



聖類斯中學
通告第 020 號 (23-24)

各位家長/監護人：

eClass 網上平台

本校透過 eClass 網上平台 (<https://eclass.stlouis.edu.hk>) 結合智能學生證進行考勤、繳費及圖書館借還的程序，概略如下：

一、考勤

學生回校、離校均須以「拍卡」方式登記，電腦系統將記錄時間，家長/監護人可於 eClass 查閱學生出席情況。

二、電子繳費

家長/監護人可攜同智能學生證或繳費條碼到 OK 便利店或華潤萬家 (VanGO) 便利店繳交學校費用。家長/監護人亦可使用電話或網上繳費靈 (PPS)，詳情請參考使用須知。每次為電子帳戶增值，易辦事 (香港) 有限公司均會收取手續費。學校將負責上學期及下學期各一次帳戶增值的手續費。

三、圖書館借/還書手續

學生將以智能學生證借還圖書。

如學生遺失或損壞了智能學生證，必須盡快到校務處辦理補領手續，費用為港幣 25 元正。

此外，為讓家長及學生取得學校資訊，例如校曆表、通告、學生出席概況、電子繳費系統交易記錄及緊急通知訊息等，家長和學生請在 App Store 或 Google Play 下載 eClass 手機應用程式。家長及學生應定時查閱。在面授課堂暫停期間，家長須簽署電子通告。應用程式分家長版和學生版，家長請使用 eClass 家長帳戶登入家長版手機應用程式，而學生需使用學生的 eClass 帳戶登入學生版手機應用程式。eClass 家長帳戶資料如下：

帳戶名稱： pslsXXXXX

預設密碼： pYYYYMMDD (2019 年 9 月起入學的同學)

YYYYMMDD (2019 年 9 月前入學的同學)

* XXXXX 學生的五位數字編號, YYYYMMDD 為學生的出生年月日


如對安裝手機應用程式有任何查詢，請致電 2546 0117 與 IT Support Team 聯絡。

校長 易浩權博士

二零二三年九月一日

智能學生證考勤點名

使用須知：

1. 智能學生證閱讀器分別設於地下正門、一樓大門及大道西樓梯。當學生進校及放 1 學時，只需將智能學生證在閱讀器上輕拍一下，進出時間便會記錄下來。
2. 家長/監護人可透過本校網頁登入 eClass 網上平台，
或直接登入 <https://eclass.stlouis.edu.hk/>，查詢學生的考勤紀錄。
3. 登入 eClass 網上平台 後，先按 “” 智能卡圖像，再按 “” 考勤紀錄，即可查閱學生出席情況。



電子繳費服務

使用須知：

1. 學生之智能學生證只能在校內使用，這與一般「八達通」不同；遺失學生證亦不等於遺失金錢，故能保障持卡人之戶口款項於任何情況下亦不會被人盜用。同時，家長亦可以很方便地透過互聯網隨時查閱轉帳戶口之詳細紀錄。
2. 家長利用「繳費靈」，經電話或網上轉帳，把所需金額由銀行戶口增值到智能學生證的電子帳戶；家長每次為電子帳戶增值時，易辦事（香港）有限公司都會收取港幣\$2.2 作為手續費。請家長/監護人於第一次繳費前開設繳費靈戶口，並在戶口內登記本校之商戶編號 6409 及 5 位數字的「學生編號」。
3. 除透過電話或網上繳費靈增值外，家長可攜同智能學生證/繳費條碼到附近 OK 便利店或華潤萬家 (VanGO) 便利店使用「櫃位賬單繳費服務」進行增值，惟每次增值易辦事（香港）有限公司將收取 \$3.4 作服務費。增值後，家長將會收到付款收據，請妥善放好，不需交回學校，但學校如有疑問，會請家長出示收據以作證明。
4. 為減低手續費支出，家長可按學生實際需要，每次為電子帳戶增值適當金額，建議每學期增值一次，每次轉賬額最低為\$200。
5. 電話/網上或櫃位增值的紀錄更新至 eClass 電子學習平台系統需時 2 個上課日。
6. 家長可透過本校網頁登入 eClass 網上平台，或直接登入 <https://eclass.stlouis.edu.hk>，查看戶口結存及紀錄。
7. 登入 eClass 網上平台後，先按 “” 智能卡圖像，再按 “” 繳費，查看戶口結存及紀錄。



