

User Guide for School Portal for Student Immunisation of Department of Health **(For reference by relevant schools)**

The School Portal for Student Immunisation (“the Portal”) (<https://www.dhsisp.gov.hk/IRS/>) has been launched since the 2013/14 school year. This document serves to illustrate the operating steps for reference by relevant schools.

•Operating hours of the Portal:

- Mondays – Fridays (except public holidays): 9:00 a.m.-6:00 p.m.
- Other than the specified operating hours, the Portal may still be accessible although users may experience instability, slow performance and temporary disruption due to ad-hoc system maintenance.

• For a smooth operation, computers with the following operating system and Internet browser is recommended for accessing the Portal:

- Windows 10
- Microsoft Edge, Chrome
- Microsoft Excel 2013-2021

- **For technical support, please contact the Immunisation Record System Support Team of the Department of Health at 3542 6929 during office hours** (Mondays – Fridays (Working days): 9:00a.m.-6:00p.m.) **or via email to: cims2_enquiry@ha.org.hk.**

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I. Initial Login and Account Activation

1. Start Internet Explorer and enter the web site address: <https://www.dhsisp.gov.hk/IRS/>
2. Select the language on the main page (as shown below):



3. Select 'Login' from the menu on the left side. (School would be notified on the account login name by mail while the password will be sent to the email address designated by school.)

 School Portal, Department of Health The Government of the Hong Kong Special Administrative Region		GovHK 香港政府一站通	ENGLISH 繁體版 简体版
<ul style="list-style-type: none"> What's New About Us Login Forgot Password Download Student List Template 	<p>Login</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Clear"/> </p>		
	<p>This page is in secure mode which provides you with extra protection for your password transmission using TLS technology. After a successful sign on, information within the "School Portal for Student Immunisation" is also transmitted in secure mode.</p>		

4. Upon successful login for the first time, the following message will appear:



5. Another email, as shown in the sample below, will be sent to the email address designated earlier by school. Please click the link embedded in the email to complete the activation process.



6. Log in to the system again after completion of the activation process. It is required to change the default password.
- * **Note: Password should be at least 8 characters long, containing mixed-case characters, at least one digit and at least one punctuation.** For example, Test1234! is acceptable while test1 is NOT accepted. **Password should not be the same as the previous 10 passwords.**

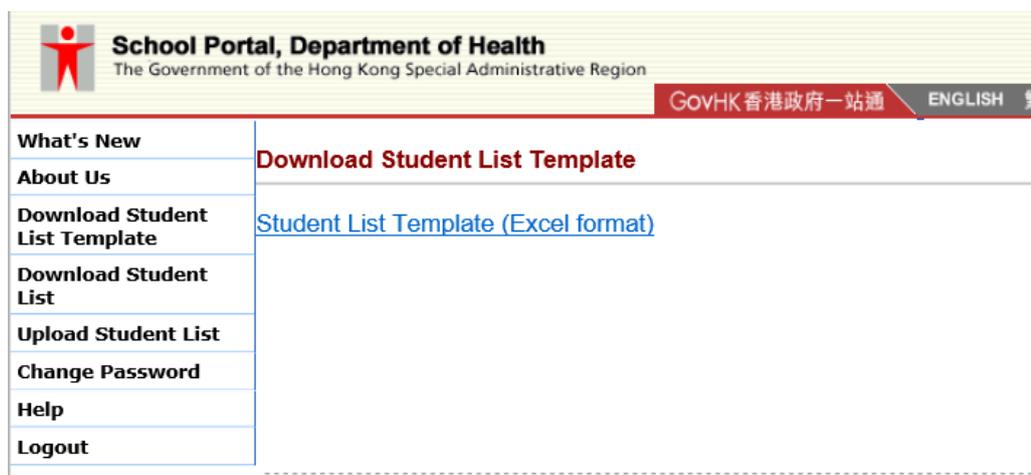
Change Password	
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

II. Download Template and Fill in Student List Excel File

- From the menu on the left side, select ‘Download Student List Template’.



