

# A guide to entering passport information.

Select your child(ren)'s school Gateway to login: <https://gateway.esf.edu.hk/>

- 1) Click on "Student Demographics"

The screenshot shows the school gateway home page. At the top, there are navigation links for 'Home' and 'Documents'. The main content area is divided into several sections. The 'Student Profile' section is prominent, displaying the student's ID (ACKE000002p), Roll Group (09S2), and House (S). Below this, there is a calendar view for the week of 19/05 to 23/05, with 'Holiday' marked for 19/05. A grid of buttons is visible, with 'Student Demographics' highlighted with a red box. Other buttons include 'Medical Information', 'Attendance Report', 'Timetables', 'ARR Report', 'Assessments', 'Activities', 'Commitments', and 'ePayment'. To the right, there is an 'iCalendar' section with a 'Sync to Google Calendar' link and an 'Agenda' view showing 'No Records at this moment.' Below the 'Student Profile' section, there are 'eNotice' and 'Parent Consultation' sections. The 'eNotice' section shows 'No Update'. The 'Parent Consultation' section has a 'Click to book or update' link and a 'My Teacher' dropdown menu set to 'Teacher of ACE000002p'.

- 2) Under the "Student Information" section, click on "submit change"

The screenshot shows the 'Student Demographics' page. At the top, there are navigation links for 'Home' and 'Documents'. Below this, there is a 'Print' button and a dropdown menu showing 'ACKE000002s, ACE000002p'. The main content area is titled 'ACKE000002p ACE000002s (09S2)'. Below this, there is a grid of buttons: 'Student Information', 'Family Information', and 'Additional Contact'. The 'Student Information' button is highlighted with a red box. Below the buttons, there is a 'Student Information' section with a 'submit change' link highlighted with a red box. The 'Student Information' section contains a table with the following data:

Preferred Name	ACKE	Gender
Surname	ACKE	Age
First Name	ACKE	Date of Birth
Second Name	ACKE	Country of Birth

3) Fill in the Foreign Passport section, click next to preview and submit.

### Change Request - Student Information

Please carefully check the following information is correct and that it is kept up to date of any changes.

#### Student Information

Surname	ACKER000024	Gender *	<input checked="" type="radio"/> M <input type="radio"/> F
First Name *	ACKER000001	Date of Birth *	24/02/2008
Second Name	ACKER000002	Country of Birth *	HONG KONG SAR
Official Full Name in Passport/HKID/Birth Certificate *	ACKER000003 <small>(The official full name will be used for the ARR report and transcripts) (The above names should be same as your child's Hong Kong ID / Passport. Please upload electronic copy of proof document for changes)</small>		
Preferred Name * (Not include surname)	ACKER000004		
Student's Mobile Number	852	9900	
Student Personal/Future Email			
Permanent Resident *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Permanent Resident Proof document	<input type="button" value="Choose File"/> No file chosen <small>(Please upload electronic copy of proof document if changed from No to Yes.)</small>		
Hong Kong ID. *	HONGKONG		
Birth Certificate *	HONGKONG		
Hong Kong ID/Birth Certificate Proof Document	<input type="button" value="Choose File"/> No file chosen <small>(Please upload electronic copy of proof document for Hong Kong ID/Birth Certificate.)</small>		
Nationality	Chinese (Hong Kong)		
Passport Number	HONGKONG		
Foreign Passport (includes Chinese Passports) *	As per the Education Bureau requirements on Student Enrolment Survey, please select Yes if your child has a foreign passport (not include BNO) or Chinese nationality (ie. Taiwan residents, Macau or Mainlanders who are currently holding the respective travel documents), and then input the corresponding "Foreign Passport Nationality" which will be shown after selecting Yes. <input checked="" type="radio"/> Yes <input type="radio"/> No		
Foreign Passport Nationality (includes Chinese Passports) *			
Religion *		Ethnicity	Chinese

Remark: Fields with asterisk \* are required.

Remark: Fields with asterisk \* are required for either one.

[▲ Back to Top](#)