學期終結時，智能學生證帳戶的餘額會保留至下學年使用。智能學生證的電子帳戶會於學生離校時自動終止，剩餘金額將全數退回給家長。

使用繳費靈指南

開設繳費靈 (PPS) 戶口 (已擁有 PPS 戶口不用再開設)：

請攜同提款卡或具備提款功能之信用卡，到 PPS 終端機，按指示開立 PPS 戶口。開立繳費靈 (PPS) 的戶口地點，請參閱網頁 <http://www.ppschk.com/hkt/prt/Web/ch/>。

1. 選擇  開立戶口 
2. 將提款卡掃過讀卡槽
3. 選擇銀行戶口 (如有需要)
4. 輸入提款卡個人密碼
5. 輸入自訂的 **5位數字 PPS電話密碼**
6. 重按 5 位數字 PPS 電話密碼 (如不需使用網上繳費服務，則可直接進入步驟 9)
7. 輸入自訂的**8位 PPS網上密碼**
8. 重按 8 位 PPS 網上密碼 
9. 取回印有 PPS 戶口號碼收據

註：請妥善保存收據，日後登記賬單時，須輸入「繳費靈戶口編號」。

登記賬單：

電話登記	網上登記
<ol style="list-style-type: none"> 1. 致電 ☎18013 2. 登記賬單 —— 按「1」 3. 輸入「繳費靈戶口號碼」 4. 輸入商戶編號「6409」 5. 輸入 5 位數字的「學生編號」 	<ol style="list-style-type: none"> 1. 登入 www.ppschk.com 2. 輸入 8 位數字「繳費靈戶口號碼」及網上密碼 3. 按「登記賬單」 4. 輸入「商戶編號」：6409 5. 輸入 5 位數字的「學生編號」 6. 按“確認” 7. 請準備手機以接收“一次有效密碼” 8. 按繼續進行 9. 請輸入手顯示的“一次有效密碼” 10. 按遞交 11. 賬單登記已完成

備註：每一名學生只需登記一次，如多於一名兒子於本校就讀，請重複以上步驟。每張賬單只需在第一次交費前登記一次，如欲使用網上繳費服務，請瀏覽 <http://www.ppschk.com>。

繳交費用：

電話繳費	網上繳費	櫃位賬單繳費服務
<ol style="list-style-type: none"> 1. 致電 18033 2. 輸入「5 位數字繳費靈密碼」 3. 輸入商戶編號「6409」 4. 輸入繳費靈「學生編號」 5. 輸入繳付金額 6. 確認 —— 按「1」字 7. 記下繳款編號，以便日後查詢。如未能聽到付款號碼，請致電 18013 選擇「2」覆查最近一次繳費詳情 	<ol style="list-style-type: none"> 1. 登入 www.ppschk.com 2. 按「繳付賬單」 3. 按「繳款」 4. 輸入通告的金額 5. 得到確認繳費的訊息 (可儲存或列印) 	<ol style="list-style-type: none"> 1. 攜同智能學生證/繳費條碼到附近 OK 便利店、U 購 select 或華潤萬家 (VanGO) 便利店使用「櫃位賬單繳費服務」進行增值。 2. 增值後，家長將會收到付款收據，請妥善放好，不需交回學校，但學校如有疑問，會請家長出示收據以作證明。
易辦事 (香港) 有限公司都會收取港幣 \$2.2 作為手續費		易辦事 (香港) 有限公司將收取 \$3.4 作服務費