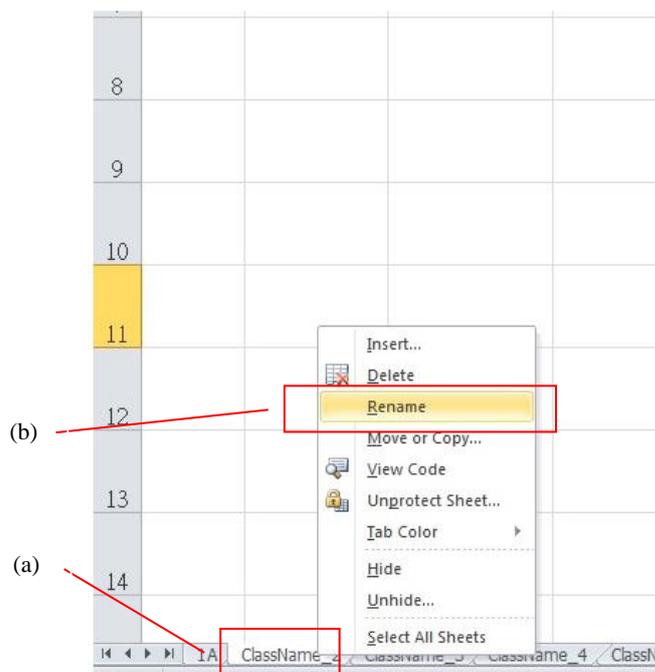
- There is one student list template file for Student Immunization Team.



- Open the downloaded template file in Excel, as shown below:

	A	B	C	D	E	F	G	H	I
	*Class no. 班號	*Chinese name 中文姓名	*English surname 英文姓氏	English given name 英文名字	*Sex (M/F) 性別	*Date of Birth (dd/mm/yyyy) 出生日期 (It is required to conform to 'dd/mm/yyyy' format)	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Contact Number 聯絡號碼
2									
3									
4							Birth Certificate - HK 香港出生證明書		
5							Birth Certificate - HK 香港出生證明書		
6							Birth Certificate - HK 香港出生證明書		
7							Birth Certificate - HK 香港出生證明書		
8							Birth Certificate - HK 香港出生證明書		
9							Birth Certificate - HK 香港出生證明書		
10							Birth Certificate - HK 香港出生證明書		

- **Rename the worksheets in accordance to the class name of each Primary 1 and Primary 6 class** by locating the mouse pointer to the worksheet tab (a), then right-click and select “Rename” (b), as illustrated below:



- Please enter all required information of every student in Primary 1 and Primary 6 and use separate worksheets for each class -
 - It is mandatory to fill in the following fields: Class no., Chinese name, English surname, Sex and Date of Birth. Please fill in an * mark in the event that Chinese name is not applicable.
 - English surname and given name should be filled in separate fields.
 - Please fill in both of column G (document type) and column H (document number) if the student has provided the related identity information. Otherwise, please leave both of column G (document type) and column H (document number) blank for that student.
- *Note: For Birth Certificate / HKID No., the last digit/character in the bracket is required.**
For example, T1234565.

	A	B	C	D	E	F	G	H	I
	*Class no. 班號	*Chinese name 中文姓名	*English surname 英文姓氏	English given name 英文名字	*Sex (M/F) 性別	*Date of Birth (dd/mm/yyyy) 出生日期 <small>(It is required to conform to 'dd/mm/yyyy' format)</small>	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Contact Number 聯絡號碼
2									
3									
4							Birth Certificate - HK 香港出生證明書		
5							Birth Certificate - HK 香港出生證明書 Birth Certificate - HK/HKID Card 香港出生證明書/香港身份證 Adoption Certificate 領養證明書 Document of Identity for Visa Purposes 香港簽證身份證明書 Exemption Certificate 豁免登記領取身份證明書豁免身份證 Permit to Remain in HKSAR (ID 235B) 香港居留短期許可證 (ID 235B) Birth Certificate - HK 香港出生證明書		
6									

- For column F(Date of Birth), text format is used, it is required to conform to 'dd/mm/yyyy' format (using '-' as separator is also acceptable)

