

## 學校管理員帳戶密碼重設表格

### School Administrator Account Password Reset Form

請填妥本表格，並於蓋上校印後電郵至 [info@edcity.hk](mailto:info@edcity.hk)。確認所有資料後，我們將於三個工作天內為貴校重設學校管理員帳戶密碼，屆時學校管理員將會收到電郵通知。如有查詢，請電郵至 [info@edcity.hk](mailto:info@edcity.hk)。收集的資料絕對保密，詳情請參閱香港教育城[私隱政策](#)。

Please complete this form and stamp it with a school chop, then email it to [info@edcity.hk](mailto:info@edcity.hk). After verifying all information, the school administrator account password will be reset in 3 working days with a notification email sent to the school administrator. For enquiries, please contact us at [info@edcity.hk](mailto:info@edcity.hk). The information collected is strictly confidential. Please refer to the [Privacy Policy](#) of Hong Kong Education City for details.

#### (1) 學校資料 School Information

教城學校代號 EdCity School Code : \_\_\_\_\_  
學校中文名稱 School Chinese Name : \_\_\_\_\_  
學校英文名稱 School English Name : \_\_\_\_\_  
學校電話 School Phone No. : \_\_\_\_\_ 學校傳真 School Fax No. : \_\_\_\_\_  
學校電郵 School Email : \_\_\_\_\_

#### (2) 學校管理員聯絡資料 School Administrator Contact Information

姓名 Name : \_\_\_\_\_  
聯絡電話 Contact Phone No. : \_\_\_\_\_  
聯絡電郵 Contact Email : \_\_\_\_\_  
  
學校蓋印 School Chop : \_\_\_\_\_  
日期 Date (DD/MM/YYYY) : \_\_\_\_\_

- ◇ 請填妥所有欄位。  
Please fill in all fields.
- ◇ 重設密碼後，教城會發送電郵通知至學校管理員的聯絡電郵；如提供的電郵地址不正確或已失效，有關通知將發送至學校電郵。  
After the password is reset, EdCity will send a notification email to the school administrator's contact email. If the contact email is incorrect or invalid, the notification will be sent to the school email.
- ◇ 如您在遞交表格後的三個工作天內未收到電郵通知，請聯絡我們。  
If you do not receive the notification email in three working days after submitting the form, please contact us.

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