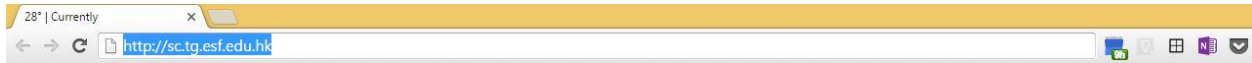


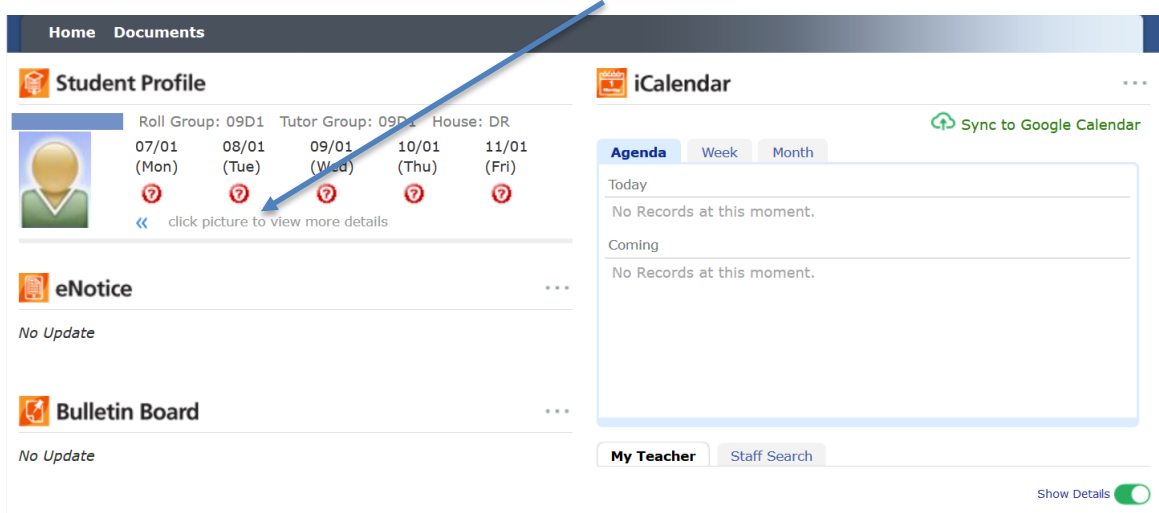
1. Launch your web browser. Access the Gateway by typing the following link in the address bar: <http://sc.tg.esf.edu.hk>



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

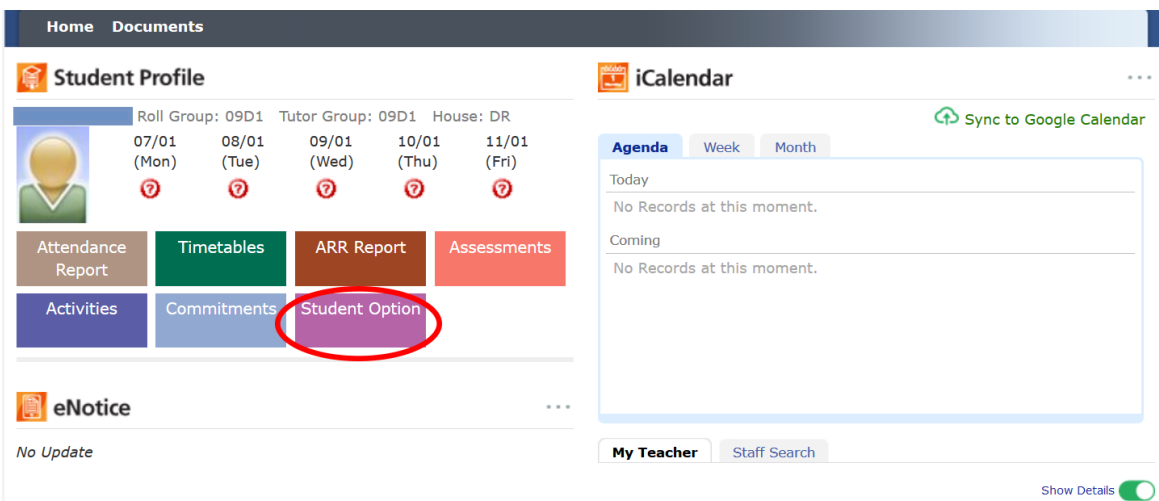
A screenshot of the ESF Gateway login page. The page has a dark red header with the ESF logo (ESF 英基) on the left and the text 'INSPIRING FUTURES' on the right. The main content area is white. On the left, there is a 'LOGIN' form with a dropdown menu for 'School' (currently set to 'Sha Tin College'), a 'Login' text input field with a 'forgot login name' link, and a 'Password' text input field with a 'forgot password' link. Below the form is a red 'Login' button. To the right of the form, there is a large 'ESF Gateway' title and a collage of circular images showing students and teachers in a classroom. Below the collage, there is a blue 'VLE' button with the text 'Sign in with VLE (student and staff)'. At the bottom left, there is a 'Welcome to the ESF Gateway' message and a paragraph explaining the Gateway's purpose. Below this, there is a note about browser compatibility and icons for Chrome, Firefox, and Internet Explorer.

