

Education Bureau Circular Memorandum No. 62/2025

From: Secretary for Education To: Supervisors/Heads/Teachers of All
Primary and Secondary Schools
(except ESF and international schools)

Ref: (2) in1066-2005-8050-9050-00001 (P001)
Date: 24 June 2025

e-Services Portal – Management of Teachers’ Personal Profiles Updating Exercise for the 2025/26 School Year

Summary

This circular memorandum reminds schools and teachers of the updating exercise of the e-Services Portal for the 2025/26 school year.

Background

2. The e-Services Portal <https://eservices.edb.gov.hk> (hereafter called “the Portal”) provides schools and teachers (including principals) with a reliable, secure and user-friendly web-based system with multiple education services. The major services include the management of teacher profiles, web-enrolment of training courses and provision of email services. Teachers’ data collected through the Portal will be used for various educational purposes such as data analysis and compilation of teacher statistics.

3. Schools are required to create e-Services accounts for all monthly-paid teachers, teaching assistants (excluding “Teacher Assistants” of special schools) and other staff with teaching load, including teaching staff who are paid by Salaries Grant, cash grants from the government or schools’ private funding, to report relevant information. For daily-paid supply teachers, schools may decide whether accounts should be created for them on the basis of schools’ operational needs.

Updating and Verification of Teacher Data

4. **Schools should process and complete the relevant data updating for the 2025/26 school year from 1 September to 19 September 2025.** Schools should administer the updating exercise at the earliest to avoid the submission of information nearer the deadline. There may be network congestion and possible delay in related work if a large number of users submit information at the same time. Schools and teachers are required to pay special attention to the following in updating and verifying the information.

Serving and Newly Appointed Teachers

5. Serving teachers are required to log in to Teacher Desk of the Portal to input or update the following information. For newly appointed teachers (including teachers transferred from other schools), school administrators should first add their information to schools' accounts on the Portal for their input or update. Please note that teachers should ensure that the information input or updated is accurate.

Teacher Profile

6. All teachers are required to input or update the following information:
- (a) residential address, telephone number, personal email address and setting default email address in “Personal Particulars”;
 - (b) academic / degree qualifications and Basic Law and National Security Law Test (BLNST) information in “Qualifications”;
 - (c) teacher training qualifications in “Teacher Training”;
 - (d) duties / posts, subjects taught and number of teaching periods, etc. for the 2025/26 school year in “Serving Schools”.
7. Language teachers should input their acquired relevant degree qualifications and teacher training for language teachers as described in (b) and (c) for schools' verification of whether the teachers meet relevant requirements¹. For secondary school teachers teaching non-language subjects and/or conducting extended learning activities in English, they are requested to fill in/ update (d) above on whether they have met the teacher capability criterion². Newly appointed teachers (including teachers transferred from other schools) should provide the information regarding BLNST and submit it to schools for verification. If serving teachers have obtained those results, they can also report and submit them to schools for verification as necessary.

Teacher Continuing Professional Development (CPD) Activities Records

8. All teachers should check and ensure their information at “Teacher CPD Activities Records” are accurate and complete. Teachers can input records of training activities that were not applied via Training Calendar System of the Education Bureau (EDB) for schools' verification and confirmation. In tandem, schools can add relevant activity records for all the teachers who participated in the school-based professional development activities organised by the schools. Please refer to the video clips uploaded to the “help manual” of the Portal. In addition, teachers (excluding newly-joined teachers) are required to fill in the start and end years of the current CPD cycle in the “Teacher CPD Statistics and CPD Cycles” to facilitate schools to review the training progress of individual teachers and EDB to conduct relevant statistical work.

¹ EDB has implemented the recommendations of Standing Committee on Language Education and Research on language teacher education and qualifications since 2004/05 school year. For details, please refer to [EDB Circular Memorandum No. 106/2009](#).

² Under the fine-tuned medium of instruction arrangements, non-language subject teachers of secondary schools are required to meet the teacher capability criterion for teaching non-language subjects in English and/or conducting extended learning activities in English. For details, please refer to [EDB Circular No. 6/2009](#).

Teachers Professional Ladder

9. Starting from the 2020/21 school year, full-time teachers who start teaching in publicly-funded schools for the first time³ must complete 30 hours of core training organised by EDB within the first three years⁴. Teachers who first join the schools in or after the 2020/21 school year must check their “First Appointment Date” and “Target End Date of Training Period” are accurate in the “Training Programme for Newly-joined Teachers” section under the “Teachers Professional Ladder for Teachers”. If there is incorrect information, they should raise requests to the e-Services Team of EDB through the school administrators for amendments as soon as possible.

