

Guidelines on Using WebSAMS to Download the Students' Profile Information

To protect the privacy rights of students in relation to personal data, those sensitive information such as STRN (Student Reference Number), Hong Kong Identity Card Number, Hong Kong Birth Certificate Number, etc. may be masked with asterisk (*) in some of the WebSAMS built-in templates. Schools may download the students' profile information with the following procedure for verification and reference when necessary.

1. Login WebSAMS and click **[Student] → [Info Upload] → [Student Info]** from the left menu.

2. Select the school year, class level(s) and class name(s). Users may make multiple selection by holding the “Ctrl” key of the keyboard.

- Click [**Download**] button and enter “Password” and “Confirm Password” in the popup dialog to encrypt and export the information to a self-extracting executable format (.exe) file.

[S-STU16-01] [Student](#) > [Info Upload](#) > [Student Info](#)

Please specify the location of the file to be uploaded

Filename and Path (*.xls) 瀏覽...

* Please close the Excel file before uploading.
* Note: To avoid overloading the system, it is recommended to include less than 100 student records in the upload file.

Upload

Please select class name to download

School Year: Current Year(2017) ▼

School Level: Secondary ▼

Class Level: Secondary 1, Secondary 2, Secondary 3, Secondary 4, Secondary 5, Secondary 6

School Session: Whole Day ▼

Class Name: 1A, 1B, 1C, All(1A,1B,1C), 2A, 2B, All(2A,2B)

Download

[Download Sample Code Table](#)

Encrypt Document

Encrypt the contents of this file

Password

Confirm Password

OK

- Double click the exported file and enter password to decrypt and obtain the Excel file. Open the decrypted Excel file and users may view the students' profile information now.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Registration No	School Year	Class Level	Class Code	Class No	STRN	English Name	Chinese Name	Sex Code	Date of Birth	Home District	Cour	Ethnicity Code	Spoken Language
2	201707121	2017	S1	1C	1						B		CHI	CHI
3	201707122	2017	S1	1C	2						B		IDN	CHI
4	201707123	2017	S1	1C	3						B		999	CHI
5	201707124	2017	S1	1C	4						B		PAK	JPN
6	201707125	2017	S1	1C	5						B		ZWH	CHI

As the downloaded information contains sensitive personal data, please handle and keep them with extra care to safeguard from unauthorised or accidental access, processing or use.

For the operations of the modules, please refer to the [User Manuals](#). Further enquiries can be directed to your WebSAMS [School Liaison Officer](#).

Systems & Information Management Section

Education Bureau

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