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 'Student Profile' panel on the left side of the interface. At the top, there are tabs for 'Home' and 'Documents'. Below the navigation bar, the 'Student Profile' section includes a student's name, roll group (09D1), tutor group (09D1), and house (DR). A grid of dates from 07/01 to 11/01 is displayed, with red question mark icons below each date. A blue arrow points to the text 'click picture to view more details' located below the date grid. Below the profile section are 'eNotice' and 'Bulletin Board' sections, both showing 'No Update'. To the right is the 'iCalendar' section with a 'Sync to Google Calendar' button and an 'Agenda' view showing 'No Records at this moment.' for both 'Today' and 'Coming' sections. At the bottom right, there are 'My Teacher' and 'Staff Search' buttons, and a 'Show Details' toggle switch.

4. Click on the “Student Option” button.



The screenshot shows the 'Student Profile' panel with a grid of buttons below the date grid. The buttons are: 'Attendance Report' (brown), 'Timetables' (green), 'ARR Report' (dark brown), 'Assessments' (red), 'Activities' (blue), 'Commitments' (light blue), and 'Student Option' (purple). The 'Student Option' button is circled in red. The rest of the interface, including the 'iCalendar' section and navigation bar, is identical to the previous screenshot.

5. You will see the GCSE options form, which allows you to choose your subjects for the next academic year.

Student Option

GCSE Option Form 2019-2021

Submission closing date: 29 January 2019

IMPORTANT NOTE

- You must choose **ONLY ONE** subject from each of the four groups below by ticking the check-box. The subjects are grouped to ensure that you study a broad curriculum.
- You may choose **ONLY ONE** Design Technology option from either Group 3 or 4. We ask you to chose a reserve subject in case your preferred technology class does not run.
- English for Academic Purposes (EAP) is compulsory for certain students who need additional support in English. You will have been notified of this by your teachers.
- To complete the process **you** need to make your selections **and** your parents need to login to Gateway and confirm your selection by **29th January 2019**.

[-]show selected subjects

Group 1

1. Chinese as a First Language (10CX7)	<input type="checkbox"/>
2. Chinese as a Foreign Language (10CNF)	<input type="checkbox"/>
3. Chinese as a Second Language (10CX8)	<input type="checkbox"/>
4. English for Academic Purposes (10EA2)	<input type="checkbox"/>
5. French (10FR2)	<input type="checkbox"/>
6. Spanish (10SP2)	<input type="checkbox"/>

Group 2

6. Some subjects may has two boxes. F represents a first choice and R is the reserve choice.

Group 3

1. Art & Design (10AD8)	<input type="checkbox"/> F	<input type="checkbox"/> R
2. Dance (10DA2)	<input type="checkbox"/> F	<input type="checkbox"/> R
3. Design Technology: Engineering (10TN2)	<input type="checkbox"/> F	<input type="checkbox"/> R
4. Design Technology: Fashion & Textiles (10TT2)	<input type="checkbox"/> F	<input type="checkbox"/> R

7. To complete your registration, click the "Submit" button. Your parents/guardians will then need to confirm your choices. They have received separate instructions for this.

Student Last Update Date:
Parent Confirmation Date: **Please have your parent login Gateway to endorse before deadline**
Teacher Verification Date:
Submit

*** End of Document ***