School Administrators

Verify All Information Submitted/ Updated by Teachers

10. School administrators should ensure that all serving and newly appointed teachers will complete the information input or updates **from 1 September to 19 September 2025**, and properly verify all the information submitted by teachers, including information as described in paragraphs 6 to 9. If there are any changes in serving teachers’ substantive ranks, terms of employment or full-time equivalent, school administrators are required to update relevant teachers’ information in “Appointment Management”.

Input Departing Teachers’ Information

11. School administrators have to input the end dates of employment and the reasons of termination in “Termination of Employment” in “Appointment Management” for the departing teachers as soon as possible, and ensure that the teachers CPD activities records submitted by relevant teachers (if any) have been properly verified and confirmed.

Submit the BLNST Information of All Newly Appointed Teachers to EDB

12. Starting from the 2023/24 school year, schools should submit the BLNST information of all newly appointed teachers at the beginning of each school year to EDB through the Portal, including the organising authority of the test, level of the test, date of attaining a pass result in the test and whether schools have verified the relevant test results, etc⁵.

³ Including regular teachers, contract teachers, monthly-paid temporary teachers (excluding daily-rated supply teachers) and Native-speaking English Teachers.

⁴ For details about the core training requirements for Newly-joined Teachers, please refer to [EDB Circular No. 29/2024](#).

⁵ For details, please refer to our Letter to Schools dated 18 May 2023 which has been uploaded on EDB webpage (<http://www.edb.gov.hk/en/blnst>).

Updating Information during the School Year

13. When there are subsequent changes in teacher information during the school year, schools should remind relevant teachers to update the information on the Portal and verify the submitted information as soon as possible. Please refer to Appendix 1 and Appendix 2 for a flowchart of updating schools' information and a summary of the major tasks. For details of handling the personal data, please refer to "Personal Information Collection Statement" on the Portal (<https://eservices.edb.gov.hk>).

Support

14. To provide better services for schools and teachers, EDB will continually enhance the functions of the Portal and update the online Help Manual accordingly. To familiarise school administrators with the functions of the Portal as well as the updating procedures for the 2025/26 school year, EDB will conduct three identical briefing sessions for school administrators on 2nd and 3rd of July 2025. Relevant enrolment details have already been uploaded onto EDB Training Calendar System at <https://tcs.edb.gov.hk> (Course ID: PDT020250135). Schools are encouraged to arrange the school administrators or staff coordinating the information updates to attend the briefing sessions.