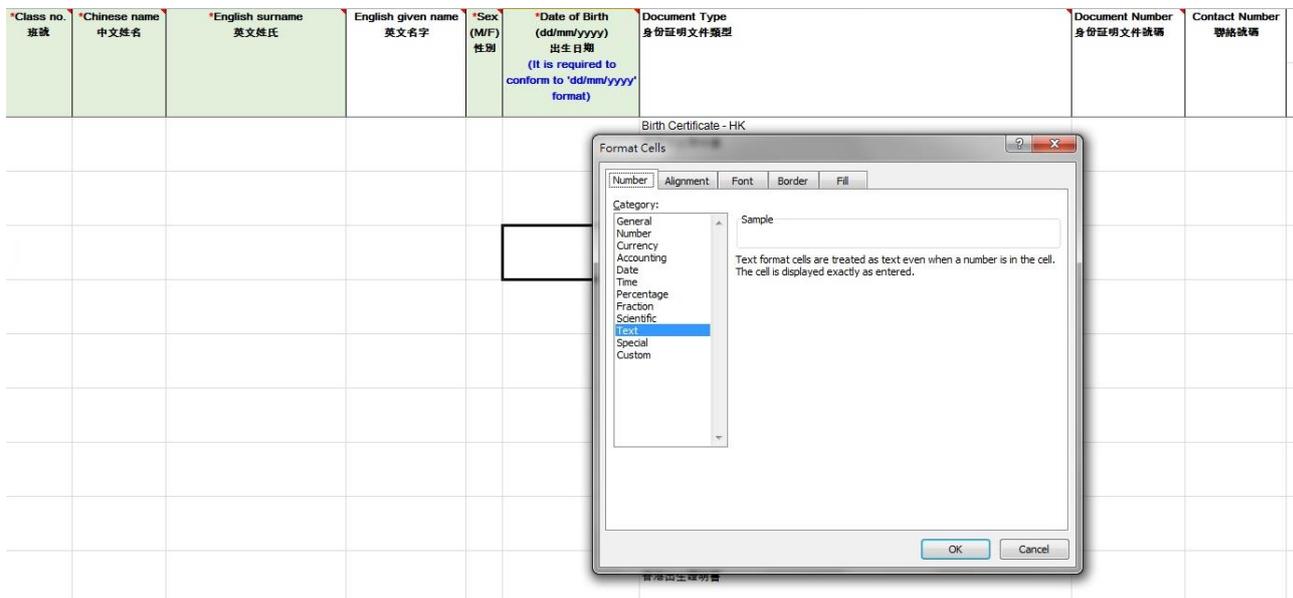
Example:

01-12-1975

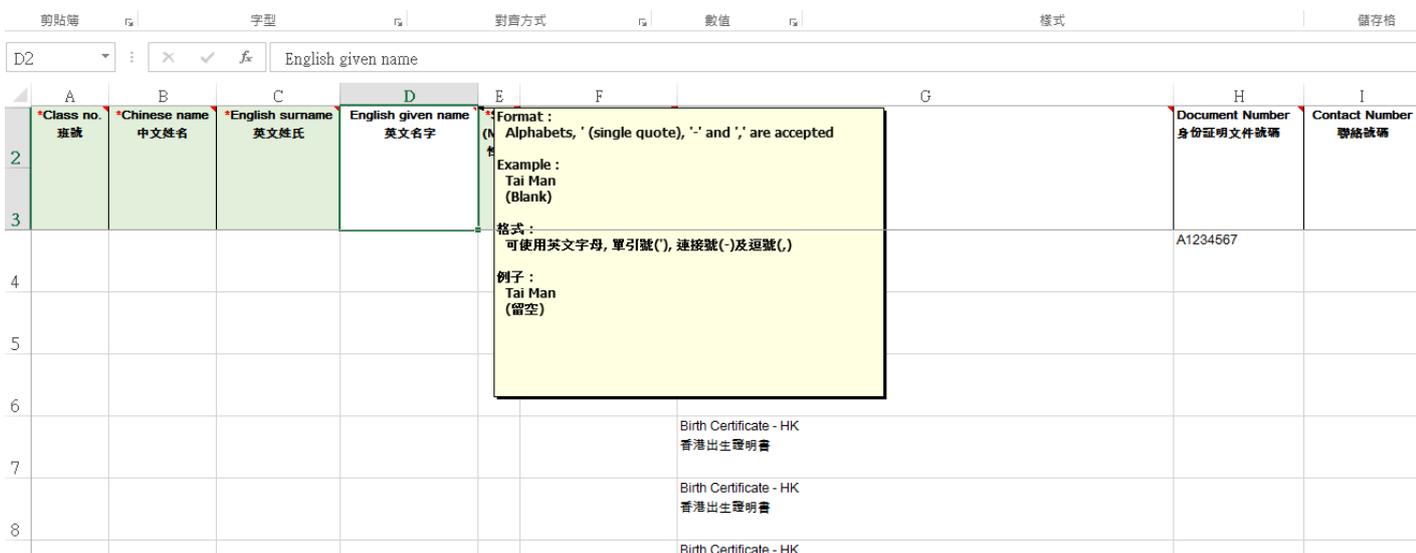
OR

01/12/1975

Note: Take Excel 2007/2010 as an example, cell format can be determined by right-clicking a cell, selecting "Format Cells..." and then refer to the "Category" list on the "Number" tab.



