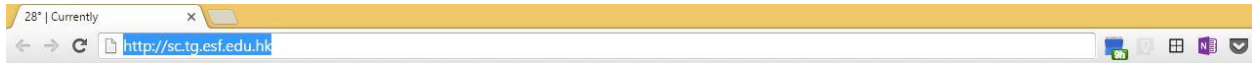


1. Launch your web browser. Access the Gateway by typing the following link in the address bar: <http://sc.tg.esf.edu.hk>



2. Enter your **family username and password** on the login page. Click "Login". If you have forgotten your family login details, please email gatewaysupport@shatincollege.edu.hk



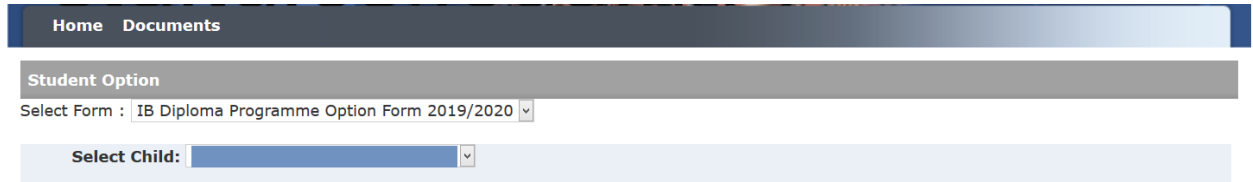
3. Locate the “Student Profile” panel on the left side of your screen under the navigation bar. Select the link captioned “click picture to view more details”.

The screenshot shows the Sha Tin College Gateway interface. At the top, there is a navigation bar with the ESF logo and 'SHA TIN COLLEGE' text. Below the navigation bar, there are tabs for 'Home' and 'Documents'. The main content area is divided into two columns. The left column contains the 'Student Profile' panel, which includes a calendar for July 2007 with a link 'click picture to view more details' highlighted. Below the calendar are sections for 'eNotice', 'Bulletin Board', and 'Foundation News'. The right column contains the 'iCalendar' panel with an agenda view showing 'No Records at this moment.' for both 'Today' and 'Coming'. Below the iCalendar panel are sections for 'Parent Consultation' and 'My Teacher'.

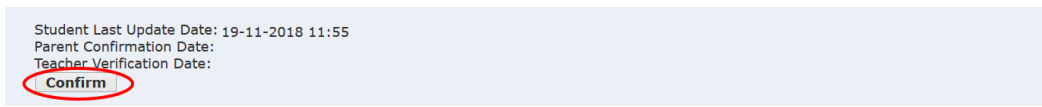
4. Click on the “Student Option” button.

The screenshot shows the Sha Tin College Gateway interface, similar to the previous one. The 'Student Profile' panel now displays a calendar for November 2011 with a link 'click picture to view more details'. Below the calendar is a grid of buttons for various student services: 'Student Demographics', 'Medical Information', 'Attendance Report', 'Timetables', 'ARR Report', 'Assessments', 'Activities', 'Commitments', and 'Student Option'. The 'Student Option' button is circled in red. The 'iCalendar' panel on the right now includes a 'Sync to Google Calendar' button. The 'Parent Consultation' and 'My Teacher' panels are also visible.

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5. Select the form “IB Diploma Programme Option Form 2019/2020”. **If you have more than one child**, select the particular child whose details you wish to access by clicking on the drop-down box under the “Student Option” panel.



6. Once the student has chosen the subjects, review these subject option selections and click the “Confirm” button.



*** End of Document ***