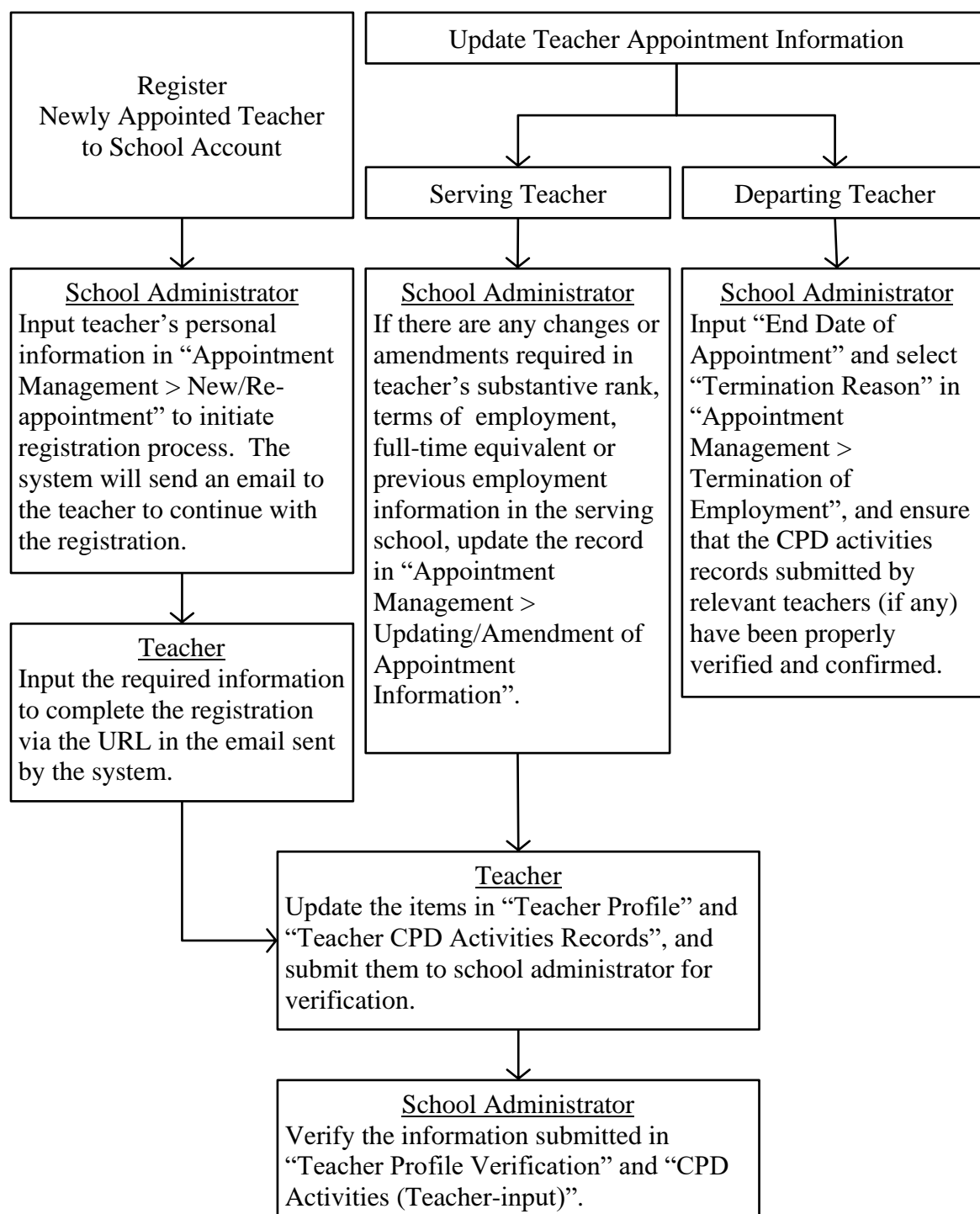
Enquiries

15. For any enquiries, please contact the e-Services Team at 3698 3640 or through email at eservices@edb.gov.hk.

Ms W P LEE
for Secretary for Education

c.c. Heads of Sections – for information

Flowchart on Updating Schools' Information



Please note: When there are subsequent changes in teacher information during the school year, teachers and schools should update and process relevant records on e-Services Portal as soon as possible.

Summary of Major Tasks

(A) Major Tasks of School Administrators

Task 1: End Appointment Records of Departing Teachers

- School administrators should input the “End Date of Appointment” and the “Termination Reason” for the teachers who will leave or have left the school in “Termination of Employment” of “Appointment Management”, and ensure that the CPD activities records submitted by relevant teachers (if any) have been properly verified and confirmed.

Task 2: Register Newly Appointed Teachers’ Accounts

- School administrators should register to the e-Services Portal the personal accounts of newly appointed teachers. In principle, schools are required to create e-Services accounts for all monthly-paid teachers, teaching assistants (excluding “Teacher Assistants” of special schools) and other staff with teaching load, including teaching staff who are paid by Salaries Grant, cash grants from the government or schools’ private funding, to report relevant information. For daily-paid supply teachers, schools may decide whether accounts should be created for them on the basis of schools’ operational needs.

Task 3: Update Teacher Appointment Information

- If there are changes or amendments required in substantive rank, terms of employment, full-time equivalent or previous employment information in the serving school of any serving teachers, school administrators should update the teacher appointment information in “Updating/Amendment of Appointment Information” under “Appointment Management”.
- If serving teachers need to amend their previous employment information in other schools, school administrators should verify such changes against relevant supporting documents provided by the teachers, and inform the e-Services Team to make such amendments by filling in relevant e-form on e-Services Portal.

Task 4: Verify Teachers’ Profiles

- School administrators have to verify the personal profiles submitted by teachers in “Teacher Profile Verification” and ensure that important information including subjects taught, number of teaching periods per cycle / week and duties / posts, etc. have been provided by teachers.

- School administrators must ensure that Chinese and English language teachers have accurately filled in relevant language teacher degree qualifications and teacher training obtained to meet relevant requirements, and clearly record the language subjects taught and the number of teaching periods in the 2025/26 school year.

Task 5: Verify and Confirm Teachers’ “CPD Activities” Records

- School administrators should ensure that the CPD activity records submitted by teachers (if any) have been properly verified and confirmed.
- School administrators should review in “Training for In-service Teachers (Core Training)” of the “Professional Ladder for Teachers” the start and end years of the current CPD cycles reported by teachers (excluding newly-joined teachers) so that schools can review the training progress of individual teachers and EDB can conduct relevant statistical work.