- Move the mouse pointer over individual field on the header row of the template file to view the expected format of the field, which is illustrated below:



- An example of a completed student list is shown below:

A	B	C	D	E	F	G	H	I
*Class no. 班號	*Chinese name 中文姓名	*English surname 英文姓氏	English given name 英文名字	*Sex (M/F) 性別	*Date of Birth (dd/mm/yyyy) 出生日期 (It is required to conform to 'dd/mm/yyyy' format)	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Contact Number 聯絡號碼
1	*	LAM	YUNG LEUNG	M	03-12-2006	Birth Certificate - HK 香港出生證明書	T3456700	
2	林台秋	LAM	TO CHAU	M	03-12-2006			
3	林水甫	LAM	SHUI FU	M	06-12-2006	Birth Certificate - HK 香港出生證明書	T3456727	
4	林靄舜	LAM	FOONG SHUN	M	06-12-2006	Birth Certificate - HK 香港出生證明書	T3456735	
5	林孟名	LAM	MAN MING	M	16-12-2006	Birth Certificate - HK 香港出生證明書	T3456710	
6	林正宏	LAM	CHING WUN	M	16-12-2006	Birth Certificate - HK 香港出生證明書	T3456711	
7	林秋殊	LAM	CHAI CHU	M	03-01-2007	Birth Certificate - HK 香港出生證明書	T3456712	
8	林惠利	LAM	WAI LEI	M	03-01-2007	Birth Certificate - HK 香港出生證明書	T3456713	

- Another completed example for reference (Please fill in an * mark in the event that Chinese name is not applicable.):

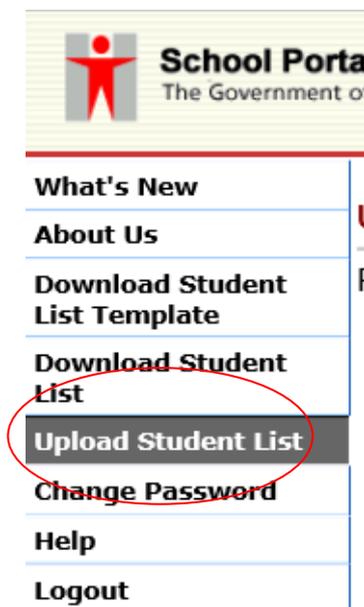
A	B	C	D	E	F	G	H	I	J
*Class no. 班號	*Chinese name 中文姓名	*English surname 英文姓氏	English given name 英文名字	*Sex (M/F) 性別	*Date of Birth (dd/mm/yyyy) 出生日期 (It is required to conform to 'dd/mm/yyyy' format)	Document Type 身份證明文件類型	Document Number 身份證明文件號碼	Contact Number 聯絡號碼	
1	*	LAM	YUNG LEUNG	M	03-12-2006	Birth Certificate - HK 香港出生證明書	T3456700		
2	*	LAM	TO CHAU	M	03-12-2006				
3	*	LAM	SHUI FU	M	06-12-2006	Birth Certificate - HK 香港出生證明書	T3456727		
4	*	LAM	FOONG SHUN	M	06-12-2006	Birth Certificate - HK 香港出生證明書	T3456735		

Important Point to Note:

- The information provided will constitute an integral part of the immunisation and medical record of students. Incorrect information may result in incomplete or incorrect immunisation and medical record of the student.
- All the student records in the above examples are fictitious.

III. Upload Student List

1. There is one Upload Student List for Student Immunization Team. It needs to use the corresponding student list template for the upload(Refer to [P.5 II](#)).
2. Log in to the Portal when the Excel file is ready and select ‘Upload Student List’(for upload student list of Student Immunization Team) from the menu on the left side.



