
ESF Gateway for Parent Consultation Booking

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1. Where and how to login?

- Please to go the <https://ks.tg.esf.edu.hk/> , you will see the following screen:

Figure 1.



The screenshot shows a web browser window with the address bar displaying <https://ks.tg.esf.edu.hk/login.php?CurPage=/>. The browser's address bar also shows a search engine icon and the text "Latest Headlines" and "http://abcnews.go.co...". The main content area of the browser displays the ESF Gateway logo, which consists of an orange circle with "ESF" and "英基" (Ying Gi) inside, and the word "GATEWAY" and "嘉匯" (Ka Hui) to its right. Below the logo is a white login form with a blue header that says "LOGIN". The form contains three input fields: "School" with a dropdown menu showing "Kennedy School", "Login" with a text input field, and "Password" with a text input field. At the bottom right of the form is a "Login" button and a link that says "forgot password?".

- Please ensure "Kennedy School" has been selected in School, enter your username and password provide by the School, and click on "Login" button.

- If it is your first login, you will see the following screen:

Figure 2.

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Home Activities Admin Communication Documents

ACCOUNT SETTINGS

Please confirm the following children by entering their date of birth

██████████ / ████████ / ████████ Confirm this is my child Correct date of birth

- Before you start, please reset your password.

1. Your Passwords should have at least 7 characters, of which include 2 out of the following 3 character groups:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- numbers (0 through 9)

2. Passwords cannot be identical to the current or the previous password.

3. Passwords must not contain user's account name or full name.

New Password: :

Retype New Password: :

Personal Email Address :

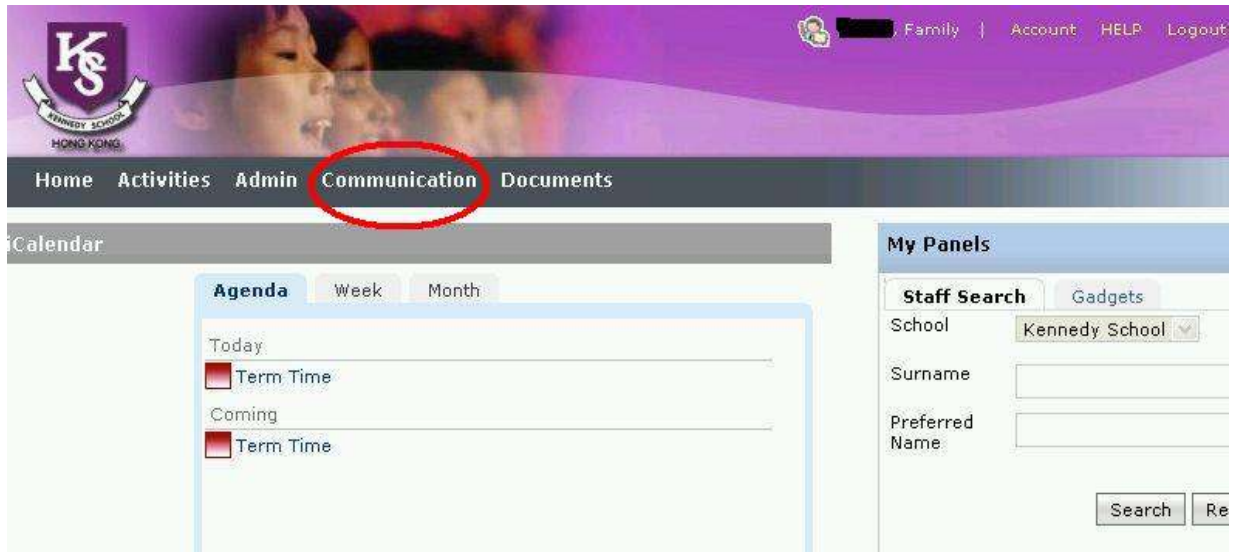
Submit Cancel

Please see this section for choosing new passwords..

- Enter your child's date of birth, enter your new password, and click on "Submit" button. When you choose your password, please ensure that you follow the password policy as displayed in the screen. Please keep your new password in a safe place as we will not be able to assist you after you have changed it.

- Once logged in, you should be seeing the following screen:

Figure 3.



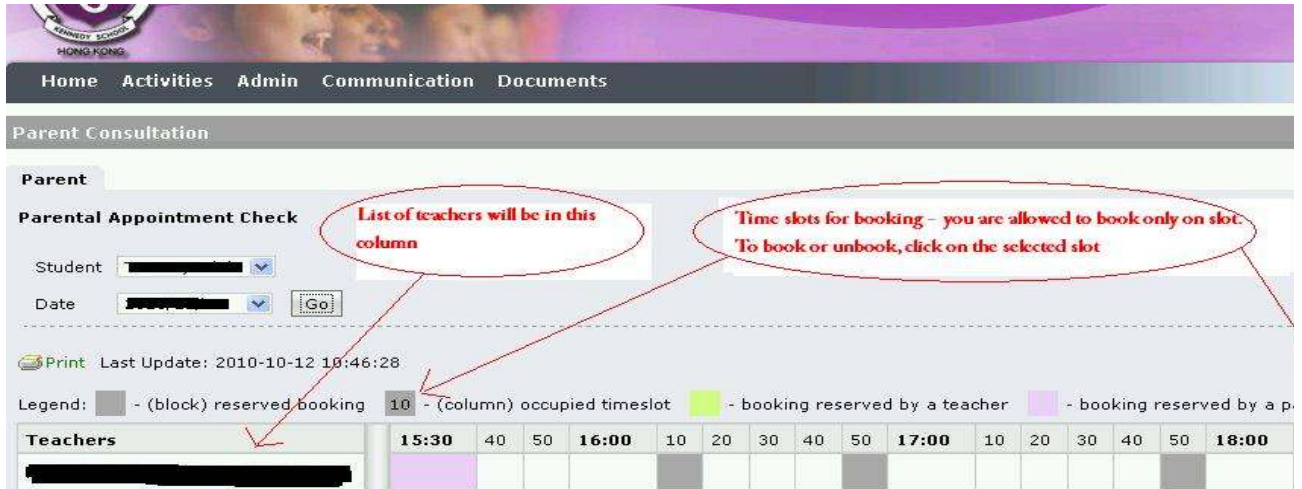
- Click on "Communication" and then on "Parent Consultation" from the menu. You will see the following screen:

Figure 4.



- Select the student's name, the date you would like to schedule the appointment from the "Student" and "Date" pull-down menus respectively, and then click on "Go" button. You will see the following screen:

Figure 5. The ESF Gateway



- In the screen, you will see the list of teachers on the left column with available time slots on the right. To book, or unbook, the time slot, please click on the selected slot. (White cells represent the available time).
- Once you have completed booking time slots for your children, please logout by clicking the "Logout" button on the top-right hand corner of your browser.
- To check on your appointment, please login to the Gateway.