Task 6: Verify and Submit BLNST information of Newly Appointed Teachers

- School administrators have to verify and submit BLNST information of all newly appointed teachers. Relevant details and the Portal User Manual can be downloaded from EDB webpage (<http://www.edb.gov.hk/en/blnst>).

Task 7: Reset Password for Teachers Who Have Forgotten the Login Password

- In case teachers have forgotten the login passwords and they have not provided alternative email addresses⁶ in the Portal, they can reset the passwords via school administrators, who can approve the requests in “Teacher Password Reset Approval” of “Appointment Management”.

Task 8: Creation of New School Account (if applicable)

- New Schools

For newly operated schools, school heads should approach the e-Services Team as soon as possible for provision of a school registration key to activate the Master School Administrator (MSA) account.

- Changed Locations (e.g. Re-provisioning) or Sessions (e.g. Whole-day Schooling)

Schools may retain their existing MSA accounts. For schools converting from half-day to whole-day operation, the school heads may choose either the account

⁶ “Alternative email address” refers to an additional email address input to the Portal by the teachers themselves, NOT the email address provided by the Portal (xxxx@eservices.hkedcity.net).

from AM session or PM session as the new account and inform the e-Services Team for arrangement of account transfer.

(B) Major Tasks of Teachers

Task 1: New Account or Transfer of Account

- When a teacher is going to change school in the new school year, please remind the school administrator of the serving school to end the employment record in the Portal before departure. Please note that even the process has not been completed, the teacher can still register the e-Services account with the new school.
- Newly appointed teachers may register an e-Services account via the school administrators of the new schools before the commencement of the school year.

Task 2: Update Personal Profiles

- Teachers have to update their duties / posts, subjects taught and the number of teaching periods at the beginning of the school year in “Serving Schools”.
- Teachers can view their relevant personal records (including past employment records in serving school) in “Previously Served Schools”. If teachers wish to amend the previous employment information in other schools, they can notify the school administrators of the corresponding schools or the serving schools and provide relevant supporting documents for their verification. School administrators should then fill in relevant e-Form on the Portal so as to inform the e-Services Team to make such amendments.
- Teachers are requested to update their personal profiles as early as possible when there are changes in personal particulars, qualifications and training. If teachers have entered qualifications that are being sought, please submit them to schools for verification as soon as the qualification is obtained.
- Teachers of Chinese and English subjects must accurately fill in relevant language teacher degree qualifications and teacher training they have obtained to meet relevant requirements, and clearly record the language subjects taught and the number of teaching periods in the 2025/26 school year.
- Newly appointed teachers are required to provide BLNST information, including the organising authority of the test, level of the test and date of attaining a pass result in the test, and submit them to school for verification. Serving teachers having the results of BLNST may report and submit them to schools for verification as necessary.

- Teachers should check and ensure the information in the “Teacher CPD Activities Records” is accurate and complete, including relevant activities that were not applied via EDB’s Training Calendar System, to facilitate schools’ verification and confirmation. Teachers should also note whether the requirements of core training (if any) have been met.
- Teachers (excluding newly-joined teachers) must fill in the start and end years of the current CPD cycle in the “TCPD Statistics and CPD Cycles” of the “Teacher CPD Activities Records” so that schools can review the training progress of individual teachers and EDB can conduct relevant statistical work. Generally speaking, each CPD cycle is 3 years. In the 2025/26 school year, teachers can choose **one set from the following three options** as the start (school year) and end (school year):

	Start (School Year)	End (School Year)
Option 1	<u>2023/24</u>	<u>2025/26</u>
Option 2	<u>2024/25</u>	<u>2026/27</u>
Option 3	<u>2025/26</u>	<u>2027/28</u>

- Teachers who first join the schools in or after the 2020/21 school year must check and ensure their “First Appointment Date” and “Target End Date of Training Period” are accurate in the “Training Programme for Newly-joined Teachers” of the “Professional Ladder for Teachers”. If there is incorrect information, teachers should raise requests to the e-Service Team of EDB through the school administrators for amendments as soon as possible.

Task 3: Reset Password

- If teachers have forgotten their password, they can reset it by clicking “Reset Password > Teacher” in the e-Services Portal login page.
- If teachers cannot log in to the Portal, they should contact the e-Services Team at 3698 3640.