常見問題

1. 提款卡已結合信用卡功能，可否選擇信用卡戶口作為繳費靈戶口？
不可以，因為繳費靈只支援儲蓄或往來戶口作為繳費戶口。
2. 多於一位兒子就讀，是否每位要登記賬單？
是，家長只需以提款卡於設有繳費靈終端機的地方開立繳費靈戶口一次，但要按每位學生登記賬單，因學校按學生註冊編號來收款。
3. 我已經登記了賬單，那我下一次繳款時還要再次登記嗎？
不需要，家長只需要登記一次，以後家長只需打 18033 即可繳付賬單。
4. 是否每次經 PPS 繳費都要登記學生的註冊編號？
不需要，只需要在第一次繳費前登記一次，以後便可以直接經 PPS 過數。
5. 已使用繳費靈繳費，兒子於升級後是否須要再次登記賬戶？
不需要，每位學生只需於首次交費前登記一次，便可一直使用至畢業為止。
6. 學校如何通知家長，使用繳費繳交費用？
校方會以「家長通告」形式通知，家長繳費完成後，需將繳費號碼作記錄。另請家長在交回通告回條時，填寫交易日期和號碼。
7. 我已申請繳費靈戶口，但不懂怎樣透過電話交費，那怎麼辦？
家長可先參考學校派發的資料，或瀏覽學校網頁下載 PPS 繳費靈，當中已詳細列出登記及繳付賬單使用方法。如家長在使用上述服務仍有問題，可致電 25460117 向校務處查詢。
另家長請在第一次繳付賬單時，先打 18013 登記賬單，然後再打 18033 繳付賬單。
學校商戶編號：6409，學生編號：xxxxx（5 位數字）
8. 當我選擇電話使用 PPS 時，因為線路問題不能聆聽到交易確認編號，我是否需要再繳交多一次？
不需要。客人只需致電 18013，再按「2」查詢最後一次繳款詳情，並記錄繳費號碼。另請家長在交回通告回條時，填寫交易日期和號碼。
9. 繳款時入錯繳款金額，可以取消嗎？
不可以，金額確認後便不能取消。
10. 每次繳費靈的繳費會否收取手續費用？
會。為便利家長和學生及減省行政的時間，使老師能專注教學，因此兩次手續費用（上、下學期各 1 次）暫時由學校負責。
11. 若然我忘記了繳費靈戶口號碼，應該如何處理？
請帶同閣下的提款卡，到繳費靈終端機，用「覆查戶口」的功能，便可取回你的繳費靈戶口號碼。
12. 若然我忘記了繳費靈電話密碼或網上密碼，應該如何處理？
請帶同閣下的提款卡，到繳費靈終端機，用「設定/ 更改密碼」的功能，開設一個新的繳費靈電話密碼或網上密碼。
13. 若我更新了我的銀行提款卡，我可以將已登記的賬單轉到新的提款卡嗎？
只須帶同閣下的新卡，到任何一部繳費靈終端機選擇「開立/ 更新戶口」功能，及選擇相同銀行戶口，系統便會自動更新閣下的資料。詳情可致電繳費靈熱線 23119876 查詢或與發卡銀行聯絡。
14. 若我取消了有關銀行的戶口，我還可以使用經該戶口登記的繳費靈戶口嗎？
不可以。因為該繳費靈戶口已經作廢。
15. 內聯網 (eClass) 會否顯示家長付款記錄？
會，家長可由繳款日後起 7 個上學天開始，登入內聯網查閱記錄。



ST. LOUIS SCHOOL
Circular No. 020 (23-24)

1st September 2023

Dear Parents/Guardians,

Re: the eClass online Learning Platform

The school is integrating the Smart Student ID Card into the eClass Online Learning Platform. This new system will allow the students to record their attendance, pay bills and use the library with one smart student ID card. Details are as follows:

1. Taking attendance
Students are required to tap their cards both when arriving and leaving school for the purpose of keeping a record of their attendance. Parents or guardians will be able to check the attendance record of their son through eClass.
2. Top-up/Bill payment
Parents can present the smart student ID card or payment barcode at Circle K or VanGO to settle any payment listed on the school circular of collection of fees. Another means of payment would be through PPS (please refer to the user guide). Every time the smart ID is topped up, a transaction fee will be charged by the PPS Company (Hong Kong) Limited. The school will only be responsible for the transaction fee once in each of the school terms.
3. Using the library
Students can use the smart student ID card to loan items from the school library.

