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.

3. 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.

4. 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.

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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