3. Click the “Browse” button to select the completed student list Excel file for upload. The system will display the results of the uploading operation and relevant messages will be displayed on items failed to upload. Please update the Excel file accordingly and upload again. An example after successful uploading operation is shown as follows:

The screenshot shows the 'Upload Student List' form with the following details:

- School Portal, Department of Health** (The Government of the Hong Kong Special Administrative Region)
- Language options: [GOVHK 香港政府一站通](#), [ENGLISH](#), [繁體版](#), [简体版](#)
- Upload Student List** (Title)
- Semester: February 2018 - August 2018
- Uploaded information:

Class	1A
No. of students uploaded	40
- Select Student list to upload:
- I confirm the above information provided is correct and understand that vaccination record may not be attached to information is uploaded.
- Message box: The following number of students in the corresponding class(es) has been uploaded successfully :
1A (40)
- [Legend](#)

(Page of uploading student list for Student Immunization Team)

LEGEND: - press to delete the uploaded class data if you want to edit the student list again

- 4. In the case that the identity document type and number in the Excel file matches with existing record(s) but with different name/sex/date of birth, the following screen will be displayed.

In your uploaded student list, identity document information of the following student(s) matches that of the existing record(s) (but with different name/Sex/D.O.B.) in our system, please verify these records. The fields highlighted in yellow color are those information different from our existing record(s). Please update the fields directly if you find any record is not correct.

Item No.	Class Name	Class No.	ID Doc. No. (ID Doc. Type)	Surname	Given Name	Sex	D.O.B (DD-MM-YYYY)
1	1A	3	A1234563(Birth Certificate - HK)	IRS	TESTING	F	24-06-2010
2	1A	4	J7544879(Birth Certificate - HK)	CHAN	TESTING ONE	M	09-12-2009
3	1B	14	R4977474(Birth Certificate - HK)	CHOI	HEI YAN	M	06-12-2000
4	1B	18	W3519662(Birth Certificate - HK)	CHOI	FAT FU	M	21-12-2009

I confirm the above information provided is correct and understand that vaccination record may not be attached to the correct student if incorrect information is uploaded.

Confirm and Save Back

(a)
(b)

(c)

The field(s) with inconsistent information is/are highlighted in yellow. Please verify and make any amendment to the information on the screen directly. Then please (a) check the box to agree with the statement and (b) press ‘Confirm and Save’. (c) If “Back” is pressed, it will go back to the previous page(upload student list).

- 5. In the case that there is any missing field or information which is inconsistent with the required data format, the following screen will be displayed with the concerned field(s) highlighted in red. Please refer to the message box at the bottom of the screen for details.

Upload Student List

In your uploaded student list, identity document information of the following student(s) matches that of the existing record(s) (but with different name/Sex/D.O.B.) in our system, please verify these records. The fields highlighted in yellow color are those information different from our existing record(s). Please update the fields directly if you find any record is not correct.

Item No.	Class Name	Class No.	ID Doc. No. (ID Doc. Type)	Surname	Given Name	Sex	D.O.B (DD-MM-YYYY)
1	1A	3	A1234563(Birth Certificate - HK)		TESTING	F	24-06-2010
2	1A	4	J7544879(Birth Certificate - HK)	CHAN	TESTING ONE		09-12-2009
3	1B	14	R4977474(Birth Certificate - HK)	CHOI	HEI YAN	M	06-12-2000
4	1B	18	W3519662(Birth Certificate - HK)	CHOI	FAT FU	M	-12-2009

I confirm the above information provided is correct and understand that vaccination record may not be attached to the correct student if incorrect information is uploaded.

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Item 1 : Class 1A : missing English surname.
Item 2 : Class 1A : missing sex.
Item 4 : Class 1B : invalid date of birth format.
Please notice the above warning(s) and correct the related RED field(s)!
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Confirm and Save Back

Please make amendment on the screen directly. When finished, check the box to agree with the statement and press ‘Confirm and Save’.

6. If the upload is successful, the following screen will be displayed. You may now log out the Portal.

Semester September 2015 - January 2016 ▼

Uploaded information:

Class	1A ✘	1B ✘	6A ✘	6B ✘
No. of students uploaded	39	40	40	40

* Please ensure the "Date of Birth" values in the Student List Excel file conform to "dd/MM/yyyy" format if "Text" format is used, Note: Take Excel 2007/2010 as an example, cell format can be determined by right-clicking a cell, selecting "Format Cells..." and then refer to the "Category" list on the "Number" tab.

Select Student list to upload:

The following number of students in the corresponding class(es) has been uploaded successfully :

1A (39) , 1B (40) , 6A (40) , 6B (40)

[Legend](#)