If smart student ID card is lost or damaged, students must contact the school office for a replacement. A charge of HK\$25 will be incurred for replacing a card

We would like to inform you of an eClass mobile app through which you can obtain information about the school, such as the school calendar, notices, student attendance record, ePayment record and push message, etc. Parents and students should log in regularly. During any period with no face-to-face lessons, parents should sign the electronic parent letter online. There are two versions of the mobile app – the Parent app and the Student app. Parents and students can download these apps onto their smartphones or tablets from either the Apple Store or Google Play. To log into the apps, parents can use their eClass parent account number while students can use their eClass student account number. The information regarding the eClass parent account is listed below:

Login ID: pslsXXXXX

Default password: pYYYYMMDD (For students admitted from September 2019)

YYYYMMDD (For students admitted before August 2019)

* XXXXX is the five-digit student number, YYYYMMDD is the date of birth of the student.

Should you have any enquiries regarding the installation of the mobile app, please do not hesitate to contact our IT Support Team at 2546 0117.

Dr. YICK Ho Kuen
Principal



Recording of attendance using the Smart Student ID

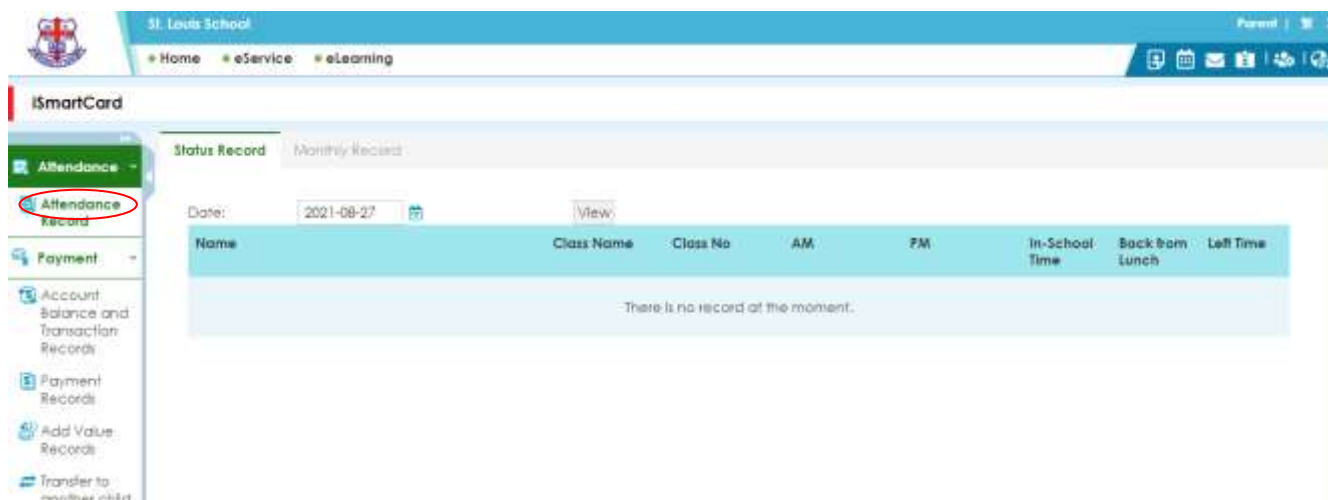
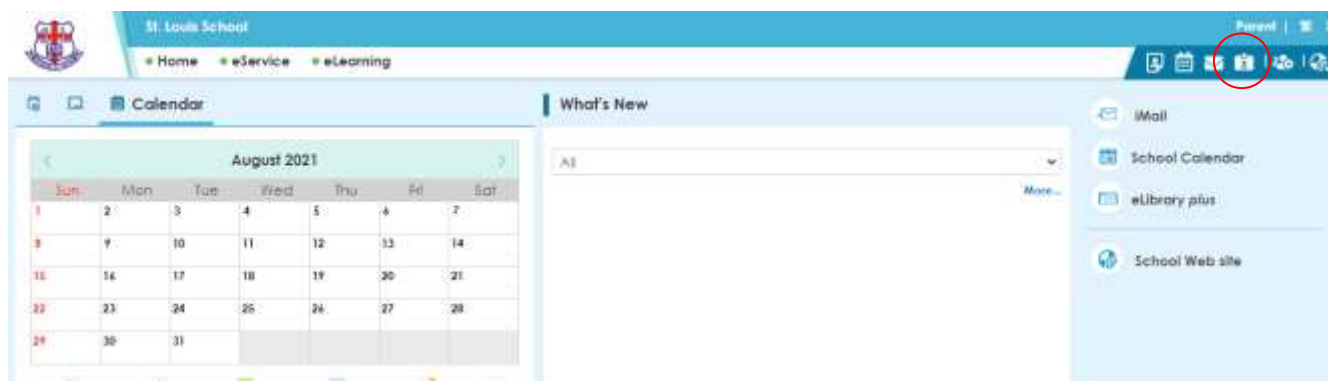
User guide:

1. The Student Smart ID card readers have been installed at three locations on the school campus including the main gate at Kwong Fung Lane, the gate outside the principal's office and the stairs next to MTR exit B1. Students need to tap their smart ID cards upon arrival and leaving school to ensure the time is recorded in the system.

2. Parents or guardians can review the attendance record through eClass or through the following link: <https://eclass.stlouis.edu.hk>





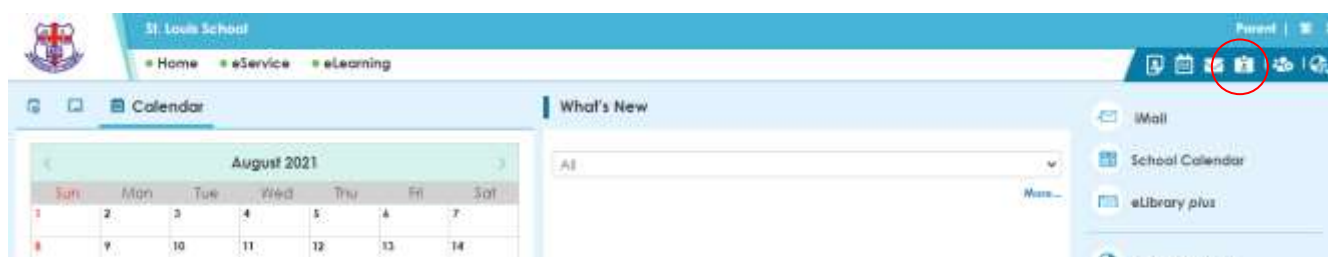
3. When you reach the eClass homepage, press the icon of smart ID card “”, then the attendance “” to access the attendance records.



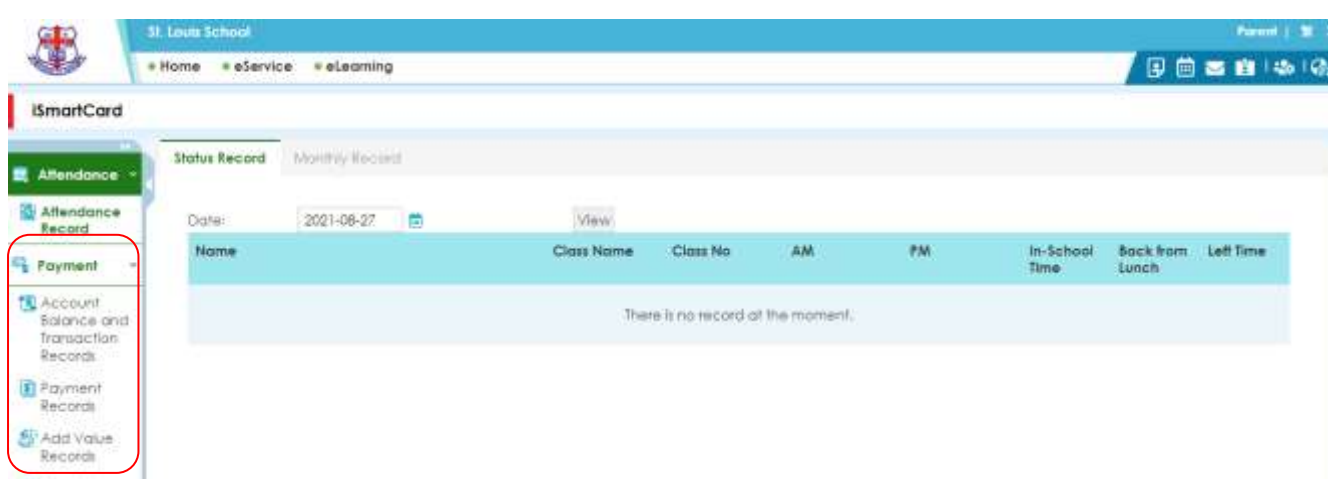
Electronic bill payment

User guide:

1. The smart ID cards are different from Octopus cards. The smart ID cards can only be used in the school and the value stored cannot be accessed if they are lost or stolen. Parents can review the transaction details online conveniently.
2. Parents can top up the smart ID card through PPS online or phone banking. Upon each top up, the PPS Company (Hong Kong) Limited will charge a transaction fee of \$2.2. Parents should create their PPS accounts and register the school merchant code 6409 and 5-digit student ID before the first payment.
3. Besides using PPS to settle payments, parents also have the option of presenting the smart ID card or payment barcode in Circle K or VanGO to top up through the over-the-counter bill payment service. The EPS company will charge a transaction fee of \$3.4 for each top up. Parents are not required to present the receipt to the school, but should keep the receipt after topping up in case of any discrepancies discovered in the future.
4. To minimize any transaction fees, parents are encouraged to top up an appropriate amount according to students' needs. The school recommends topping up once per school term. The minimum amount for each top up is \$200.
5. The ePayment account credit history will be updated on the eClass platform within 2 school days.
6. Parents or guardians can review the attendance record through eClass or through the following link: <https://eclass.stlouis.edu.hk>
7. When you reach the eClass homepage, press the smart ID card icon “”, then the payment icon “” to check the account balance and transaction records.



The screenshot shows the eClass homepage for St. Louis School. The navigation bar includes Home, eService, and eLearning. A red circle highlights the Smart ID card icon in the top right corner. Below the navigation bar, there is a calendar for August 2021 and a 'What's New' section. On the right side, there are links for iMail, School Calendar, and eLibrary plus.



The screenshot shows the SmartCard interface. The left sidebar has a 'Payment' menu item circled in red. The main content area shows a 'Status Record' for a 'Monthly Record' with a date of 2021-08-27. Below this is a table with columns: Name, Class Name, Class No, AM, PM, In-School Time, Back from Lunch, and Left Time. The table is currently empty, with a message: 'There is no record at the moment.'



8. At the end of the school year, the remaining balance in the smart student ID card will be carried forward to the following school year. The smart student ID card account will be terminated at the time the student leaves the school. The remaining balance will be refunded to parents upon his departure.

Payment Instruction

Open a PPS Account (Only for parents who don't have a PPS account):

Please take your ATM card or credit card with ATM functions to any PPS Registration Terminal to open a PPS account following the instructions given. For the locations of the PPS Registration Terminals, please visit:

<http://www.ppskh.com/hkt/prt/Web/en/>

1. Select  "Open/ Update Account" from the PPS Registration Terminal
2. Swipe your ATM card
3. Select your debit bank account (if needed) 
4. Enter your ATM PIN
5. Enter your chosen **5-digit PPS Phone Password**
6. Re-enter to confirm (If you are not using the online payment service, skip to step 9 directly)
7. Enter the mobile phone number and your chosen **8-digit PPS Internet Password**
8. Re-enter to confirm
9. Take the receipt printed with your PPS Account Number



Reminder: Please ensure you look after the receipt carefully as you are required to input your "PPS Account Number" when you register bills.

Registering the bill:

Register by Phone	Register Online
<ol style="list-style-type: none"> 1. Dial 18011 (English) 2. Press "1" for bill registration 3. Key in "PPS Account Number" 4. Key in Merchant Code "6409" 5. Key in the 5-digit "Student ID" 	<ol style="list-style-type: none"> 1. Log in to www.ppskh.com 2. Enter the 8-digit "PPS Account Number" and the PIN 3. Click "Add Bill" 4. Enter the school merchant code "6409" 5. Key in the 5-digit "Student ID" 6. Press "Confirm" 7. PPS will send a One-time Password (OTP) via SMS to your mobile phone 8. Click "Continue" 9. Enter the OTP 10. Press "Submit" 11. Registration done

Note: Each student should be registered once only. If you have more than one child studying in this school, please repeat the previous steps for the other student's account. Each bill should only be registered once before the first payment. If you wish to use Online Payment Service, please visit <http://www.ppskh.com>

Paying bills:

PPS by Phone	PPS through the Internet	PPS over-the-counter
<ol style="list-style-type: none"> 1. Dial 18031 (English) 2. Key in the 5-digit PPS Phone Password 3. Key in PPS Merchant Code "6409" 4. Key in "Student ID" 5. Key in Payment Amount 6. Select "1" to confirm payment now 7. Remember the Payment Number. If you miss the number, please call 18011, then choose "2" to recheck the latest payment details 	<ol style="list-style-type: none"> 1. Log in to www.ppskh.com 2. Select the bill from "Pay Bill" 3. Click "Pay" button 4. Key in the Payment Amount listed on the school circulars 5. You will receive a confirmation message (can be saved or printed) 	<ol style="list-style-type: none"> 1. Present the smart student ID card or payment barcode in U Select, Circle K or VanGO to top up through over-the-counter bill payment service 2. Parents are not required to present the receipt to the school but should keep the receipt after topping up in case of any discrepancies discovered in the future.
The PPS Company (Hong Kong) Limited will charge a transaction fee of \$2.2.		The PPS Company (Hong Kong) Limited will charge a transaction fee of \$3.4.

FAQ

1. As an ATM card has the combined the function of credit card, can I choose a credit card account as a PPS Account?
No, PPS only supports savings or current accounts for payment.
2. If I have more than one child studying in the school, do I need to add the bills for each?
Yes, parents only need to open a PPS Account once with your ATM card at a PPS Registration Terminal. However, the school receives payment according to a student's registration number, so you need to add the bills for each student.
3. I have already registered the bill. Do I need to register it again for the next payment?
No, parents only need to register once, and dial 18033 to pay the bill for later transactions.
4. Do I have to register a student's registration number every time I pay through PPS?
No, you only need to register once before the first payment, and directly pay through PPS afterwards.
5. I have been using PPS to pay. Do I need to do the registration again when my child proceeds to the next grade?
No, for each student, the account only needs to be registered once before the first payment and it can be used until a student graduates and/or leaves the school at any time.
6. How does the school inform parents to pay through PPS?
The school will inform parents through the school 'circulars'. After payment is completed, parents need to record the payment number. The transaction date and number need to be filled out when parents return the reply slip.
7. I have already applied for a PPS Account, but I don't know how to pay by phone. What can I do?
Parents can refer to the information distributed by the school, or browse our website to download the information about the use of PPS, in which bill registration and payment methods have been set out in detail. If parents still have questions about using the above service, please call the general office at 2546 0117. For the very first payment, please dial 18013 to register the bill, and then call 18033 to make the transaction.
The Merchant Code of the school is 6409. The Student No.is: xxxxx (five-digit number)
8. When I access PPS by phone, I cannot hear the Payment Reference Number due to a connection issue. Do I need to pay again?
No, you only need to dial 18013 and then press '2' to enquire about the details of your last payment. Please record the payment number. Also, please fill out the transaction date and number when returning the reply slip.
9. Can I cancel the payment if I key in the wrong amount when making a transaction?
No, it cannot be cancelled after the amount of payment is confirmed.
10. Does PPS charge an administration fee each time when making a transaction?
Yes, two administration fees (one each for the 1st and 2nd term) will be temporarily paid by the school to help parents and students, and save time on administration work in order to help teachers focus on teaching.
11. What can I do if I forget my PPS Account Number?
Please take your ATM card and go to the PPS Registration Terminal to retrieve your PPS Account Number using the 'Enquire Account' function.
12. What can I do if I forget my PPS Phone Password or Internet Password?
Please take your ATM card and go to the PPS Registration Terminal to change the PPS Phone Password or Internet Password using 'Setup/ Change Password' function.
13. Can I transfer the registered bills from my old card to the new card if my ATM card has been replaced?
You can bring along your new ATM card to the PPS Registration Terminal and perform the 'Open/ Update Account' function with the same PPS withdrawal bank account. Our system will then be updated with the details of your replaced ATM card. You may also contact our hotline at 2311 9876 or card issuing bank for details.
14. If I close my bank account, can I still use the PPS Account registered with that bank account?
No, the PPS Account will be invalid.
15. Will eClass show the payment records?
Yes, parents can log into eClass to check the record seven school days after the date of the transaction.