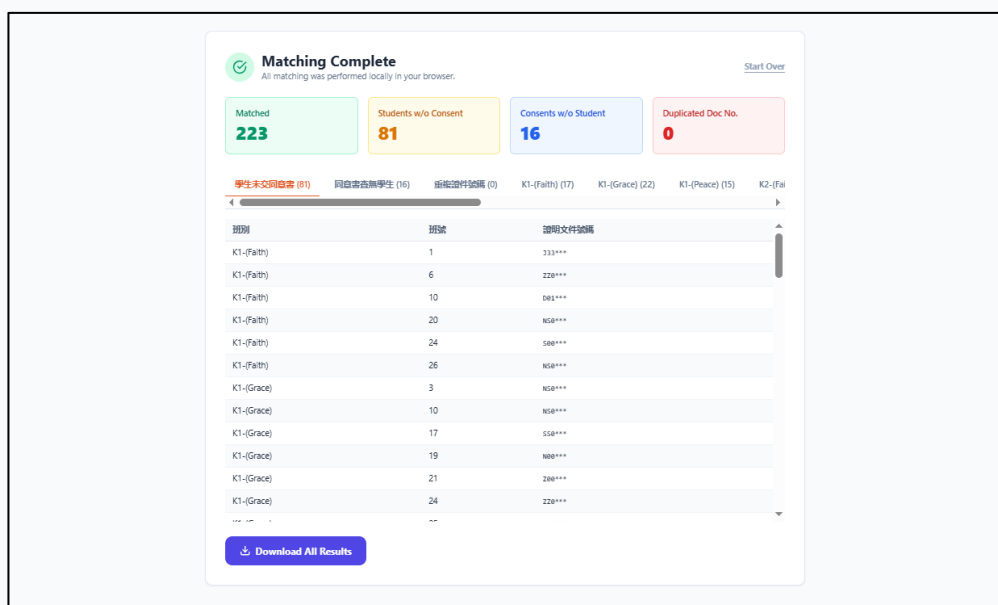
- 系統將顯示「**配對概覽**」。確認無問題後，點擊「下載全部結果」。

The system will display the "**Matching Overview**". Once you have confirmed that the information is correct, click "Download All Results".

步驟截圖 / Step Screenshot



中文版介面



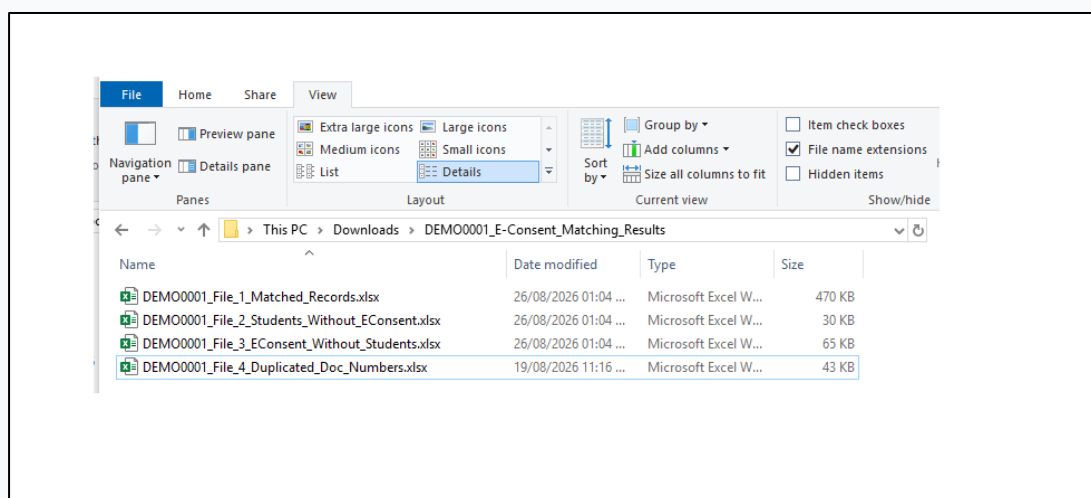
English Version

5. 解壓縮及查閱報表 Unzipping & Reviewing Reports

下載完成後，你會得到一個加密的壓縮檔。請使用 **7-Zip** 等第三方軟件解壓縮。請不要使用 Windows 內置的解壓軟件，因其通常不支援加密檔案。解壓時需再次輸入衛生署提供的密碼，然後你會獲得四個 Excel 報表。

The downloaded file is an encrypted Zip file. **Please use a third-party software such as 7-Zip to extract it.** Do not use the built-in Windows extraction tool, as it generally does not support encrypted files. Enter the password provided by the Department of Health again when prompted during extraction. Afterwards, you will obtain four excel reports.

