

## Guidelines on Using CloudSAMS to Download the Students' Profile Information

To protect the privacy rights of students in relation to personal data, those sensitive information such as STRN (Student Reference Number), Hong Kong Identity Card Number, Hong Kong Birth Certificate Number, etc. may be masked in some of the WebSAMS built-in templates. Schools may download the students' profile information with the following procedure for verification and reference when necessary.

1. Login CloudSAMS and click [Student] → [Info Upload] → [Student Info] from the left menu.

The screenshot shows the 'Student Info' page in the CloudSAMS system. The left sidebar contains a navigation menu with 'Student' selected, and 'Info Upload' > 'Student Info' highlighted. The main content area has a breadcrumb trail: [S-STU16-01] Student > Info Upload > Student Info. Below the breadcrumb, there are two sections: 'Please specify the location of the file to be uploaded' with 'Save' and 'Reset' buttons, and 'Please select class name to download' with 'Download' and 'Download Sample Code Table' buttons. At the bottom, there are four dropdown menus: 'School Year' (Current Year (2022)), 'School Level' (Primary), 'School Session' (AM), and 'Class Level' (Primary 1).

2. Select the school year, class level(s) and class name(s). Users may make multiple selection.

This screenshot shows the same 'Student Info' page as above, but with the 'Class Level' dropdown menu open. The 'Class Level' dropdown now shows 'Primary 1' and 'Primary 2' selected. The 'Class Name' dropdown menu is also open, showing a list of class names with checkboxes. The selected class names are 1B, 1C, 2A, and 2C. The 'School Year' dropdown is set to 'Current Year (2022)', 'School Level' is 'Primary', and 'School Session' is 'AM'.

- Click [**Download**] button, then enter “Password” and “Confirm Password” in the popup dialog to encrypt and export the information to a (.zip) file.

[S-STU16-01] Student > Info Upload > Student Info

Please specify the location of the file to be uploaded

Save Reset

Filename and Path (\*.xls)<sup>[1][2]</sup> Choose File

Note(s):  
 [1] Please close the Excel file before uploading.  
 [2] Note: To avoid overloading the system, it is recommended to include less than 100

Please select class name to download

Download Download Sample Code Table

School Year: Current Year (2022) ▼

School Level: Primary ▼

Class Level: Primary 1 X Primary 2 X ▼

**Encrypt Document**

Confirm Close

Encrypt the contents of this file

Password

Confirm Password

Note(s):  
 Password Format:  
 - contain English character(s) a-z (lower case)  
 - contain English character(s) A-Z (upper case)  
 - contain digit(s) 0-9  
 - contain special character(s) ("Space" is not allowed)  
 - 8-40 characters

The password should fulfill ALL criteria above.

- Open the exported (.zip) file and enter password to obtain the Excel file. Open the decrypted Excel file and users may view the students' profile information now.

Registration No	School Year	Class Level	Class Code	Class No	STRN	English Name	Chinese Name	Sex Code	Date of Birth	First Date of Atten/Home District Cour	Ethnicity Code	Spoken Language
20221B08a	2022	P1	1B	1	.....	Student POneBEig	乙八上二	M	14/05/2016	19/01/2023	C	CHI
20221B18a	2022	P1	1B	2	.....	Student POneBEig	乙十八上二	M	14/05/2016	01/09/2022	C	CHI
20221B11a	2022	P1	1B	3	.....	Student POneBEle	乙十一上二	F	03/04/2016	01/09/2022	B	CHI
20221B15a	2022	P1	1B	4	.....	Student POneBFit	乙十五上二	F	24/01/2016	01/09/2022	B	CHI
20221B05a	2022	P1	1B	5	.....	Student POneBFw	乙五上二	F	24/01/2016	01/09/2022	B	CHI
20221B04a	2022	P1	1B	6	.....	Student POneBFo	乙四上二	M	11/12/2016	01/09/2022	D	CHI
20221B14a	2022	P1	1B	7	.....	Student POneBFo	乙十四上二	M	11/12/2016	01/09/2022	D	CHI
20221B09a	2022	P1	1B	8	.....	Student POneBNin	乙九上二	F	22/07/2016	01/09/2022	B	CHI
20221B19a	2022	P1	1B	9	.....	Student POneBNin	乙十九上二	F	22/07/2016	01/09/2022	B	CHI
20221B01a	2022	P1	1B	10	.....	Student POneBOn	乙一上二	F	03/04/2016	01/09/2022	B	CHI
20221B07a	2022	P1	1B	11	.....	Student POneBSe	乙七上二	F	13/02/2016	01/09/2022	E	CHI

**As the downloaded information contains sensitive personal data, please handle and keep them with extra care to safeguard from unauthorised or accidental access, processing or use.**

For the operations of the modules, please refer to the [User Manuals](#). Further enquiries can be directed to your CloudSAMS [School Liaison Officer](#).

**Systems & Information Management Section**  
**Education Bureau**  
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