解壓資料夾截圖 / Screenshot of the Extracted Folder



四個 Excel 報表對應情況 / Four Excel Report Scenarios:

File 1: 成功配對的學生

學校名單上的學生已與平台上的同意書成功配對。

File 1: Successfully Matched Students

The students on the school list successfully matched with the consent forms on the platform.

File 2: 學生並無同意書

學校名單上有該學生記錄，但未能配對到任何同意書。

File 2: Students Without Consent Forms

The students on the school list cannot be matched with any consent forms.

File 3: 同意書查無學生

平台存有同意書，但未能在學校名單找到對應的學生。

File 3: Consent Forms Without Students

Consent forms exist on the platform, but the corresponding students cannot be found on the school list.

File 4: 重複的學生證件號碼

學校表格出現重複的證件號碼，系統將不會進行配對，以避免出錯。

File 4: Duplicated Identification Numbers

Duplicate identification numbers detected on the school list. The system will skip the matching process to prevent errors.

6. 報表跟進工作及系統登出

Follow-up Actions & System Logout

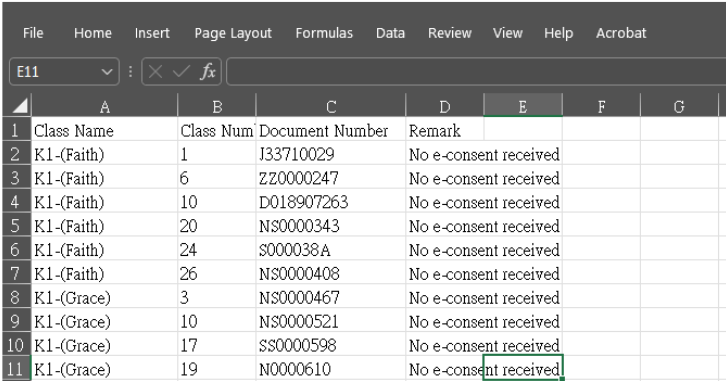
負責老師或職員在獲取 Excel 報表後，建議進行以下跟進：

After obtaining the Excel reports, responsible teachers or staff are advised to take the following follow-up actions:

1. **核對未配對名單 (File 2 & File 3)：** 若發現有學生在「File 2」無同意書，可查閱「File 3」，查看是否學生使用了其他證件登記導致無法配對，學校可自行手動核對。

Review Unmatched Lists (File 2 & File 3): If students listed in "File 2" are missing consent forms, check "File 3" to see if the mismatch was caused by the students registering with a different identification document. Schools can manually cross-check the records.

步驟截圖 / Step Screenshot



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Class Name	Class Num	Document Number	Remark			
2	K1-(Faith)	1	I33710029	No e-consent received			
3	K1-(Faith)	6	ZZ0000247	No e-consent received			
4	K1-(Faith)	10	D018907263	No e-consent received			
5	K1-(Faith)	20	NS0000343	No e-consent received			
6	K1-(Faith)	24	S000038A	No e-consent received			
7	K1-(Faith)	26	NS0000408	No e-consent received			
8	K1-(Grace)	3	NS0000467	No e-consent received			
9	K1-(Grace)	10	NS0000521	No e-consent received			
10	K1-(Grace)	17	SS0000598	No e-consent received			
11	K1-(Grace)	19	N0000610	No e-consent received			

範本 / Sample

2. **通報異常同意書 (File 3)：** 若在「File 3」發現有同意書完全找不到對應的學生，請務必通知衛生署處理。這很可能是家長用錯了其他學校的 QR Code 登記。

Report Abnormal Consent Forms (File 3): If consent forms in "File 3" have no matching student records, please notify the Department of Health for follow-up immediately. This issue most likely arises when parents register their children using another school's QR code.

步驟截圖 / Step Screenshot

eConsent Means	Selected Vaccine	Received seasonal influenza vaccination in the past?	Class	Class No. 班號	Chinese Name 中文姓名	English Surname 英文姓氏	English Given Name 英文名字	Sex 性別
eHealth App	SIV-LAIV	No			悉丹特榮輝	SIDDHANT	Wing Fai	F
eHealth App	SIV-LAIV	Yes		12	時浩南	Szu	Ho Nam	M
eHealth App	SIV-LAIV	No		16	胡曼芳	WU	Man Fong	M
eHealth App	SIV-LAIV	Yes		17	高田子勝	TAKADA	Tse Shing	F
eHealth App	SIV-LAIV	No		25	馮詠瑩	PONG	Wing Ying	M
eHealth App	SIV-LAIV	No		26	悉丹特榮輝	SIDDHANT	Wing Fai	F

範本 / Sample

3. **安全登出：** 最後，請登出平台，以免未獲授權人士下載同意書，保障學童私隱。

Secure Logout: Finally, please log out of the platform to prevent unauthorised persons from downloading the consent forms and to safeguard children's privacy.